NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, SEPTEMBER 20, 2023

Pursuant to Chapter 241 of the Nevada Revised Statutes, the Board of Trustees of Douglas County Lake Tahoe Sewer Authority hereby notifies all interested parties that a Regular Meeting of the Board will be conducted on September 20, 2023, beginning at 9:30 a.m. in the conference room of the Wastewater Reclamation Plant, Highway 50 and Sewer Plant Road in Zephyr Cove, Douglas County, Nevada.

The Regular Meeting will concurrently be conducted via Zoom Teleconference for those who wish to participate via that option using the link, or phone number and passcode below.

https://us06web.zoom.us/j/89455462665?pwd=EGDNHofRA63ReGZ2ZQrxkva49raNBD.1

Meeting ID: 894 5546 2665
Passcode: 543233
Phone: +1 669 900 6833

Copies of this Notice are posted in the following locations:

Wastewater Reclamation Plant
Highway 50 and Sewer Plant Road
Zephyr Cove, Nevada

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

The meeting shall be conducted in accordance with the following Agenda. Unless otherwise stated, items may be considered out of order at the discretion of the chairperson. Unless otherwise noted, all items shall include discussion and possible action.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, SEPTEMBER 20, 2023

Action may be taken on any agenda item unless noted "for discussion only."

Items on the agenda may be taken out of order.

Two or more agenda items may be combined for consideration.

An item may be removed from the agenda or discussion relating to an item may be delayed at any time.

Public comment will be taken on any item on this agenda on which action may be taken, before action is taken on the item.

Every meeting of the Board of Trustees will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the Board's goal to also provide for item-specific public comment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair also retains discretion to limit comment to three minutes per person and only provide for the Open Meeting Law's minimum public comment.

Copies of supporting material, if any, may be requested from Paula East-Janicki by mail at P.O. Box 578, Zephyr Cove, NV 89448 or by telephone at (775) 586-8575. Copies of supporting material, if any, are also available on the Douglas County Lake Tahoe Sewer Authority website: https://www.dcltsa.org.

1. Call Meeting to Order – 9:30 a.m.

2. Roll Call

3. Recognition of Others in Attendance

4. Public Comment - for discussion only

5. Approval of Agenda - **for possible action.**

6. Minutes of Prior Meeting of the Board of Trustees (August 16, 2023) – **for possible action.**

7. Discussion regarding correspondence from the Elk Point Sanitation District's Board of Trustee's regarding operation and maintenance of the Elk Point Sanitation District sewer collection system – **for possible action.**

8. Report (Rob Hopkins)

   A. General Status Report

9. Engineer's Report

   A. General Projects Status Report.

10. Controller's Report

    A. General Status Report

    B. Investment Report

11. Approval of Claims – **for possible action.**

12. Reports/updates from Board Trustees concerning the areas or districts they represent – for discussion only.

13. Final Public Comment

14. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on this date, I personally posted a copy of the foregoing Notice of Regular Meeting and Agenda of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority at the following locations:

Douglas County Lake Tahoe Sewer Authority
Wastewater Treatment Plant
Sewer Plant Road/Highway 50
Zephyr Cove, NV 89448

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DATED this 15th day of September, 2023.

_____
Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
August 16, 2023

CALL TO ORDER:

A Meeting of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority (DCLTSA) was duly convened at 9:30 a.m. on Wednesday, Augus 16, 2023, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees John McLaughlin, Wes Rice, Jodie Nelson and Keith Fertala. Trustee Andy Huckbody was present via audio and video internet connection by which he could hear everyone at the meeting, and everyone could hear him.

RECOGNITION OF OTHERS IN ATTENDANCE:

Also present were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki, Authority Accountant Ying Johnson, Authority Engineer, Rob Anderson, Authority's legal counsel, Jim Cavilia, and Matt Ofsthun of R.O. Anderson Engineering. Also present via audio internet connection by which he could hear everyone at the meeting, and everyone could hear him was Marty Bibb of Elk Point Sanitation District (EPSD).

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

It was moved by Trustee Fertala, seconded by Trustee Nelson and carried unanimously that the agenda be approved and adopted as presented.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Nelson, seconded by Trustee Fertala and carried unanimously that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated June 21, 2023, be approved as presented.

Discussion and possible action regarding ongoing operation and maintenance of the Elk Point Sanitation District sewer collection system.

Authority Manager Rob Hopkins stated that the Authority currently operates and maintains the Elk Point Sanitation District (EPSD) sewer collection system pursuant to a 1971 Agreement that contemplated that EPSD would at some point be annexed into the Authority boundaries. Mr. Hopkins explained that as the Authority is currently structured, it would require action by the Nevada Legislature to change the Authority boundaries.

Mr. Hopkins added that in looking to the future and what is best for the Authority and EPSD, it was his recommendation that the Authority work with EPSD to turn over the responsibility for operation of the EPSD collection system to EPSD. Mr. Hopkins stressed that the Authority staff would work closely with EPSD in this recommended transition and ensure that the system continues to be operated efficiently and safely. Mr. Hopkins added that upon EPSD taking over operation and maintenance of the collection system, a meter would be installed and EPSD would be charged by the Authority based on the actual sewage flow from EPSD just as the other general improvement districts that the Authority serves are billed for services.

Marty Bibb, board member of EPSD, expressed his appreciation for the many years that Douglas County Sewer Improvement District (DCSID), now the Authority, has operated and maintained EPSD's infrastructure. Mr. Bibb stated that in response to an updated agreement proposed by the Authority staff, EPSD made some suggested revisions to the Agreement particularly related to the term of the Agreement, seeking a term of greater than ten years. Mr. Bibb indicated that it would be EPSD's preference that the Authority continue to operate and maintain the collection system pursuant to the terms of a written agreement. Mr. Bibb emphasized that he appreciated that additional costs, particularly costs related to needed improvements to the system, would need to be covered by EPSD.

Mr. Bibb indicated that EPSD Board of Directors has begun to meet more regularly and was becoming more formalized in its operations in recent months. Mr. Bibb reiterated EPSD's preference to continue with the current relationship, but that he looked forward to an ongoing cooperative relationship in any event.

Chairman McLaughlin thanked Mr. Bibb for his input and stated that the situation with EPSD was unique within the Authority as EPSD has not been treated the same as the other general improvement districts for whom the Authority provides sewage treatment and disposal. Trustee Nelson indicated that she believed that it would be best for EPSD to be treated like the other contributing districts and that she would be happy to provide advice to EPSD about possible funding sources such as the State Revolving Loan Fund.

In response to an inquiry with regard to general improvement districts, the Authority's legal counsel, Jim Cavilia, stated that Douglas County has the right, in its discretion, to take over general improvement districts within the county, but the Authority has no such legal right.

In response to a question from Trustee Nelson, the Authority Controller, Paula East-Janicki, stated that EPSD has a total of 100 residences and currently pays $576 per unit annually for the Authority's services. Ms. East-Janicki also noted that the sewage flows from EPSD are approximately .48 percent of the Authority's total flows and if charged like the other contributing districts, EPSD would have had to pay the Authority approximately $27,000 last year.
In response to an inquiry from Trustee Fertala, Ms. East-Janicki stated that the Authority incurred costs specifically related to the EPSD collection system of approximately $2,200 in July of this year and expended approximately $26,000 for repairs to the EPSD collection system in 2022. Ms. East-Janicki explained that this was in addition to annual costs of approximately $41,000 related to the EPSD system.

Chairman McLaughlin stated his opinion that it was in the long-term best interests of both the Authority and EPSD that EPSD take over full responsibility for the operation and maintenance of its collection system like the other general improvement districts do. Trustee Fertala agreed with this position based on the fact that the current agreement is an exception and that it should have been addressed at the time DCSID was converted into the Authority in 2017.

Mr. Bibb thanked the Trustees for their comments and emphasized that it would take a great deal of cooperation to complete the transition in the upcoming months. Mr. Bibb committed to working with the Authority staff on the transition with a focus on ensuring the collection system would continue to be operated in a safe and efficient manner.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

Following the discussion among the Trustees, **it was moved by Trustee Nelson, seconded by Trustee Fertala and carried unanimously that the Authority staff be directed to work with EPSD to turn over operation and control of the EPSD sewer collection system to EPSD by June 30, 2024.**

In response to a question from Mr. Bibb, Mr. Cavilia stated the Authority Board has the ability to extend the June 30, 2024 deadline should additional time be necessary to complete the transition. Additionally, Mr. Bibb requested that a letter be provided to EPSD documenting the Board's direction and allowing for EPSD to sign off on the planned transition. Mr. Cavilia indicated that he would prepare such a letter on behalf of the Authority. Mr. Bibb indicated that he would be in touch with the Authority staff in the near future to begin the necessary discussions related to the transition.

MANAGER'S REPORT:

A. General Status Report

Mr. Hopkins presented the Board with a written summary of various general matters related to the Authority and briefly summarized some items in the written report. The written report is incorporated in these minutes by this reference.

Mr. Hopkins reported that a final fixture count at the Tahoe South Events Center (TSEC) was recently completed.

As part of the ongoing forest and vegetation thinning work being undertaken with regard to the power line from the Carson Valley to the Tahoe basin, which is also the route of the Authority's effluent force main, Mr. Hopkins stated that he requested that gullies and drainage areas along the route be repaired and improved to protect the Authority's force main. Mr. Hopkins indicated that NV Energy and its contractors were very cooperative and did a very good job in improving the conditions.

Mr. Hopkins stated that Authority staff recently drained and cleaned the export tanks at the plant as part of routine maintenance work.

Mr. Hopkins reported that staff is currently in the process of the inspection and servicing of the Air Relief Valves (ARVs) on the export force main and that work such will be completed in the upcoming weeks.

Mr. Hopkins stated that Discharge Monitoring Reports for the second quarter of 2023 have been submitted to the Nevada Division of Environmental Protection and the Environmental Protection Agency.

Mr. Hopkins informed the Board that he recently hosted representatives of Incline Village General Improvement District on a tour of the Authority's Treatment Plant.

With regard to the Plant upgrades that have been ongoing for many months, Mr. Hopkins was happy to report that the final piece of those upgrades, the return activated sludge master control cabinet, was recently delivered and will be built out and installed by Authority staff.

Mr. Hopkins indicated that a high-voltage main circuit breaker for the export pumps was recently replaced by staff with the assistance of Arctic Electric and NV Energy.

With regard to drainage improvements being proposed in the area of the Authority's access to the Beach Pump Station, Mr. Hopkins reported that he was continuing to work with the Nevada Tahoe Conservation District (NTCD) on possible grant funds that may be available to the Authority. The planned improvements would reduce the infiltration to the Authority's system at the Beach Pump Station from stormwater runoff.

Finally, Mr. Hopkins reported that a new backup generator for the Main Pump Station has been purchased and should be installed by mid-October 2023.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

ENGINEER'S REPORT

A. General Projects Status Report

In addition to his participation in the Manager's Report, Authority Engineer, Rob Anderson, presented correspondence dated August 11, 2023, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The August 11, 2023, correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that the re-roofing of the mechanical building has been completed.

Included, with Mr. Anderson's written report were charts of the data from the various flow meters and Mr. Anderson indicated that the difference between the various flow meter readings and the Plant inflow meter was less than 1% from January through July 2023. Mr. Hopkins added that there have been some minor discrepancies lately as the result of issues with the phone lines of Frontier Communications.

In response to a question from Trustee Nelson, Mr. Anderson indicated that the Authority's application for grant funding from the American Rescue Plan Act for work related to the Beach Pump Station access has been rejected by Douglas County because those funds are only available to County Agencies and that does not include the Authority or general improvement districts within Douglas County.

With regard to the Beach Pump Station access, Mr. Anderson reported that he was continuing to work on possible designs with the preferred alternative being to maintain the existing access. Mr. Anderson explained that the Authority is expected to share in some of the costs related to the improvements and that the Authority will also be responsible for maintaining the drainage improvements. It is anticipated that the work will be bid in the spring of 2024.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

AUTHORITY CONTROLLER'S REPORT:

A. General Status Report

Ms. East-Janicki provided the Board with a budget to actual spreadsheet and reported that operating expenses through the end of the last fiscal year were more than 11.5% under budget.

Ms. East-Janicki reported that the salary survey being conducted by Public Sector Personnel Consultants (PSPC) was not yet finalized because the consultant had some difficulty in finding comparable positions for the Authority's blended job positions. Ms. East-Janicki recommended PSPC simply provide the data that it can obtain for positions in similar agencies and the Authority can then utilize that data as it sees fit. There was a consensus among the Trustees to proceed as recommended by Ms. East-Janicki.

Ms. East-Janicki stated that the Authority's accounts receivable have a credit balance of more than $12,000 based on some customers paying for an entire year of service in advance.

Ms. East-Janicki reported that she and the Authority Accountant, Jing Johnson, are in the midst of preparing for the Authority's annual audit with the field work to begin in September.

In addressing sewage flows for the current year, Ms. East-Janicki stated that total flows are up approximately 12.3% over last year with in-Authority commercial flows down approximately 10% and the Beach Pump Station flows up approximately 8%. The contributing districts' flows are all up with TDD's flow being up approximately 15.8%, RHGID up approximately 15.7% and KGID up approximately 18.2%.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

B. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, stating that the Authority has more $15 million invested with the only change since her last Investment Report being the addition of earned interest. Ms. East-Janicki indicated that the Authority has approximately $11.9 million held in the Local Government Investment Pool at the current annual rate of 4.47%.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

APPROVAL OF CLAIMS:

The claims along with the Authority's check register were provided to the Board.

The claims were signed off on by Treasurer Rice.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

Reports/updates from Board of Trustees concerning the areas or districts they represent

Trustee Nelson reported that the KGID Board recently hired a new employee in the position of financial analyst and is currently looking for an in-house engineer. Trustee Nelson also reported that work has begun on the renovation of KGID's building on Pine Ridge Drive.

Trustee Huckbody stated that he recently toured the Authority's plant operations and was very impressed. Trustee Huckbody also stated that the Tahoe Douglas District (TDD) Board recently approved an increase in its residential sewer rate from $55 per month to $65. Finally, Trustee

Huckbody also reported that TDD recently transferred some reserve funds into T-Bills at an annual interest rate of almost 5%.

Trustee Fertala reported that RHGID has finally engaged a contractor to install, with the help of RHGID staff, a new sewage flow meter which should take place just after Labor Day. Trustee Fertala also reported that a new level II water operator was recently hired to fill a vacant position at RHGID.

Trustee Rice reported that the County recently hired an in-house Emergency Manager to replace the East Fork Fire District (EFFD) Chief who had previously held the position, but could no longer do so based on the EFFD's recent separation from the County government. Trustee Rice stated that Commissioner Sharla Hales has been a great addition to the County Commission. Finally, Trustee Rice pointed out that the County Commission was continuing its discussions of possible funding of the micro-transit program at Lake Tahoe.

Trustee McLaughlin reported that July had been a great month for the casino core and that summer for the businesses at Stateline has generally been very good. Trustee McLaughlin stated that the recently completed celebrity golf tournament was a great success, capping off a record month of revenues for Edgewood. With regard to the TSEC, Trustee McLaughlin announced that the facility is scheduled to open on September 1, 2023 with a ribbon cutting ceremony scheduled for September 19th.

Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment.

PUBLIC COMMENT:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:10 a.m.

_____

APPROVED

_____

4891-8370-6744, v. 1

ELK POINT SANITATION DISTRICT

P.O. Box 531 ▪ Zephyr Cove, Nevada 89448 ▪ (775) 588-6244

DCLTSA Board of Directors
P.O. Box 578
Zephyr Cove, NV 89448

September 12, 2023

Dear Board:

You will be discussing the Elk Point Sanitation District at your September 20, 2023 meeting. This letter contains some thoughts for your consideration. Please know that the Elk Point Sanitation District wishes to continue the excellent working relationship we have enjoyed with the Lake Tahoe Sewer Authority during the past 50 years.

Our trustees want to pursue some ways of adjusting our operations including:

1. Carrying our own liability insurance or contributing to the direct liability insurance costs that the Sewer Authority incurs on behalf of our users;

2. Analyzing various ways for EPSD to cover the cost of our two lift station retrofits and other systemic needs. If the Authority were to participate in that funding, EPSD could make a substantial down payment and interest payments for any funds that might be advanced;

3. Ensuring that Elk Point Roads are cleared of snow during seasonal weather to provide access to sanitation system equipment;

4. Participating in equipment maintenance costs;

5. Please note that while this is not our preference to take over the entire maintenance responsibilities, if we do have to create that infrastructure, we respectfully ask for an extension of time beyond June 30, 2024, which is only eight plus months from now.

There may be other opportunities that we can explore in our mutual goal of protecting Lake Tahoe and improving our system and we look forward to working with you in that process. We appreciate the excellent management and field staff contributions that you have made for many years on behalf of residents within the Elk Point Sanitation District service area.

Sincerely,

ELK POINT SANITATION DISTRICT
BOARD OF TRUSTEE

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – September 2023
A. General Status Report

Staff Recommendation:

None. This is an informational item only.

Discussion/Report:

This item serves to afford the Authority General Manager the opportunity to update the DCLTSA Board of Trustees on select activities over the previous month(s).

1. DCLTSA staff met with staff from the Nevada Department of Transportation and from Nevada Tahoe Conservation District to discuss DCLTSA's interest in siting a decanting facility within the DCLTSA plant footprint. Preliminary discussion involved converting one of our abandoned secondary clarifier sites into a decant station for NDOT vacuum trucks. Construction would be done with NDOT funds. (Photo attached)

2. The Nevada Division of Environmental Protection conducted a Routine Compliance inspection of the DCLTSA Treatment Plant. No official report or feedback has yet been received from NDEP, but overall, my impression of the inspection was that it was positive.

3. Frontier Communications phone lines in the area have been out of service for almost the entire month of August. This communication outage has stopped DCLTSA's ability to import sewer flowmeter readings from KGID and TDD. Communications have been restored as of the first week of September, but the issues related to converting manual flowmeter readings into Paula's flow reports are going to delay the monthly flow report a bit.

4. Our Cat backhoe has been taken to Cashman Equipment for an overhaul of the hydraulic system. We are doing preventative maintenance on our heavy equipment ahead of what we anticipate being another heavy El Nino winter in the Basin.

5. Dewatering agreements have been executed between DCLTSA and Edgewood Companies to allow dewatering of groundwater to DCLTSA sewers to facilitate sewer work for the Edgewood Cart Barn and DCLTSA Sewer Interceptor Relocation projects.

6. Work to clear out space and do foundation construction for the concrete pad for the new backup power generator for the Main Pump Station began in August. HDR Engineering is doing the design work for the generator pad, Excavation and concrete work will be done with in-house DCLTSA talent. Work is hoped to be complete no later than mid-October. (Photo attached.)

7. The Channel Grinder for the Beach Pump Station wet well has been received and has been function-tested by DCLTSA staff. We hope to have the unit installed in early November when our flows are typically very low.

8. Aerzen Corporation, manufacturers of our hybrid blower and mixed liquor return systems at the Plant, have upgraded our control software on the mixed liquor return pumps, allowing us to program the pumps to reduce pumping flows automatically late at night, when our influent flows are lowest, and MLR flows need to be reduced in proportion.

9. DCLTSA is in the process of upgrading our main computer servers and virtual machines. DCLTSA IT specialist Heffernon is spearheading the work.

10. Wright Tree Service, a vegetation removal contractor for NV Energy, is renting out a portion of DCLTSA's yard area to stage vegetation removal equipment and job trailers.

11. We held a preliminary meeting with Jim Morris of Rock-Solid Solutions to engage Mr. Morris' service to act as the Owners Representative for DCLTSA as we kick off the Export Force Main Replacement Project – Phase II CMAR. Recall that Mr. Morris acted as DCLTSA Owners Representative for the award-winning Treatment Plant Upgrades Project CMAR, completed in 2022. We are hoping to have the Phase II portion of the pipeline project completed in fiscal 2024-25.

12. The Nevada Division of Water Resources conducted routine annual inspections of our on-site emergency storage reservoir dam and the mothballed Buckeye effluent storage reservoir dams this month. We expect formal reports back from them in October.



Abandoned secondary clarifier – proposed NDOT decant site.



Removing bulk fuel storage tank to make room for new backup generator at Main Pump Station.

CONTROLLER'S GENERAL STATUS REPORT

September 20, 2023

- There is a Budget to Actual spreadsheet in the Board packet that shows operating expenses through the July, the first month of the new fiscal year, were 8.5% over budget. That's misleading though, because the Salaries figure will smooth out at the quarter when it's adjusted for leave benefits that were paid out, and the Annual Software Licenses and Fees and Permits are all paid at the beginning of the year. Considering that, we are on target so far. As prices continue to rise, we'll do what we can to hold the line.

- I spoke with Kay Tilzer of Public Sector Personnel Consultants regarding finalizing the salary study after the last Board meeting. She was going on vacation for a couple weeks and since then I've been busy with audit preparation. Hopefully she and I can pull it together for the October meeting.

- The Authority's Accounts Receivables has a credit balance of more than $39,000 two months into the new fiscal year. Even some commercial accounts are choosing to pay ahead.

- The audit with Eide Bailly begins on Tuesday. Ying and I have spent the past month downloading financial proof statements to Eide Bailly's website, which will hopefully speed the process up and make it easier for both the auditors and us.

- As Rob told you, Frontier's telephone lines, our telemetry lines from TDD and KGID were down for the month of August and therefore a detailed accounting has not yet been done on total flows. However, I

can say that through August this year, overall influent flows are up 12.5% from the same period in 2022.

Investment Report

The Authority's investments total $15.6 million. LGIP paid 4.66% in August, and last month the interest from them alone was more than $48,000. Since the last Board meeting, we had one CD mature at 2.95%, and we were able to replace it with a two-year CD at 5.05%. Additionally, we purchased two other one-year CDs at 5.3% and 5.35%. The CD balance is now at $3,430,000 with an average interest rate of 4.59%. There is a current list of CDs in the Board packet.

Claims and Check Register

The check register and wires since the last meeting are in the Board packet. If there are no questions, I will ask the Board Treasurer to sign them and return them to me for our records.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

JULY 2023-2024 BUDGET VS. ACTUAL

	JULY	Budgeted	Variance	Comments
Salaries	$ 115,068.58	$ 104,020.33	$ (11,048.25)	Will smooth at quarter - Leave benefits paid out
OT/Callback	$ 1,960.24	$ 4,223.25	$ 2,263.01	
Holiday	$ 319.00	$ 1,642.92	$ 1,323.92	1 Holiday of 12
NTD	$ -	$ -	$ -	
Longevity	$ -	$ 223.75	$ 223.75	Paid Annually in December
Stand-By Pay	$ 1,676.87	$ 1,638.00	$ (38.87)	
Health Insurance	$ 27,126.57	$ 27,162.83	$ 36.26	
State Retirement (PERS)	$ 25,970.00	$ 35,470.50	$ 9,500.50	
SIIS (Workers Comp)	$ 1,636.17	$ 1,725.00	$ 88.83	
Medicare Tax	$ 1,821.71	$ 1,620.33	$ (201.38)	
Unemployment Insurance	$ 39.00	$ 4.17	$ (34.83)	Ann.Fee - EMRB
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 2,083.33	$ 2,083.33	$ 0.00	Estimated
Salaries/Benefits	**$ 177,701.47**	**$ 179,814.42**	**$ 2,112.95**	
Electric Power	$ 36,757.10	$ 27,803.17	$ (8,953.93)	Highest use time of year
Electric Power - BPS	$ 2,111.58	$ 1,837.50	$ (274.08)	"
Electric Power - MPS	$ 8,272.92	$ 7,743.75	$ (529.17)	"

JULY 2023-2024 BUDGET VS. ACTUAL

	JULY	Budgeted	Variance	Comments
Natural Gas	$ 426.41	$ 1,291.67	$ 865.26	Lowest use time of year
Natural Gas - BPS	$ 31.00	$ 141.67	$ 110.67	"
Natural Gas - MPS	$ 33.82	$ 30.42	$ (3.40)	Base rate - No useage
Water	$ 971.53	$ 1,033.33	$ 61.80	
Water - BPS	$ 240.85	$ 291.67	$ 50.82	
Water - MPS	$ 3.47	$ 91.67	$ 88.20	
Solid Waste Removal	$ 778.50	$ 596.25	$ (182.25)	Highest Flows = Higher Waste
Utilities	**$ 49,627.18**	**$ 40,861.08**	**$ (8,766.10)**	
Chemicals	$ 19,600.46	$ 8,375.00	$ (11,225.46)	Increased Polymer use for process
Lab Supplies	$ 2,204.60	$ 645.83	$ (1,558.77)	Increased Testing
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 21,805.06**	**$ 9,020.83**	**$ (12,784.23)**	
Legal Services	$ 2,625.00	$ 3,750.00	$ 1,125.00	
Accounting	$ 443.61	$ 5,358.33	$ 4,914.72	
Legal/Accounting	**$ 3,068.61**	**$ 9,108.33**	**$ 6,039.72**	

JULY 2023-2024 BUDGET VS. ACTUAL

	JULY	Budgeted	Variance	Comments
Engineering	$ 5,000.00	$ 4,333.33	$ (666.67)	Estimated - No July bill yet
Engineering - BPS		$ -	$ -	
Engineering - MPS		$ -	$ -	
Engineering - In-District	$ -	$ 9,336.25	$ 9,336.25	
Consulting	$ 1,000.00	$ 500.00	$ (500.00)	Ann. Debt MGMT Policy
Engineering/Consulting	**$ 6,000.00**	**$ 14,169.58**	**$ 8,169.58**	
Maintenance Export Line	$ -	$ 791.67	$ 791.67	
Maintenance Collection System	$ 5,250.00	$ 6,250.00	$ 1,000.00	
Repairs Collection System	$ -	$ 1,041.67	$ 1,041.67	
Computer Maintenance/Supplies	$ 179.99	$ 458.33	$ 278.34	
Annual Software Licenses	$ 14,411.68	$ 2,208.33	$ (12,203.35)	Annual Licenses Accrued Last Year
SCADA Support	$ -	$ 291.67	$ 291.67	
Repairs - Vehicles	$ 1,047.09	$ 1,670.83	$ 623.74	
Repairs - Mechanical	$ 4,237.32	$ 4,083.33	$ (153.99)	
Repairs - Mechanical BPS	$ -	$ 166.67	$ 166.67	
Repairs - Mechanical MPS	$ -	$ 2,166.67	$ 2,166.67	
Emergency Repairs	$ -	$ -	$ -	

JULY 2023-2024 BUDGET VS. ACTUAL

	JULY	Budgeted	Variance	Comments
Repairs Bldg & Grounds	$ 2,980.00	$ 462.50	$ (2,517.50)	Reservoir Erosion Repair Not Budgeted
Repairs Bldg & Grounds - BPS	$ -	$ 41.67	$ 41.67	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 68.75	$ 68.75	
Repairs Heating	$ -	$ 41.67	$ 41.67	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 719.14	$ 743.75	$ 24.61	
Repairs Electrical	$ -	$ 70.83	$ 70.83	
Repairs Electrical	$ -	$ 41.67	$ 41.67	
Repairs Instruments	$ 9,828.00	$ 1,000.00	$ (8,828.00)	SmartCover Annual Warranty
Equipment Rental	$ -	$ 250.00	$ 250.00	
Maintenance Supplies	$ 471.20	$ 1,633.33	$ 1,162.13	
Safety Equipment	$ 256.00	$ 666.67	$ 410.67	
Odor Control System Maintenance	$ -	$ 166.67	$ 166.67	
Repairs/Maintenance	**$ 39,380.42**	**$ 24,316.67**	**$ (15,063.75)**	
Casualty Insurance	$ 8,703.38	$ 9,092.00	$ 388.62	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 8,703.38**	**$ 9,092.00**	**$ 388.62**	

JULY 2023-2024 BUDGET VS. ACTUAL

	JULY	Budgeted	Variance	Comments
Telephone	$ 1,579.42	$ 1,625.00	$ 45.58	
Telephone	$ 35.14	$ 33.33	$ (1.81)	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 860.50	$ 1,043.75	$ 183.25	
Laundry and Linen	$ -	$ 208.33	$ 208.33	
Forest Svc. Fee	$ -	$ 41.67	$ 41.67	
Training, Dues & Subscriptions	$ 484.00	$ 541.67	$ 57.67	
Office Expenses	$ 530.47	$ 687.50	$ 157.03	
Travel	$ -	$ -	$ -	
Sample Testing	$ 4,982.00	$ 4,227.08	$ (754.92)	Includes portion of quarterly MW reporting
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 3,856.40	$ 4,493.42	$ 637.02	
Underground Service Alert	$ 563.40	$ 50.00	$ (513.40)	Underground Svc Alert Annual Fee
Permit Fees	$ 8,438.00	$ 1,020.83	$ (7,417.17)	Annual Fees Paid
Misc Exp and Bank Fees	$ -	$ 100.00	$ 100.00	
Other Operating Expenses	**$ 21,329.33**	**$ 14,072.58**	**$ (7,256.75)**	

JULY 2023-2024 BUDGET VS. ACTUAL

	JULY	Budgeted	Variance	Comments
Fuels and Lubricants	$ 1,764.55	$ 3,155.00	$ 1,390.45	
Fuels & Lubricants	**$ 1,764.55**	**$ 3,155.00**	**$ 1,390.45**	
Total Operating Expenses Thru July	**$ 329,379.99**	**$ 303,610.50**	**$ (25,769.49)**	
			-8.49%	

CURRENT BROKERED CD MATURITY DATES

	Date	Rate		Amount	Fund
FY '23 - '24					
AMERICAN EXPRESS NAT'L BK	10/18/2023	4.05%	$	245,000	PR
GOLDMAN SACHS BK USA	10/27/2023	2.00%	$	245,000	PR
INTERNATIONAL BK CHICAGO	1/31/2024	4.45%	$	245,000	PR
PARKWAY BANK & TRUST	2/14/2024	4.75%	$	245,000	CF
PACIFIC PREMIER BK IRVINE	4/26/2024	4.40%	$	245,000	CF
FLUSHING BANK	5/6/2024	4.65%	$	245,000	PRF
ASSOC BANK GREEN BAY	5/21/2024	5.15%	$	245,000	PR
TOTAL FY '23 - '24			**$**	**1,715,000**	
FY '24 - '25					
FIRST NAT'L BANK OMAHA	8/14/2024	4.65%	$	245,000	GF
BANK OF HAPOALIM NY	8/16/2024	4.65%	$	245,000	PR
CHARLES SCHWAB BK	8/20/2024	5.35%	$	245,000	CF
BK OF AMERICA	8/22/2024	5.30%	$	245,000	CF
MORGAN STANLEY BK NA	11/4/2024	4.70%	$	245,000	GF
BANK OF BARODA	11/15/2024	5.05%	$	245,000	PR
TOTAL FY '24 - '25			**$**	**1,470,000**	
FY '25 - '26					
UBS BK USA	8/25/2025	5.05%	$	245,000	CF
TOTAL FY '25 - '26			**$**	**245,000**	
			$	**3,430,000**	
		4.59%			

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 8/16/2023 to 9/20/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
11987	08/22/23	P	AL17	ALHAMBRA	$88.05
11988	08/22/23	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$479.92
11989	08/22/23	P	CA25	CASHMAN EQUIPMENT COMPANY	$70.79
11990	08/22/23	P	CH15	CHARTER COMMUNICATIONS	$274.95
11991	08/22/23	P	FASTEN	FASTENAL COMPANY	$90.56
11992	08/22/23	P	GR13	GRAINGER	$1,118.06
11993	08/22/23	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$111.95
11994	08/22/23	P	BOU11	BOULDER EXTERMINATORS, INC	$150.00
11995	08/22/23	P	PR02	LINDE GAS & EQUIPMENT INC.	$238.89
11996	08/22/23	P	MC10	MCMASTER-CARR SUPPLY	$47.33
11997	08/22/23	P	MET11	METLIFE - GROUP BENEFITS	$1,991.82
11998	08/22/23	P	GUT	MIKE GUTIERREZ	$150.00
11999	08/22/23	P	MOU02	MOUNTAIN ALARM	$159.00
12000	08/22/23	P	NICOLO	NIKOLAI NIKOLOV	$150.00
12001	08/22/23	P	NE13	NV. RURAL WATER ASSOCIATION	$390.00
12002	08/22/23	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$257.11
12003	08/22/23	P	RO12	ROUND HILL GENERAL IMP. DIST.	$7.69
12004	08/22/23	P	SIL4	SILVER STATE ANALYTICAL LAB	$1,187.00
12005	08/22/23	P	NE42	STATE OF NV. P.E.B.P.	$1,414.94
12006	08/22/23	P	UNITED	UNITED RENTALS (NORTH AMERICA)	$5,931.75
12007	08/22/23	P	WE18	WESTERN NEVADA SUPPLY CO.	$6,917.60
12008	09/07/23	P	AL01	ALLISON MACKENZIE, Ltd.	$7,105.00
12009	09/07/23	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$927.92
12010	09/07/23	P	CA12	CARSON VALLEY OIL CO., INC.	$1,682.06
12011	09/07/23	P	BLAKE	CHARLES DAVID BLAKE	$601.98
12012	09/07/23	P	NA12	CHERYL NAFIE	$615.72
12013	09/07/23	P	CODALE	CODALE ELECTRIC SUPPLY	$1,657.21
12014	09/07/23	P	CY10	CYMA SYSTEMS, INC.	$695.00
12015	09/07/23	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$206.50
12016	09/07/23	P	GI20	DOUGLAS GIBSON	$299.28
12017	09/07/23	P	FREDH	FRED HOWARD	$282.21
12018	09/07/23	P	FR01	FRONTIER	$49.32
12019	09/07/23	P	GADDIS	GADDIS INCORPORATED	$359.11
12020	09/07/23	P	GR13	GRAINGER	$281.92
12021	09/07/23	P	HOMETO	HOMETOWN HEALTH	$20,016.65
12022	09/07/23	P	PA13	JAMES PADILLA	$543.48
12023	09/07/23	P	PH12	JOHN PHILLIPS	$482.86
12024	09/07/23	P	LIBERT	LIBERTY UTILITIES	$47.91
12025	09/07/23	P	AGUILA	MANNY AGUILAR	$164.90
12026	09/07/23	P	MC10	MCMASTER-CARR SUPPLY	$386.35
12027	09/07/23	P	MISCO	MISCOWATER	$3,535.00
12028	09/07/23	P	NV01	NV ENERGY	$41,409.87
12029	09/07/23	P	EA13	PAULA EAST-JANICKI	$696.11
12030	09/07/23	P	VAN1	RICK VAN HORN	$264.21
12031	09/07/23	P	KI13	KINGSBURY AUTOMOTIVE	$6,227.11
12032	09/07/23	P	SIL4	SILVER STATE ANALYTICAL LAB	$620.00
12033	09/07/23	P	SO10	SOUTH TAHOE REFUSE, INC.	$788.90
12034	09/07/23	P	ST09	STANDARD INSURANCE COMPANY	$639.56
12035	09/07/23	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
12036	09/07/23	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$3,046.50
12037	09/07/23	P	US12	USABLUEBOOK / HD SUPPLY, INC.	$1,040.98
12038	09/07/23	P	VER	VERIZON	$316.32
12039	09/07/23	P	VI12	VISION SERVICE PLAN - (AT)	$286.96
12040	09/07/23	P	WF01	WELLS FARGO	$6,078.75
12041	09/07/23	P	WE18	WESTERN NEVADA SUPPLY CO.	$1,059.63

*** Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT**
**** Denotes broken check sequence.**

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
				BANK WFCHK REGISTER TOTAL:	**$128,367.69**
				GRAND TOTAL :	**$128,367.69**

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Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 8/16/2023 - 9/20/2023

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 8281	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2024 - 2**	**CREATED: 08/21/23 by YHJ**			
145443	08/23/23			108.4000	PURCHASE UBS BANK USA	$245,000.00	$0.00	$245,000.00
145444	08/23/23			107.4000	PURCHASE UBS BANK USA	$0.00	$245,000.00	$0.00
145445	08/23/23			108.4000	PURCHASE BK OF AMERICA	$245,000.00	$0.00	$245,000.00
145446	08/23/23			107.4000	PURCHASE BK OF AMERICA	$0.00	$245,000.00	$0.00
145447	08/24/23			108.4000	PURCHASE CHAS SCHWAB BK	$245,000.00	$0.00	$245,000.00
145448	08/24/23			107.4000	PURCHASE CHAS SCHWAB BK	$0.00	$245,000.00	$0.00
					BATCH 8,281 TOTALS:	**$735,000.00**	**$735,000.00**	**$0.00**
BATCH: 8300	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2024 - 3**	**CREATED: 09/07/23 by YHJ**			
145668	09/15/23			414.1100	AUG. PERS CONTRIBS	$21,783.86	$0.00	$21,783.86
145669	09/15/23			415.1100	AUG. PERS CONTRIBS	$21,783.87	$0.00	$43,567.73
145670	09/15/23			101.1000	AUG. PERS CONTRIBS	$0.00	$43,567.73	$0.00
					BATCH 8,300 TOTALS:	**$43,567.73**	**$43,567.73**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$778,567.73**	**$778,567.73**	

CURRENT BROKERED CD MATURITY DATES

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			$	**3,430,000**	
		4.59%			