NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, FEBRUARY 21, 2024

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 February 21, 2024, 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/85660884768?pwd=gGsZwc88zXfbDawCaBj4XzAFp1u8EB.1

Meeting ID: **856 6088 4768**
Passcode: **474169**
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, FEBRUARY 21, 2024

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 (November 18, 2023) – **for possible action.**

7. Update from representatives of the United States Forest Service (USFS) regarding Burke Creek Rabe Meadow Riparian Restoration Project and proposed relocation of Douglas County Lake Tahoe Sewer Authority's (DCLTSA) access to the DCLTSA Beach Pump Station – **for discussion and possible action.**

8. Discussion and appointment of Board officers for calendar year 2024 – **for possible action.**

9. Report (Rob Hopkins)

   A. General Status Report

10. Engineer's Report

    A. General Projects Status Report.

11. Controller's Report

    A. General Status Report

    B. Investment Report

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

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

14. Final Public Comment

15. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on the date below, 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 February, 2024.

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Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
January 17, 2024

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, January 17, 2024, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees John McLaughlin, Jodie Nelson, Wes Rice, Keith Fertala and Andy Huckbody.

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, and the Authority's legal counsel, Jim Cavilia. Representatives of the Elk Point Sanitation District (EPSD), Bradley Oneto and Ann Harry were present. In attendance were representatives of the Unites States Forest Service (USFS), Michael Gabor and Theresa Cody. Also in attendance were Andrew Strain of the Tahoe Beach Club (TBC), Meghan Kelly of the North Tahoe Conservation District, Paul Kearny of Summit Plumbing and Doreen Andriaci.

PUBLIC COMMENT:

Andrew Strain of the TBC addressed the Board about the planned relocation of the access road to the Authority's Beach Pump Station from the south that is being considered by the USFS. Mr. Strain indicated that maintaining the location of current access road is preferred by the TBC and the new location to the east may result in a significant stormwater impact to the TBC and its stormwater Best Management Practices (BMPs). Mr. Strain believes that relocation of the access road as proposed by the USFS will result in increased water levels in the TBC garages and that leaving the road in its current location is the best alternative for the TBC. Mr. Strain thanked the representatives of the Authority for their cooperation and stressed the TBC would continue its efforts to work cooperatively with the USFS and the Authority.

Michael Gabor of the USFS stated that it is the position of the USFS that the location of the access road from Kahle Drive to the Authority's Beach Pump Station must be relocated to the east in order to meet the Burke Creek restoration objectives of the USFS. Mr. Gabor acknowledged that this was a challenging situation, but stressed that an acceptable alternative that retains the current location of the road does not exist. Mr. Gabor did state that the Authority's access to the Beach Pump Station from the south would be maintained.

Theresa Cody, Watershed Project Manager of the USFS, added that in order to ensure the grant funding for relocating the access road, National Environmental Policy Act (NEPA) application documents must be submitted very soon and that the USFS cannot delay this project any longer. Ms. Cody stressed that the USFS would be moving forward with relocation of the access road.

Ann Harry of EPSD reported that EPSD now has a full five-member functioning board and that the board would be meeting soon to continue the work necessary to take full responsibility for the EPSD sewage collection system. Brad Oneto of EPSD expressed his appreciation to the Douglas County Board of Commissioners for helping to establish a full slate of board members and he indicated that a meeting was being scheduled with Summit Plumbing to discuss the ongoing maintenance and improvement of the EPSD system.

Chairman McLaughlin opened the floor to any additional public comment. There was no additional public comment.

APPROVAL OF AGENDA:

It was moved by Trustee Rice, seconded by Trustee Huckbody and carried unanimously that the meeting agenda as presented be approved.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Huckbody, seconded by Trustee Nelson and carried unanimously that the Minutes of the Meeting of the Board of Trustees of DCLTSA, dated November 18, 2023, be approved as presented.

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 Authority staff recently completed installation of the new backup generator for the main pump station and that connection of the automatic transfer switch was completed by Arctic Electric.

With regard to the Export Force Main Replacement Project, Mr. Hopkins stated that he participated in a field meeting in late November. Mr. Hopkins indicated that personnel from HDR Engineering, the Nevada Tahoe Conservation District (NTCD) and White Rock Construction participated in the meeting and that valuable information was gained.

Mr. Hopkins indicated that that new electrical control panels for the Return Activated Sludge and Waste Activated Sludge portions of the treatment process are being moved into place and that this

project is being completed by Authority staff with the Authority IT specialist, Eric Heffernon in charge of the wiring and programming work.

With regard to the video inspection of the Authority's gravity sewer main, Mr. Hopkins reported that the Authority has received all of the video files and that the data is being analyzed by HDR Engineering. Mr. Hopkins indicated that the preliminary review indicates the sewer main has few serious defects.

Mr. Hopkins stated that the emergency backup pump at the Main Pump Station has been successfully installed.

Mr. Hopkins indicated that Authority staff is working with Edgewood Companies staff to close-out minor punch-list items related to the Edgewood Cart Barn and Villas projects

Mr. Hopkins reported that RO Anderson and the Authority Controller were in the process of completing the flow reconciliation for calendar year 2023.

With regard to the Authority Discharge Monitoring Reports, Mr. Hopkins stated that he is in the process of completing these reports for the plant and for Park Cattle.

Finally, Mr. Hopkins reported that he has participated in several meetings with USFS and NTCD personnel regarding the proposed relocation of access to the Beach Pump Station. Mr. Hopkins stated that it was imperative that the Authority maintain access to the Beach Pump Station from the south. He also indicated that the Authority Engineer may have additional information on this subject in his report.

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 January 15, 2024, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The January 15, 2024 correspondence is incorporated in these minutes by this reference.

With regard to the proposed relocation of access to the Beach Pump Station, Mr. Anderson reported that he expressed the Authority's preference that the access be retained in its current location and that the USFS has indicated that it intends to move the access to the east and that the USFS wishes for the Authority to accept certain maintenance obligations with regard to the new access road. Mr. Anderson added that the Authority's existing special use permit would be modified based on the new location of the road and that the current USFS plan does not include the circulation improvements around the pump station that DCLTSA was seeking.

In response to inquiries from Trustees, Mr. Anderson explained that new proposed road was to be approximately three hundred feet to the east of the existing road and that the beach pump station is on USFS property with no easement, but rather is located pursuant to a special user permit issued by the USFS. Mr. Anderson reiterated the flooding concerns of the TBC as expressed by Andrew Strain in public comment.

In response to a question from Trustee Huckbody about the planned improvements to Kahle Drive, Mr. Anderson indicated that it was his understanding that as part of the improvements Kahle Drive would be raised.

In response to a question from Trustee Fertala, Mr. Anderson stated that the Authority's rights with regard to access are currently governed by the existing special use permit. Mr. Anderson also stated that he had informed the USFS that the latest design being proposed by the USFS would be reviewed by the Authority.

Regarding the Fourth Quarter Flow Meter Reconciliation, Mr. Anderson reported that the reconciliation has been completed and that although there are some minor discrepancies, overall, the difference between the contributing districts' meters and the plant influent meter was less the 0.1%.

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

AUTHORITY CONTROLLER'S REPORT:

A. General Status Report

The Authority Controller, Paula East-Janicki, provided the Board with a budget to actual spreadsheet and reported that operating expenses are approximately 5.72% under budget through November. Ms. East-Janicki also stated that the Authority's cost of electricity is now 10.5% over budget, but has been going down since September.

Ms. East-Janicki reported that total influent flows to the plant last year exceeded the previous year by approximately 9.8%.

Ms. East-Janicki stated that a payment was made January 2nd on the Authority's State Revolving Fund Loan in the amount of $385,867.00, leaving a balance of $8,665,852.00.

A request for proposals was issued with regard to Authority audit services for the next five years. Ms. East-Janicki indicated that there appear to be only three firms in the area doing government audits, Eide Bailly, Casey Neilon and Clifton Larson Allen.

B. Presentation of Salary Survey and Recommended FY 2024 Salary Plan by Kay Tilzer of Public Sector Personnel Consultants

Ms. East-Janicki introduced Kay Tilzer of Public Sector Consultants (PSPC), who appeared via audio and video connection through which everyone could hear her and she could hear everyone at the meeting.

Ms. Tilzer indicated that she had worked on two previous salary studies on behalf of the Authority and that she was pleased to present the results of the most recent study. Referring to the written report provided to the Board, Ms. Tilzer reported that she had collected data relating to market rates for all jobs at the Authority, making an effort to find the most comparable positions at similar agencies. Ms. Tilzer stated that information with regard to six job classifications had been collected.

In walking the Board through the PSPC report, Ms. Tilzer reported that four jobs are currently at more than 5% under prevailing rates for the positions and that the salary goal is to be 5% above the salary midpoint as a result of the survey. Ms. Tilzer indicated that only two Authority employees currently have salaries below the stated goal.

Ms. Tilzer also explained that PSPC attempts to review the agencies with whom the Authority competes for employees (where do Authority employees come from and where do they go if they leave the Authority). In response to an inquiry from Trustee Huckbody, Ms. Tilzer explained that Douglas County was not included in the survey because the County does not have enough positions that are similar to the Authority's positions. Ms. Tilzer further explained that data is collected in order to come up with a "prevailing rate" for each job classification at the Authority.

Upon describing the salaries of current Authority employees in relation to the midpoint found through the survey, Ms. Tilzer stated that the Authority has historically had a 105% of prevailing rates competitiveness policy that looks to have at 105% of the midpoint found by the survey for each job classification.

Ms. East-Janicki added that as the result of Authority staff being cross-trained in both operations and maintenance, it is not easy to find comparable positions in other agencies. Ms. East-Janicki complemented Ms. Tilzer in completing the salary survey and expressed her confidence in the report as well as her support for the recommended actions. Ms. East-Janicki explained that the recommendations would result in five employees' salaries being raised with a total increase of $17,300 for this fiscal year and approximately $26,000 for next fiscal year.

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

Following comments from Chairman McLaughlin regarding the thoroughness of the study and a discussion among the Trustees about the importance of retaining valuable employees, **it was moved by Trustee Nelson, seconded by Trustee Rice and carried unanimously that the recommended action affirming the Authority's prevailing rate policy and adjusting the five salaries as set out be approved.**

C. Investment Report

Ms. East-Janicki presented a written summary of the Authority's investments and indicated that the Authority has approximately $16.8 currently invested in the Local Government Investment Pool (LGIP) and laddered certificates of deposit (CDs).

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 Trustee 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 Fertala reported that Round Hill General Improvement District (RHGID) recently hired a new district manager and that the long-awaited sewer flow meter has been installed.

Trustee Rice indicated that he had recently been chosen as the Chairman of the Douglas County Board of Commissioners and that he looks forward to helping with issues effecting Lake Tahoe. Trustee Rice added that the County Commission did recently pass an ordinance disallowing Vacation Home Rentals in the Tahoe Basin north of Cave Rock.

Chairman McLaughlin stated that it is anticipated that more than $500 million of private money will be invested in the casino core at Lake Tahoe over the next two to three years.

Trustee Huckbody reported that Tahoe Douglas District (TDD) had recently hired Rick Oshinski as its new legal counsel.

Trustee Nelson stated that work on the Kingsbury General Improvement District (KGID) new building was proceeding and that she was hopeful that the agency would be moving in in the near future.

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

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

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

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APPROVED

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4859-5492-2403, v. 1

Meeting Date: February 21, 2024

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – February 2024
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. The DCLTSA Fourth Quarter 2023 Discharge Monitoring Report, Annual Park Cattle Nitrogen Loading Report, and Annual Biosolids Report have been successfully submitted to the relevant regulatory agencies. Many thanks to Matt Ofsthun at R.O. Anderson Engineering for his great work in generating the data for the Park Cattle Nitrogen report and for submitting our annual biosolids report to the EPA this year.

2. We have been working with personnel from the Nevada Department of Transportation and the Nevada Tahoe Conservation District on preliminary discussions to site a decant and drying bed facility at the DCLTSA treatment plant. The facilities would be constructed and funded by NDOT, with the condition that DCLTSA could also use the facility and charge third-party contractors and agencies for using the facility.

3. A meeting was held this month between South Tahoe Public Utility District, DCLTSA, R. O. Anderson Engineering and Carollo Engineering. STPUD is working on developing a long-term Recycled Water Strategic Plan. One option under consideration by STPUD is the feasibility of STPUD utilizing the gravity portion of the DCLTSA Export Force Main system to deliver recycled water to the Carson Valley for agriculture and other uses.

4. A second round of meetings was held between DCLTSA, HDR Engineering, and Rock-Solid Solutions to discuss near-term needs related to the upcoming DCLTSA Export Force Main Replacement Project – Phase 2. Project timing, generating updated project site mapping and proposed force main re-alignment options were the primary topics discussed.

5. DCLTSA staff has begun preliminary work to install a channel grinder / mechanical mastication system in the Beach Pump Station. Installation of

this equipment will greatly reduce plugging of sewer pumps with rags and other large debris. This will reduce overtime costs due to callouts and minimize the risks of generating a sewer spill due to clogged sewer pumps.

6. We are in the process of installing new rain gutters and heat tape on all major buildings at the Treatment Plant. Last year's severe winter highlighted the need to reduce risk from falling ice and minimize ice covered sidewalk areas around the plant. This project will go a long way to reducing the risk of slips and falls around the plant.

7. The new Return Activated Sludge / Waste Activated Sludge (RAS/WAS) panels have been mounted and wiring has been pulled to power the controls. Installation of the Programmable Logic Controllers, Variable Frequency Drives, and Human-Machine Interface panels will begin in the next few weeks.

8. DCLTSA and HDR Engineering held a kickoff meeting for the DCLTSA Gravity Main Assessment and Capital Improvement Plan Project was held last week. We will provide the Board with updates as development on the proposed Capital Improvement Plan progresses.

CONTROLLER'S GENERAL STATUS REPORT

February 21, 2024

- The Budget to Actual spreadsheet in the Board packet shows operating expenses through December were 5.84% under budget. Electricity here at the plant is now 6.5% over budget but down from 10.5% through November, so it's trending in the right direction.

- Influent flows for the first month of 2024 were down 5.7% over January of last year, with a dramatic decrease for TDD's flow (19.6%) and a 12.6% increase for KGID's flow.

- We made a debt service payment on January 2nd toward the State Revolving Fund Loans in the amount of $385,867. Of that, $290,724 went toward the principal of the loans, leaving a balance of $8,665,852.

- Regarding the Request for Proposals for audit services for the next 5-year period that we issued last month, we received 3 responses.

    - Eide Bailly, who has done our audit since taking over from Grant Thornton, proposed fees of $67,988 for the coming year with increases of 7.5% each year thereafter, ending with $104,921 in 7 years.

    - Clifton Larson Allen (CLA) proposed fees of $43,470 for the coming year with increases of 5% each for 2 additional years. CLA also proposed using a team out of Irvine, CA and cited only references from California governmental entities.

    - Casey Neilon proposed $40,000 for the upcoming year if we sign a 2-year contract, with the next year at $42,000. If we only want an initial trial year, the cost will be $45,000. A 2-

year contract would include an option to extend for an additional 3 years at an increase equal to the CPI or 5%, limited to 5% per year.

Next month's Agenda will include an item for the Board to confirm one of these proposals for the coming year. If Board members want to review the proposals ahead of time, let me know and I will email them to you.

- Ying and I will be presenting the tentative budget for 2024-2025 at the next Board meeting. As an aside, the State requires the final budget hearing be held this year no sooner than May 20. That will require us to reschedule the May meeting until May 22, the fourth Wednesday of the month.

Investment Report

The Authority's investments total more than $16.9 million, with $12.6 million of that being held in the Local Government Investment Pool (LGIP). LGIP paid more than 5.25% interest last month, which is higher than any CD's now available.

In the past month, two CDs matured, one at 4.45% and one at 4.75%. I was able to reinvest those with Wells Fargo for 18 months each at 4.65% and 4.85%. There is a list of current CDs in the Board packet. The Authority's holdings in CDs total $3,920,000 with an average interest rate slightly more than 5%.

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 - DECEMBER 2023-2024 BUDGET VS. ACTUAL

	DECEMBER	Budgeted	Variance	Comments
Salaries	$ 569,477.69	$ 624,122.00	$ 54,644.31	
OT/Callback	$ 13,802.69	$ 25,339.50	$ 11,536.81	
Holiday	$ 319.00	$ 9,857.50	$ 9,538.50	7 Holidays of 12
Longevity	$ 2,685.00	$ 1,342.50	$ (1,342.50)	Paid Annually in December
Stand-By Pay	$ 9,136.87	$ 9,828.00	$ 691.13	
Health Insurance	$ 151,755.00	$ 162,977.00	$ 11,222.00	
State Retirement (PERS)	$ 189,118.01	$ 212,823.00	$ 23,704.99	
SIIS (Workers Comp)	$ 9,817.00	$ 10,350.00	$ 533.00	
Medicare Tax	$ 8,805.21	$ 9,722.00	$ 916.79	
Unemployment Insurance	$ 39.00	$ 25.00	$ (14.00)	Ann.Fee - EMRB
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 12,500.00	$ 12,500.00	$ -	Estimated
Salaries/Benefits	**$ 967,455.47**	**$ 1,078,886.50**	**$ 111,431.03**	
Electric Power	$ 177,740.16	$ 166,819.00	$ (10,921.16)	
Electric Power - BPS	$ 9,452.60	$ 11,025.00	$ 1,572.40	
Electric Power - MPS	$ 42,488.41	$ 46,462.50	$ 3,974.09	

JULY - DECEMBER 2023-2024 BUDGET VS. ACTUAL

	DECEMBER	Budgeted	Variance	Comments
Natural Gas	$ 6,449.28	$ 7,750.00	$ 1,300.72	
Natural Gas - BPS	$ 344.42	$ 850.00	$ 505.58	
Natural Gas - MPS	$ 182.94	$ 182.50	$ (0.44)	Base rate - No useage
Water	$ 6,008.61	$ 6,200.00	$ 191.39	
Water - BPS	$ 1,105.07	$ 1,750.00	$ 644.93	
Water - MPS	$ 80.12	$ 550.00	$ 469.88	
Solid Waste Removal	$ 5,010.00	$ 3,577.50	$ (1,432.50)	Green waste cleanup behind plant/Rate increase
Utilities	**$ 248,861.61**	**$ 245,166.50**	**$ (3,695.11)**	
Chemicals	$ 54,543.35	$ 50,250.00	$ (4,293.35)	Increased Hypo Use
Lab Supplies	$ 5,476.64	$ 3,875.00	$ (1,601.64)	Testing all 7 week days
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 60,019.99**	**$ 54,125.00**	**$ (5,894.99)**	
Legal Services	$ 26,670.00	$ 22,500.00	$ (4,170.00)	Re: EPSD
Accounting	$ 42,125.02	$ 32,150.00	$ (9,975.02)	Final Audit Fees/Will Smooth
Legal/Accounting	**$ 68,795.02**	**$ 54,650.00**	**$ (14,145.02)**	

JULY - DECEMBER 2023-2024 BUDGET VS. ACTUAL

	DECEMBER	Budgeted	Variance	Comments
Engineering	$ 31,348.75	$ 26,000.00	$ (5,348.75)	Estimated - No Dec ROA bill
Engineering - BPS		$ -	$ -	
Engineering - MPS		$ -	$ -	
Engineering - In-District	$ -	$ 56,017.50	$ 56,017.50	HDR Collection Line Study not yet started
Consulting	$ 1,000.00	$ 3,000.00	$ 2,000.00	Ann. Debt MGMT Policy
Engineering/Consulting	**$ 32,348.75**	**$ 85,017.50**	**$ 52,668.75**	
Maintenance Export Line	$ -	$ 4,750.00	$ 4,750.00	
Maintenance Collection System	$ 96,004.46	$ 37,500.00	$ (58,504.46)	Camera Line Assessment not in current yr budget
Repairs Collection System	$ -	$ 6,250.00	$ 6,250.00	
Computer Maintenance/Supplies	$ 2,836.39	$ 2,750.00	$ (86.39)	
Annual Software Licenses	$ 9,058.62	$ 13,250.00	$ 4,191.38	Pre-Paid - Will Smooth
SCADA Support	$ 212.02	$ 1,750.00	$ 1,537.98	
Repairs - Vehicles	$ 3,870.88	$ 10,025.00	$ 6,154.12	
Repairs - Mechanical	$ 24,157.07	$ 24,500.00	$ 342.93	
Repairs - Mechanical BPS	$ 449.94	$ 1,000.00	$ 550.06	
Repairs - Mechanical MPS	$ 3,336.55	$ 13,000.00	$ 9,663.45	
Emergency Repairs	$ -	$ -	$ -	

JULY - DECEMBER 2023-2024 BUDGET VS. ACTUAL

	DECEMBER	Budgeted	Variance	Comments
Repairs Bldg & Grounds	$ 5,969.69	$ 2,775.00	$ (3,194.69)	Reservoir Erosion Repair Not Budgeted
Repairs Bldg & Grounds - BPS	$ -	$ 250.00	$ 250.00	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ 592.70	$ 412.50	$ (180.20)	
Repairs Heating	$ -	$ 250.00	$ 250.00	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 1,889.95	$ 4,462.50	$ 2,572.55	
Repairs Electrical	$ -	$ 425.00	$ 425.00	
Repairs Electrical	$ -	$ 250.00	$ 250.00	
Repairs Instruments	$ 11,316.25	$ 6,000.00	$ (5,316.25)	SmarCover Support Annual - Will Smooth
Equipment Rental	$ 18,885.50	$ 1,500.00	$ (17,385.50)	Reservoir Erosion Repair Not Budgeted
Maintenance Supplies	$ 6,494.73	$ 9,800.00	$ 3,305.27	
Safety & Safety Equipment	$ 3,034.02	$ 4,000.00	$ 965.98	
Odor Control System Maintenance	$ 4,722.50	$ 1,000.00	$ (3,722.50)	Media Clean Out Not Budgeted
Repairs/Maintenance	**$ 192,831.27**	**$ 145,900.00**	**$ (46,931.27)**	
Casualty Insurance	$ 52,220.28	$ 54,552.00	$ 2,331.72	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 52,220.28**	**$ 54,552.00**	**$ 2,331.72**	

JULY - DECEMBER 2023-2024 BUDGET VS. ACTUAL

	DECEMBER	Budgeted	Variance	Comments
Telephone	$ 9,333.70	$ 9,750.00	$ 416.30	Incl'd On-Call Cell
Telephone	$ 210.89	$ 200.00	$ (10.89)	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 7,318.26	$ 6,262.50	$ (1,055.76)	
Laundry and Linen	$ 1,466.17	$ 1,250.00	$ (216.17)	Once Yearly Uniform Shirts/Sweatshirts
Forest Svc. Fee	$ -	$ 250.00	$ 250.00	
Training, Dues & Subscriptions	$ 944.87	$ 3,250.00	$ 2,305.13	
Office Expenses	$ 4,363.96	$ 4,125.00	$ (238.96)	
Travel	$ -	$ -	$ -	
Sample Testing	$ 25,036.00	$ 25,362.50	$ 326.50	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 21,937.94	$ 26,960.50	$ 5,022.56	
Underground Service Alert	$ 563.40	$ 300.00	$ (263.40)	Underground Svc Alert Annual Fee
Permit Fees	$ 9,378.83	$ 6,125.00	$ (3,253.83)	Annual Fees Paid Up-Front/Will Smooth
Misc Exp and Bank Fees	$ -	$ 600.00	$ 600.00	
Other Operating Expenses	**$ 80,554.02**	**$ 84,435.50**	**$ 3,881.48**	

JULY - DECEMBER 2023-2024 BUDGET VS. ACTUAL

	DECEMBER	Budgeted	Variance	Comments
Fuels and Lubricants	$ 12,137.13	$ 18,930.00	$ 6,792.87	
Fuels & Lubricants	**$ 12,137.13**	**$ 18,930.00**	**$ 6,792.87**	
Total Operating Expenses Thru Dec.	**$ 1,715,223.54**	**$ 1,821,663.00**	**$ 106,439.46**	
			5.84%	

CURRENT BROKERED CD MATURITY DATES

	Date	Rate		Amount	Fund
FY '23 - '24					
PACIFIC PREMIER BK IRVINE	4/26/2024	4.40%	$	245,000	CF
FLUSHING BANK	5/6/2024	4.65%	$	245,000	PR
ASSOC BANK GREEN BAY	5/21/2024	5.15%	$	245,000	PR
TOTAL FY '23 - '24			**$**	**735,000**	
FY '24 - '25					
BK OF CHINA/NEW YORK	7/19/2024	5.45%	$	245,000	CF
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
FIRST BK PUERTO RICO	8/20/2024	5.45%	$	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			**$**	**1,960,000**	
FY '25 - '26					
BANK OF NEW YORK MELLON	7/31/2025	4.65%	$	245,000	PR
FLAGSTAR BANK NV	8/20/2025	4.85%	$	245,000	CF
UBS BK USA	8/25/2025	5.05%	$	245,000	CF
BARCLAYS BK/DELAWARE	10/27/2025	5.35%	$	245,000	PR
DISCOVER BK	10/31/2025	5.45%	$	245,000	PR
TOTAL FY '25 - '26			**$**	**1,225,000**	
			$	**3,920,000**	
		5.01%			

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 1/12/2024 to 2/21/2024

Check No.	Date	Status*		Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING						**101.1000**
12318	01/24/24	P		ATT01	AT&T MOBILITY	$814.60
12318	01/24/24	V	1/24/24	ATT01	AT&T MOBILITY	($814.60)
12319	01/24/24	P		AZUL01	AZUL ELECTRICAL SUPPLY	$372.33
12319	01/24/24	V	1/24/24	AZUL01	AZUL ELECTRICAL SUPPLY	($372.33)
12320	01/24/24	P		BE15	BENTLY FAMILY LTD PARTNERSHIP	$725.90
12321	01/24/24	P		CA12	CARSON VALLEY OIL CO., INC.	$1,921.64
12322	01/24/24	P		CH15	CHARTER COMMUNICATIONS	$274.95
12323	01/24/24	P		BLM01	DOI/BLM	$3,032.80
12324	01/24/24	P		GR13	GRAINGER	$773.31
12325	01/24/24	P		HA11	HACH COMPANY	$152.00
12326	01/24/24	P		HOMETO	HOMETOWN HEALTH	$18,539.21
12327	01/24/24	P		SIERRA	DBA SIERRA OFFICE SOLUTIONS	$113.70
12328	01/24/24	P		BOU11	BOULDER EXTERMINATORS, INC	$150.00
12329	01/24/24	P		BRANDO	MARGARET M. BRANDON	$207.02
12330	01/24/24	P		MC10	MCMASTER-CARR SUPPLY	$32.63
12331	01/24/24	P		GUT	MIKE GUTIERREZ	$269.00
12332	01/24/24	P		LA11	NAPA AUTO PARTS	$157.13
12333	01/24/24	P		EA13	PAULA EAST-JANICKI	$705.01
12334	01/24/24	P		PUBLIC	PUBLIC SECTOR PERS. CONSULTS	$2,000.00
12335	01/24/24	P		RO12	ROUND HILL GENERAL IMP. DIST.	$7.69
12336	01/24/24	P		KI13	KINGSBURY AUTOMOTIVE	$362.68
12337	01/24/24	P		SIL4	SILVER STATE ANALYTICAL LAB	$1,310.00
12338	01/24/24	P		SU13	SUMMIT PLUMBING CO., LLC	$68,616.96
12339	01/24/24	P		THATCH	THATCHER COMPANY OF NV, INC.	$11,384.23
12340	01/24/24	P		VI12	VISION SERVICE PLAN - (AT)	$286.96
12341	01/24/24	P		WE18	WESTERN NEVADA SUPPLY CO.	$1,032.48
12342	01/24/24	P		ATT01	AT&T MOBILITY	$814.60
12343	01/24/24	P		AZUL01	AZUL ELECTRICAL SUPPLY	$372.33
12344	01/24/24	P		JOHN	YING H. JOHNSON	$164.90
**12346	02/08/24	P		AL17	ALHAMBRA	$24.10
12347	02/08/24	P		AL01	ALLISON MACKENZIE, Ltd.	$3,745.00
12348	02/08/24	P		ART01	ARTISTIC FENCECO, INC.	$370.00
12349	02/08/24	P		ASCE01	ASCEND HEATING AND AIR LLC	$374.65
12350	02/08/24	P		AZUL01	AZUL ELECTRICAL SUPPLY	$1,068.66
12351	02/08/24	P		BE15	BENTLY FAMILY LTD PARTNERSHIP	$756.28
12352	02/08/24	P		CA12	CARSON VALLEY OIL CO., INC.	$859.24
12353	02/08/24	P		CA25	CASHMAN EQUIPMENT COMPANY	$1,455.94
12354	02/08/24	P		CODALE	CODALE ELECTRIC SUPPLY	$1,439.74
12355	02/08/24	P		CONWAY	CONWAY COMMUNICATIONS INC	$23.37
12356	02/08/24	P		CY10	CYMA SYSTEMS, INC.	$900.54
12357	02/08/24	P		DTS	DIGITAL TECHNOLOGY SOLUTIONS	$206.50
12358	02/08/24	P		GI20	DOUGLAS GIBSON	$299.28
12359	02/08/24	P		FREDH	FRED HOWARD	$282.21
12360	02/08/24	P		FR01	FRONTIER	$49.92
12361	02/08/24	P		GADDIS	GADDIS INCORPORATED	$686.20
12362	02/08/24	P		GR13	GRAINGER	$1,642.54
12363	02/08/24	P		PH12	JOHN PHILLIPS	$482.86
12364	02/08/24	P		IKE01	KELVIN IKEHARA	$156.22
12365	02/08/24	P		KI12	KINGSBURY HARDWARE	$29.43
12366	02/08/24	P		LIBERT	LIBERTY UTILITY CA	$55.64
12366	02/08/24	V	2/8/24	LIBERT	LIBERTY UTILITY CA	($55.64)
12367	02/08/24	P		MC10	MCMASTER-CARR SUPPLY	$264.90
12368	02/08/24	P		MET11	METLIFE - GROUP BENEFITS	$1,991.82
12369	02/08/24	P		MUNI	MUNIQUIP, LLC	$1,830.00
12370	02/08/24	P		NV01	NV ENERGY	$37,843.18
12371	02/08/24	P		EA13	PAULA EAST-JANICKI	$705.01

*** 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
12372	02/08/24	P	POL10	POLYDYNE INC.	$8,234.00
12373	02/08/24	P	VAN1	RICK VAN HORN	$264.21
12374	02/08/24	P	SIL4	SILVER STATE ANALYTICAL LAB	$310.00
12375	02/08/24	P	SO10	SOUTH TAHOE REFUSE, INC.	$704.90
12376	02/08/24	P	SO13	SOUTHWEST GAS	$3,398.70
12377	02/08/24	P	ST09	STANDARD INSURANCE COMPANY	$639.56
12378	02/08/24	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
12379	02/08/24	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$3,046.50
12380	02/08/24	P	US12	USABLUEBOOK / HD SUPPLY, INC.	$6,431.10
12381	02/08/24	P	VER	VERIZON	$316.28
12382	02/08/24	P	WF01	WELLS FARGO	$3,211.35
12383	02/08/24	P	WE18	WESTERN NEVADA SUPPLY CO.	$4,705.48
12384	02/08/24	P	JOHN	YING H. JOHNSON	$285.38
12385	02/08/24	P	LIBERT	LIBERTY UTILITY CA	$55.64
				BANK WFCHK REGISTER TOTAL:	**$207,222.82**
				GRAND TOTAL :	**$207,222.82**

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**** Denotes broken check sequence.**

Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 1/17/2024 - 2/21/2024

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 8454	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2024 - 7**	**CREATED: 01/23/24 by YHJ**				
147368	01/22/24			417.1100	Q2 FY 23-24 WORKERS' COMP	$4,908.50	$0.00	$4,908.50
147369	01/22/24			101.1000	Q2 FY 23-24 WORKERS' COMP	$0.00	$4,908.50	$0.00
					BATCH 8,454 TOTALS:	**$4,908.50**	**$4,908.50**	**$0.00**
BATCH: 8467	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2024 - 8**	**CREATED: 02/01/24 by YHJ**				
147491	02/15/24			414.1100	JAN. PERS CONTRIBS	$22,216.67	$0.00	$22,216.67
147492	02/15/24			415.1100	JAN. PERS CONTRIBS	$22,216.67	$0.00	$44,433.34
147493	02/15/24			101.1000	JAN. PERS CONTRIBS	$0.00	$44,433.34	$0.00
					BATCH 8,467 TOTALS:	**$44,433.34**	**$44,433.34**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$49,341.84**	**$49,341.84**	