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.

APPROVED

4859-5492-2403, v. 1

Meeting Date: January 17th, 2024

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – December 2023 – January 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. DCLTSA received our new 600 kW Caterpillar backup generator for the Main Pump Station. Construction of the generator pad, installation of the conduit runs and mounting of the generator were all accomplished with in-house talent. Final wiring of the connections between the generator and the automatic transfer switch in the Main Pump Station was performed by Arctic Electric during the second week of January 2024. (Photos attached)

2. A field meeting and site walk for the DCLTSA Export Force Main Replacement Project – Phase 2 was done in late November. In attendance were personnel from HDR Engineering, the Nevada Tahoe Conservation District and White Rock Construction. The entire length of the proposed pipeline replacement was covered. Several construction and permitting challenges have been identified by this preliminary walk through.

3. The new RAS / WAS electrical and control panels are being moved in to place this month. Next steps will be final placement of the panels and installation of the wiring, control circuitry and Programmable Logic Controllers. The entirety of this project is being done in-house, with DCLTSA Information Technology Specialist Eric Heffernon taking the lead on the wiring and programming work.

4. We have received all the closed-circuit television inspection files collected for the DCLTSA Gravity Main Capital Improvement Plan. The data has been forwarded to HDR Engineering for analysis and use in the development of the Plan. Preliminary feedback from HDR has indicated that there are very few serious defects in the DCLTSA collection system. A formal project kickoff meeting for the project is anticipated to take place in the next several weeks.

5. Final installation of the Engine-Driven Emergency Backup Pump at the Main Pump Station was completed the second week of January.

6. DCLTSA staff is working with Edgewood Company personnel to close out documentation and minor punch-list items identified by our Engineer, R.O. Anderson, to sign off on letters of acceptance for the Edgewood Cart Barn and Villas projects.

7. Paula and Mr. Anderson's staff are working on the sewer flow reconciliation for calendar 2023.

8. I am in the process of finalizing the Q4 2023 Discharge Monitoring Reports for the Plant and Park Cattle. We are also gathering lab results, flow data, and biosolids tonnage data to forward to Mr. Anderson's staff to generate the 2023 Annual Discharge Monitoring Report as well as the Annual Biosolids Report for the EPA.

9. Several meetings have been held these past two months between DCLTSA, the U.S. Forest Service and the Nevada Tahoe Conservation District related to the Burke Creek Watershed Restoration Project's proposed relocation of the DCLTSA access road to our Beach Pump Station at Nevada Beach. The Forest Service has indicated that the current location of the DCLTSA access road is not compatible with their desired design criteria and that therefore DCLTSA will be limited to either opting for the proposed new access road, to be constructed to the east of the current access road or be limited to maintaining access via the Nevada Beach Campground. Given these two possible choices, it is my opinion that the Authority should work with the USFS and NTCD to construct the new access road via the Tahoe Beach Club as the preferred alternative.



Delivery of the new Cat 600 kW backup generator to the Main Pump Station.



DCLTSA staff setting the new generator on concrete pad outside the Main Pump Station.

R O Anderson

January 15, 2024

Via Email

Board of Directors
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
P.O. Box 578
Zephyr Cove, NV 89448

Authority Engineer's Monthly Report – January 2024

Dear Members of the Board:

The following report presents a summary of activities undertaken on behalf of the Sewer Authority since our last meeting together on November 15, 2023. During this period, we provided general engineering support as requested. The following paragraphs provide a brief description of these efforts and progress related to each specific task.

Beach Pump Station: Alternate Access and Site Circulation Improvements:

Pursuant to the Board's direction, after the November meeting we sent a formal letter to USFS Lake Tahoe Basin Management Unit (LTBMU) summarizing the Board's direction. A copy of that letter is attached for your consideration.

After distributing that letter, Mr. Hopkins and I participated in a virtual meeting with representatives of USFS on December 7, 2024, where the details of the Board's action were discussed at considerable length. There were several representatives from USFS LTBMU present during the virtual meeting as well as Ms. Meghan Kelly and Patrick Johnson from Nevada Tahoe Conservation District. During this meeting, representatives of the USFS essentially rebuffed the Board's expressed preference and decision to retain the existing access road location. They are insistent that the only viable alternative is to relocate the access road to a location upstream on Burke Creek.

During the course of the meeting with representatives of USFS, they requested that we provide them with the Authority's basis for preferring the existing access road location. Attached is a copy of the email that was sent on December 20, 2023, responding to that request.

On Friday afternoon, January 12, 2024, we received correspondence from the LTBMU providing a document defining the proposed road maintenance responsibilities, a turning radius analysis as well as their plan of the proposed driveway and parking improvements at the site of the Beach Pump Station. Copies of each of these three documents are also attached for your consideration. Given that they have just arrived, neither Paula, Rob, nor I have had the opportunity to critically review these documents. We expect to review them in the coming couple of weeks and be able to provide the Board members with our input and recommendations at your meeting in February.

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Fourth Quarter Flow Meter Reconciliation: In cooperation with Paula, we have reviewed and updated the flow meter data for the calendar year including flows from each respective contributing District and compared those flows to the Authority's Plant meter. The chart that summarizes this data is attached.

Over the past 12 months, there have been a few operational and data collection problems from a couple of the meters that introduce some uncertainty in the results. However, that is not unexpected for mechanical equipment in this environment. Preliminarily and subject to further review, for the period of January 1st through December 31st, 2022, the combined flows from the contributing Districts' meters is within 0.1% of the flow volume measured at the Plant (or Influent) Meter. This cumulative variance in flows between these meters is remarkable.

As of December 31st, again, subject to final review, the flow percentages from each contributing district compared to flows measured at the Influent Meter are:

- Elks Point Sanitation District: 0.3%
- Tahoe Douglas District: 20.7%
- Kingsbury General Improvement District 20.8%
- Round Hill General Improvement District 10.1%

The remaining 48.2% of flow that reached the Plant meter is attributable to flows from the casino core area including Edgewood.

For the year, the average daily flow was 1.23 MGD and the maximum day flow was 2.051 MGD (March 10th). The peak day factor was therefore 1.67. The average day flow is about 10% higher than 2022 (1.12 MGD) but the maximum day flow was 18% lower than 2022 (2.512 MGD).

I will be present at the Board meeting and available then to review this information in greater detail, as well as address any specific questions or concerns Board members might have relative to these subjects. Thank you for your continued confidence and the opportunity to provide these services.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

Robert O. Anderson, PE, WRS, CFM
Principal Engineer

Attachments

cc: Jim Cavilia, Esq.
Paula East-Janicki
Rob Hopkins

R O Anderson

November 16, 2023

Via Email

Theresa Cody, Restoration Hydrologist
Lake Tahoe Basin Management Unit
U.S DEPARTMENT OF AGRICULTURE – FOREST SERVICE
35 College Drive
South Lake Tahoe, CA 96150

Burke Creek Rabe Meadow Riparian Restoration Project
Access to and Site Circulation Improvements at DCLTSA Beach Pump Station

Dear Theresa,

As we discussed last week during our conference call, the Board of Trustees of Douglas County Lake Tahoe Sewer Authority (DCLTSA) conducted their regular monthly meeting on November 15, 2023. During that meeting the Trustees reviewed and considered the letter from Mr. Walker dated October 5, 2023, as well as the document generally titled Access Alternatives Design and Hydraulic Analysis of Burke Creek that supports the project, and the project's updated cost estimate that was provided by Ms. Meghan Kelly earlier this week.

After fully reviewing these documents, the Trustees confirmed their strong preference and decision to retain the existing access road as their sole access to this critical facility. Each of the Trustees expressed their continued support for the Burke Creek restoration project and as statement of their commitment to achieving the common restoration goals and completing site circulation improvements[1] at the site of the Beach Pump Station, DCLTSA is willing to make a one-time capital contribution of $160,000 to the construction of the project subject to the following conditions:

A. The project's final design includes retaining the existing alignment of the access to the Beach Pump Station from Beach Club Drive. From prior discussions, the Trustees understand that during construction of the Burke Creek restoration project, this access route will be disrupted for one

[1] See site circulation improvements as shown on Sheet C2 - Pump House Access Drive, Enlarged Site & Grading Plan prepared by R.O. Anderson Engineering, Inc., dated September 19, 2023.

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construction season (May 1 through October 15) and during that time DCLTSA's operational personnel will be afforded unfettered access to the Beach Pump Station through the roads within Nevada Beach Campground.

B. DCLTSA's existing Special Use Permit (SUP) with USFS will be updated to confirm and authorize:
    i. The existing road alignment is the primary access to the Beach Pump Station.
    ii. The expanded site improvements as shown in the above-referenced plan are authorized.
    iii. And the terms of the SUP will provide that DCLTSA accepts the maintenance responsibilities for the re-constructed road and proposed culvert(s), as well as setting forth any limitation (e.g., area or depth of disturbance, required notice, etc.) on the maintenance activities for the culvert(s) or road.
C. The road is not constructed as either a levee or dike, as shown in the provided Alternatives Design and Hydraulic Analysis of Burke Creek but rather is constructed to pass the 100-year recurrence interval flood flow in accordance with what we came to understand is USFS' standard criteria for hydraulic structures beneath roads, and flood flows are distributed across the proposed flood plain below the road like existing conditions. To this end, if LTBMU will release to us the existing topographic data for the Burke Creek floodplain and adjacent areas, and the preliminary hydraulic model compiled by representatives of NTCD, we will prepare a conceptual plan and hydraulic model that demonstrates the above listed criteria can be achieved at this road crossing.
D. The Board's $160,000 one-time capital contribution will be made within 10 working days of USFS-LTBMU issuing a Notice of Award and construction contract for completing these improvements including the site circulation improvements at the Beach Pump Station.

DCLTSA values its longstanding partnership with the USFS, and the Board of Trustees looks forward to getting this important project completed in the Spring of 2024. We are confident that this proposal accomplishes the underlying environmental goals while ensuring the continued safe operation and maintenance of DCLTSA's critical infrastructure. I look forward to your response.

As you review this proposal, should you have any questions or require further clarifications of the Board's decision, I trust you will not hesitate to contact me directly.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

Robert O. Anderson, P.E., W.R.S., CFM
Principal Engineer

Attachments

cc. Paula East-Janicki, Controller
Michael Gabor, PE, Forest Engineering Staff Officer
Rob Hopkins, Manager
Patrick Johnson, Nevada Tahoe Conservation District
Meghan Kelly, PE, Nevada Tahoe Conservation District
Karen Kuentz, Lands and Special Uses Program Manager
Erick Walker, Forest Supervisor

Robert O. Anderson

From: Robert O. Anderson
Sent: Wednesday, December 20, 2023 10:54 AM
To: Cody, Theresa - FS, CA; Rob Hopkins
Cc: Meghan Kelly (mkelly@ntcd.org); Gabor, Michael - FS, CA; Striplin, Randell - FS, CA
Subject: RE: Another coordination meeting between LTBMU and DCLTSA?

Good morning, Theresa, et al.

Thank you, Theresa, for your follow-up note below. Mr. Hopkins and I have both reviewed it and appreciate the offer to meet again, but based on our last discussions with you, Mr. Gabor, Ms. Kelly, and Mr. Striplin, the agency's directives seem quite clear and, frankly, non-negotiable. As a result, particularly given that Mr. Walker is dealing with difficult family circumstances, we conclude that another meeting would only serve to frustrate the professionals within your Agency – something the Sewer Authority never intended.

During our discussions on December 7th, Ms. Kelly requested that we articulate, in writing, the basis of the Sewer Authority's desire to retain the existing access road. To that end and as requested, please understand the Sewer Authority's strong preference for retaining the existing road is a function of several considerations including:

a. The access road has existed and functioned acceptably for more than 40 years. Except for the unique and unprecedented flood event that occurred this past spring, to the best of our knowledge and records, the existing road that serves the critically important Beach Pump Station has not interfered with the natural flows within Burke Creek. Furthermore, to the best of our knowledge, the road as it exists has not been the direct cause of flooding of adjacent lands, whether public or private.
b. The access road is an upland area within a recognized wetland if not a Water of the US. As such, it affords the Sewer Authority as well as the Agency an area for access to the adjoining wetland and riparian areas without disturbing the existing flora and ecosystems within the riparian area.
c. Additionally, as we have related to all involved during our discussions, we estimate and expect that having an upland surface in this area during future construction, or even maintenance projects, will prove invaluable particularly from an environmental perspective. In example, the surface of the road could be used to stockpile materials prior to placement in the upcoming construction of the Rabe Meadow restoration project.
d. Furthermore, as verbally related in our meeting, if the Sewer Authority ever needed to replace the existing sewer interceptor that runs parallel to but east of the road, the surface could be used to temporarily store side cast materials during excavation and thereby avoid (or at least minimize) discharge to a known wetland or Water of the US – clearly this is a significant environmental consideration. We do recognize the probable reality that Mr. Gabor cited during the conversation, that due to the groundwater conditions and depth of excavation to reach the sewer interceptor, the road embankment may be temporarily "lost" physically; however, we perceive and expect that for every other instance the physical presence of the road will be a net environmental benefit. Additionally, if the road was physically lost, typical environmental permitting would allow it to be re-constructed and replaced.
e. As discussed during the meeting, from an operational perspective, we expect the existing road will require less maintenance over the long term than a new longer road and will not result in the loss of additional trees from this area.

At this time the Sewer Authority needs to understand the proposed maintenance obligations that the Agency intends to place on the terms of the update Special Use Permit for the planned upstream road crossing of Burke Creek. Specifically, the Sewer Authority wants and needs to understand the lengths to which they will be authorized, for example, to keep the planned culverts from being entirely occluded by a beaver. Will the proposed terms allow them to use mechanical or other means to remove a beaver dam that might develop over time? What specific limitations will be imposed? Again, as an example, do you expect that there would be any restriction on the Sewer Authority's operation

personnel from annually removing willows, or other volunteer plants from the channel's thalweg immediately upstream or downstream of the proposed structure? These examples represent just a few of the operational concerns that Authority personnel have with the maintenance obligations they will be required to assume for the planned road crossing.

If there is to be another meeting, in our estimation, the most productive agenda for that meeting will focus on a thorough discussion of the proposed terms of what we expect will be an updated Special Use Permit. The next regular meeting of the Board of Directors of the Sewer Authority is scheduled for January 17, 2024. To the extent that the proposed terms could be presented, reviewed, and discussed prior to January 12th, that would afford Mr. Hopkins and I the opportunity to understand their implications prior to presenting those terms to the Board at their regular meeting.

I hope each of you have a very merry and joyful Christmas celebration and that you too are looking forward to the coming new year and all that it portends.

Kind regards.

s/Rob

Robert Anderson, P.E.,
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From: Cody, Theresa - FS, CA <theresa.cody@usda.gov>
Sent: Tuesday, December 12, 2023 10:43 AM
To: Rob Hopkins <rhopkins@dcsid.com>; Robert O. Anderson <randerson@roanderson.com>
Cc: Meghan Kelly (mkelly@ntcd.org) <mkelly@ntcd.org>; Gabor, Michael - FS, CA <michael.gabor@usda.gov>; Striplin, Randell - FS, CA <Randell.Striplin@usda.gov>
Subject: Another coordination meeting between LTBMU and DCLTSA?

Hi Rob and Rob,

We got the impression from last week's coordination meeting that you were interested in another meeting that Erick Walker could participate in because he was unable to attend the meeting on December 7th. If that is the case, the following options are available on Erick's calendar for next week. If you feel that you already have the information needed for your internal discussions about moving the DCLTSA access road to the upstream location, let me know and I won't proceed with scheduling another coordination meeting. Given that these dates are for next week, and the holidays are quickly approaching, please get back to me as soon as you can.

- Tuesday, 12/19, 9:00 a.m. – 11:00 a.m.
- Wednesday, 12/20, 3:00 p.m. – 4:00 p.m.
- Friday, 12/22, 10:00 a.m. – 4:00 p.m.

Thanks,
Theresa

Theresa Cody
Watershed Program Manager (Acting)
Forest Service
Lake Tahoe Basin Management Unit
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Douglas County Lake Tahoe Sewer Authority

Maintenance Requirements for new Nevada Beach Pump Station Access Road

The new Nevada Beach Pump Station access road will be managed and maintained by the Douglas County Lake Tahoe Sewer Authority (DCLTSA). DCLTSA will be responsible for road and culvert maintenance, and pavement preservation and snow plowing. The following maintenance is expected to protect the adjacent US Forest Service Lands.

- Inspect the open bottom box culverts weekly for blockages that are affecting their capacity. If any changes are noticed that indicate blockages, restricted flow, or backwatering, increase the inspections to daily.
- If capacity of culvert(s) is reduced by 50 percent or more, contact LTBMU to arrange a meeting with the appropriate staff to create a plan for removing the blockages and restoring capacity.
- Before using any machinery, remove blockages (including beaver dams) using hand tools.
- Annually remove woody vegetation as necessary within 25 feet of the upstream and downstream ends of the culverts using hand tools and preventing stream bank disturbance. If conifers greater than 14" DBH need to be removed, consult LTBMU vegetation specialists.
- If blockages cannot be fully removed with hand tools, small tracked equipment can be used to remove the blockage, working from the road if possible.
    - If equipment is used and cannot stay on the paved road or crossing, all ground disturbance shall be completely restored. Consult with LTBMU staff to discuss restoration approach and verify restoration adequacy.
- Inspect roadway condition and report pavement condition index initially after construction and every five years using American Society for Testing and Materials (ASTM) ASTM D6433 as a guide. Inspect and include any deficiencies noted in the shoulders and/or roadway fill materials. Repair road as necessary to preserve pavement integrity.
- Inspect the integrity of culverts initially after construction and a minimum of every 5 years using Federal Highway Administration (FHWA) Culvert Inspection Guide or the Nevada Department of Transportation equivalent and repair any concerning cracks or damage as necessary after coordination/consultation with LTBMU staff.
- Acquire all necessary permits and utilize TRPA Standard BMPs for any work involving construction equipment and/or in-channel disturbance.

Snow removal plan

DCSLTA shall keep the new pump station access road clear of snow as necessary. Snow may be pushed to either side of the road as needed except directly over the proposed box culverts and riparian area. For this 60-foot long stretch of road, push snow ahead to prevent culvert blockages and riparian area damage.

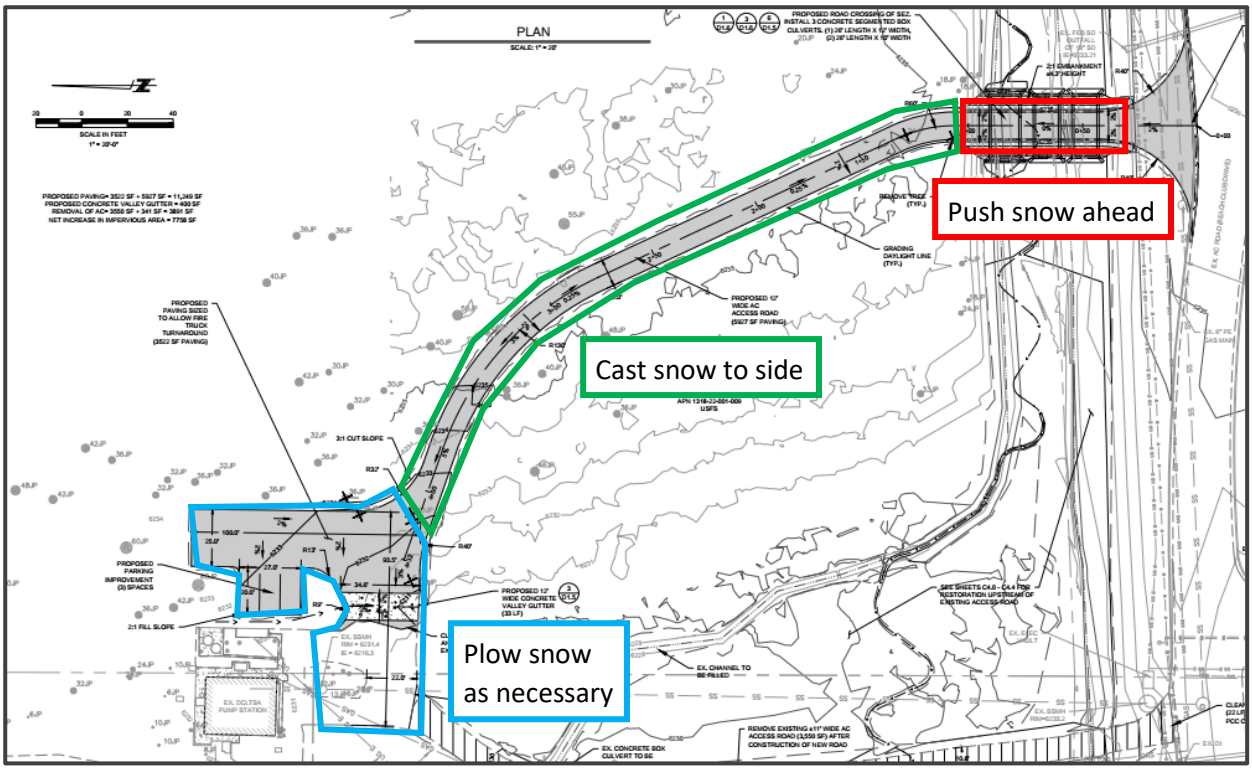


Figure 1: Map of snow plowing plan. In 60’ area over creek, push now straight ahead to prevent culvert blockages and limit riparian damage.

PLAN

SCALE: 1" = 20'

20 0 20 40

SCALE IN FEET
1" = 20'-0"

PROPOSED PAVING= 3272 SF + 5927 SF = 10,999 SF
PROPOSED CONCRETE VALLEY GUTTER = 400 SF
REMOVAL OF AC= 3550 SF + 341 SF = 3891 SF
NET INCREASE IN IMPERVIOUS AREA = 7508 SF

PROPOSED TREE REMOVAL > 14 DBH = ±13

PROPOSED ROAD CROSSING OF SEZ. INSTALL 3 CONCRETE SEGMENTED BOX CULVERTS. (1) 26' LENGTH X 12' WIDTH, (2) 26' LENGTH X 10' WIDTH (1/D1.6, 3/D1.6, 6/D1.5)

PROPOSED PAVING SIZED TO ALLOW FIRE TRUCK TURNAROUND (3272 SF PAVING)

PROPOSED 12' WIDE AC ACCESS ROAD (5927 SF PAVING)

GRADING DAYLIGHT LINE (TYP.)

REMOVE TREE (TYP.)

2:1 EMBANKMENT ±4.3' HEIGHT

EX. FES SD OUTFALL OF 18" SD IE=6233.21

REMOVE 105 LF OF CONCRETE BARRIER CURB. INSTALL 105 LF CONCRETE VALLEY GUTTER (3/D1.5)

EX. AC ROAD (BEACH CLUB DRIVE)

EX. CONCRETE CURB AND GUTTER

EX. 6" PE GAS MAIN

EX. SSMH

APN 1318-22-001-009
USFS

APN 1318-22-310-014
BEACH CLUB DEVELOPMENT LLC

3:1 CUT SLOPE

PROPOSED PARKING IMPROVEMENT (3) SPACES

2:1 FILL SLOPE

PROPOSED 12' WIDE CONCRETE VALLEY GUTTER (33 LF) (3/D1.5)

CLEAN SAWCUT (28 LF) AND REMOVAL OF EXISTING AC (341 SF)

EX. SSMH
RIM = 6231.4
IE = 6216.3

EX. 24" SS
(±8' - 13' EX. COVER)

EX. DCLTSA PUMP STATION

CLEAN SAWCUT (20 LF) FOR REMOVAL OF EXISTING ACCESS ROAD

EX. CHANNEL TO BE FILLED

SEE SHEETS C4.0 - C4.4 FOR RESTORATION UPSTREAM OF EXISTING ACCESS ROAD

EX. ELEC VAULT

EX. SSMH
RIM=6233.2

CLEAN SAWCUT OF EXISTING AC (22 LF). INSTALL 35 LF OF TYPE 1 PCC CURB AND GUTTER. (2/D1.6)

EX. DI

REMOVE EXISTING ±11' WIDE AC ACCESS ROAD (3,550 SF) AFTER CONSTRUCTION OF NEW ROAD

EX. CONCRETE BOX CULVERT TO BE REMOVED

REMOVE EXISTING 24"CMP DURING ROAD REMOVAL

PROPOSED BURKE CREEK ALIGNMENT

EX. UGE CONDUIT (LOCATION APPROX.)

EX. GAS SERVICE LINE (LOCATION APPROX.)

EX. EP (TYP.)

APN 1318-22-001-001
USFS

EX. WATER VAULT
EX. ELEC VAULT
EX. WATER VALVE

EX. BURKE CREEK

EX. CONCRETE GUTTER

EX. BOX CULVERT

BOX CULVERT TO BE REMOVED AND BACKFILLED. EXISTING CREEK TO BE PARTIALLY FILLED. SEE SHEET C5.0

APN 1318-22-001-010
USFS

SEE SHEET C3.0 FOR RESTORATION DOWNSTREAM OF EXISTING ACCESS ROAD

EX. CMP OUTFALL

EX OHP TO BE UNDERGROUNDED BY NV ENERGY

EX. POWER POLE

EX. ELEC TRANSFORMER

EX. SDMG
RIM=6233.34
IE(OUT)=6228.7

EX. 6" H20

EX. GUY

Know what's below. Call before you dig. 811

95% DESIGN
NOT FOR CONSTRUCTION

Nevada Tahoe Conservation District

GRADING PLAN - DCLTSA ACCESS

BURKE CREEK RABE MEADOW RESTORATION

DESIGNED/DRAWN	PJ
CHECKED BY	MK
DATE	1/2/2024
SCALE	AS SHOWN
PROJECT	BCRMRRP
SHEET	C2.0
	11 OF 31

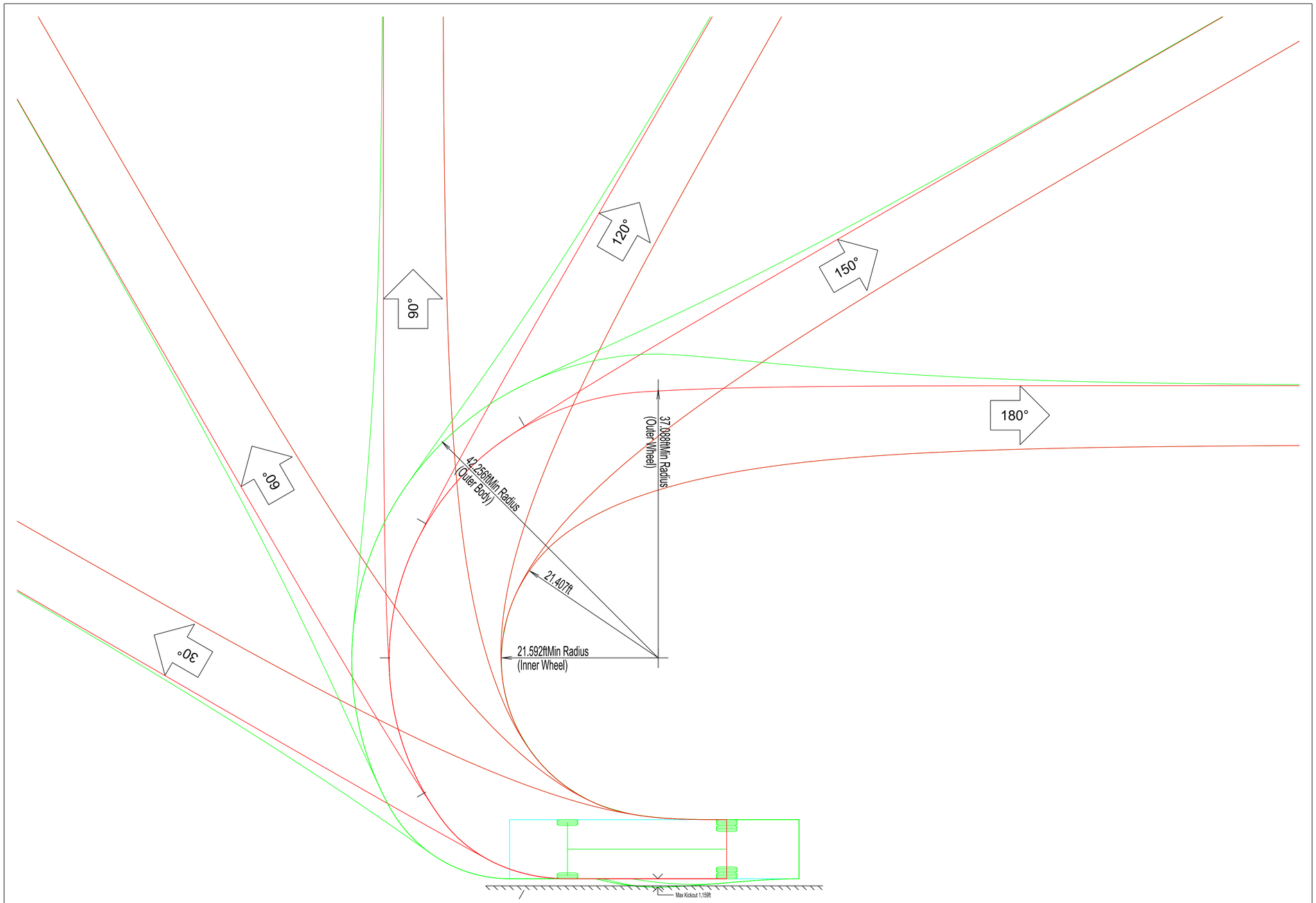
Turning Radius Analysis for Douglas County Lake Tahoe Sewer Authority Nevada Beach Pump Station Access Road

Nevada Tahoe Conservation District, January 10, 2024

The new Nevada Beach Pump Station access road will correct deficiencies that the old access routes to the pump station had in cases of emergency, facility repair, or construction. The new pump station access road was also designed to limit the removal of old grown conifers in the area. Turning movements were examined on the proposed road alignment to ensure adequate ingress and egress is provided for firetrucks and other large vehicles. A largest-turning-radius scenario of a pumper fire truck was used in AutoCAD to evaluate ingress and egress. If this turning radius is met, other large vehicles such as vactor trucks and dump trucks will be able to access the pump station. The attached figure 1 shows the pumper fire truck wheel and body turning radii.

The design provided to the Nevada Tahoe Conservation District (NTCD) by RO Anderson on November 6, 2023 shows an ingress and egress from Nevada Beach Campground Road. The Douglas County Lake Tahoe Sewer Authority (DCLTSA) board had decided in a board meeting on November 15, 2023 to make the sole access to the Nevada Beach sewer pump station from the Tahoe Beach Club, abandoning access from the Nevada Beach Campground Road. The reason provided by RO Anderson to keep a loop from Nevada Beach Campground in the parking expansion design was that it would allow for the turnaround of large vehicles such as firetrucks. NTCD evaluated this design for turning movements using the fire pumper truck radii and the results are shown on Figures 2 and 3. In Figure 2, the firetruck would have to go against traffic to exit the pump station through the Nevada Beach Campground Road. The Campground Road turning radius was not evaluated closely in other locations though it was expressed by DCLTSA that Tahoe Douglas Fire Protection District said the Campground Road could not provide adequate firetruck access during the March 2023 flooding event. In Figure 3, the truck attempts to turnaround by using only the existing and proposed paving at the pump station, without using the campground road. In both cases the designed turning radii are not adequate for this vehicle, and additional paving in Nevada Beach Campground would be required to create an adequate design. In both of these scenarios this additional required paving would also be in existing riparian areas.

NTCD looked at another concept to eliminate proposed ingress and egress from Nevada Beach Campground Road and provide additional parking, materials storage, and large vehicle turn around to the east of the pump station meeting both California and Nevada Code for turnarounds and this is shown in Figure 4. This also provides 3 additional parking spaces as well as 3,500 SF for construction materials or equipment staging. This design allows for ingress, turnaround and egress without using the roads in Nevada Beach Campground.

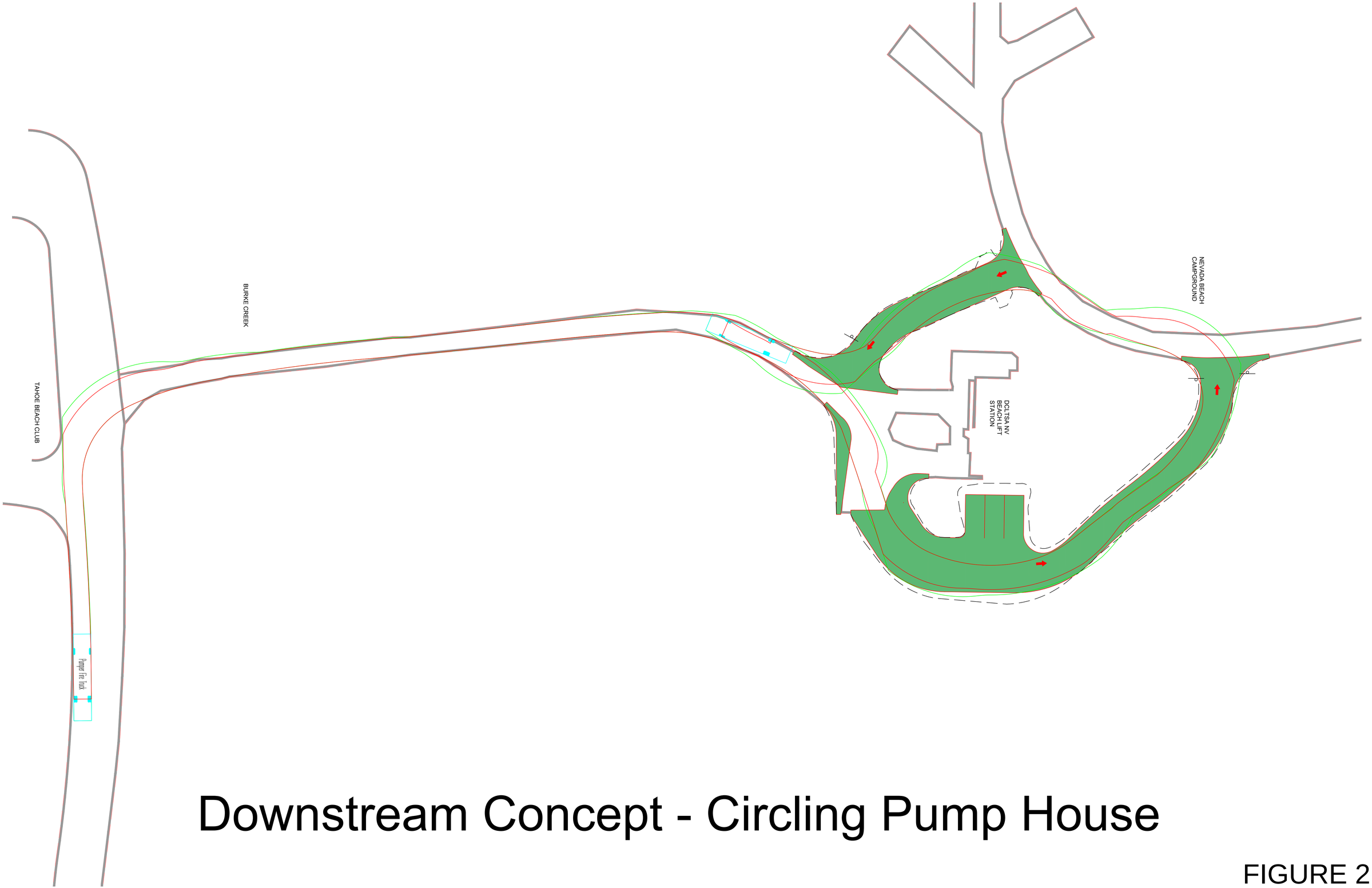


Vehicle Tracking V24.00.2660(20230214) (c) Autodesk, Inc. www.Autodesk.com

Notes:
Turn(s) based upon a design speed of 5.00mph.

Title:
Pumper Fire Truck

FIGURE 1



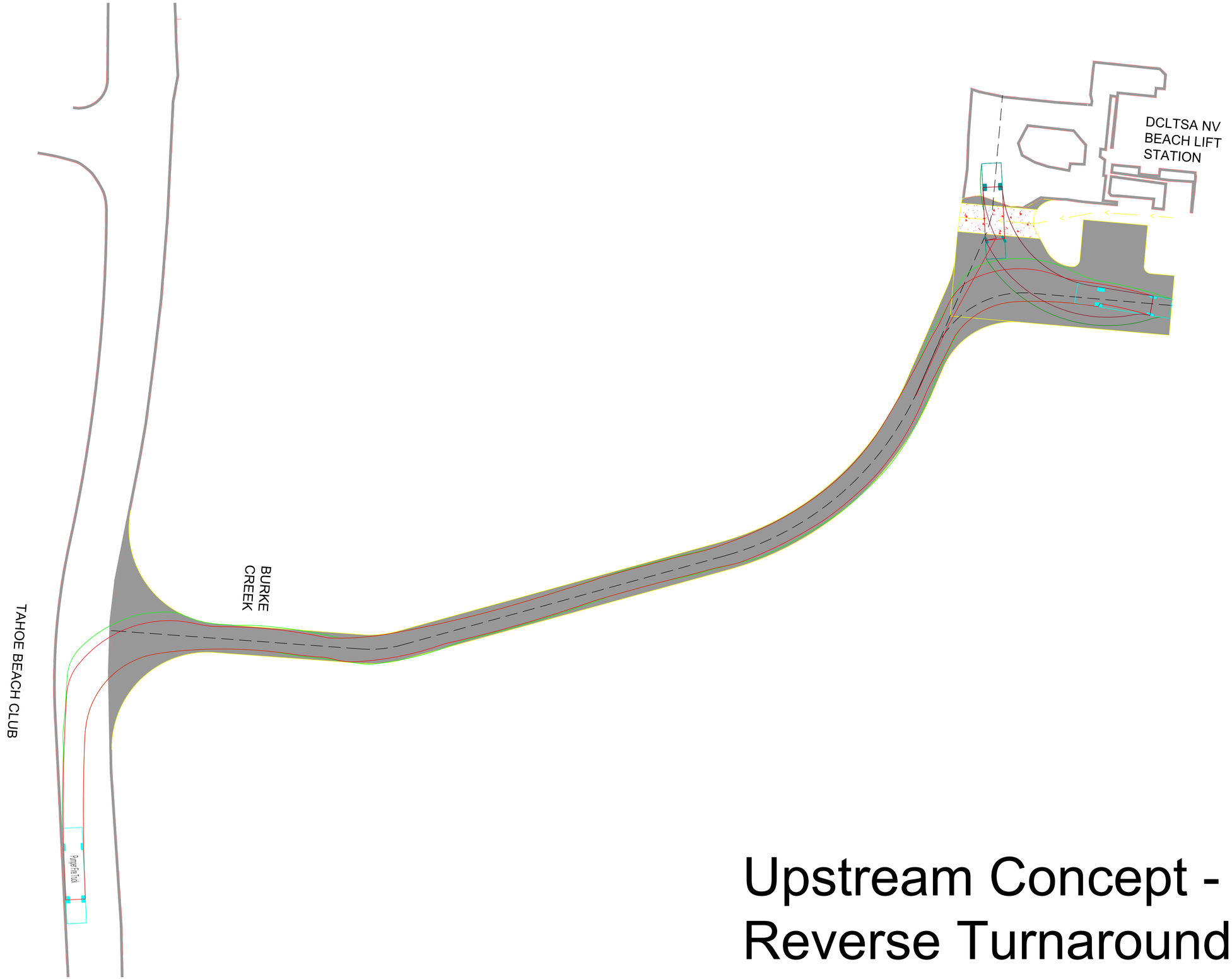
Downstream Concept - Circling Pump House

FIGURE 2



Downstream Concept - Reverse Turnaround

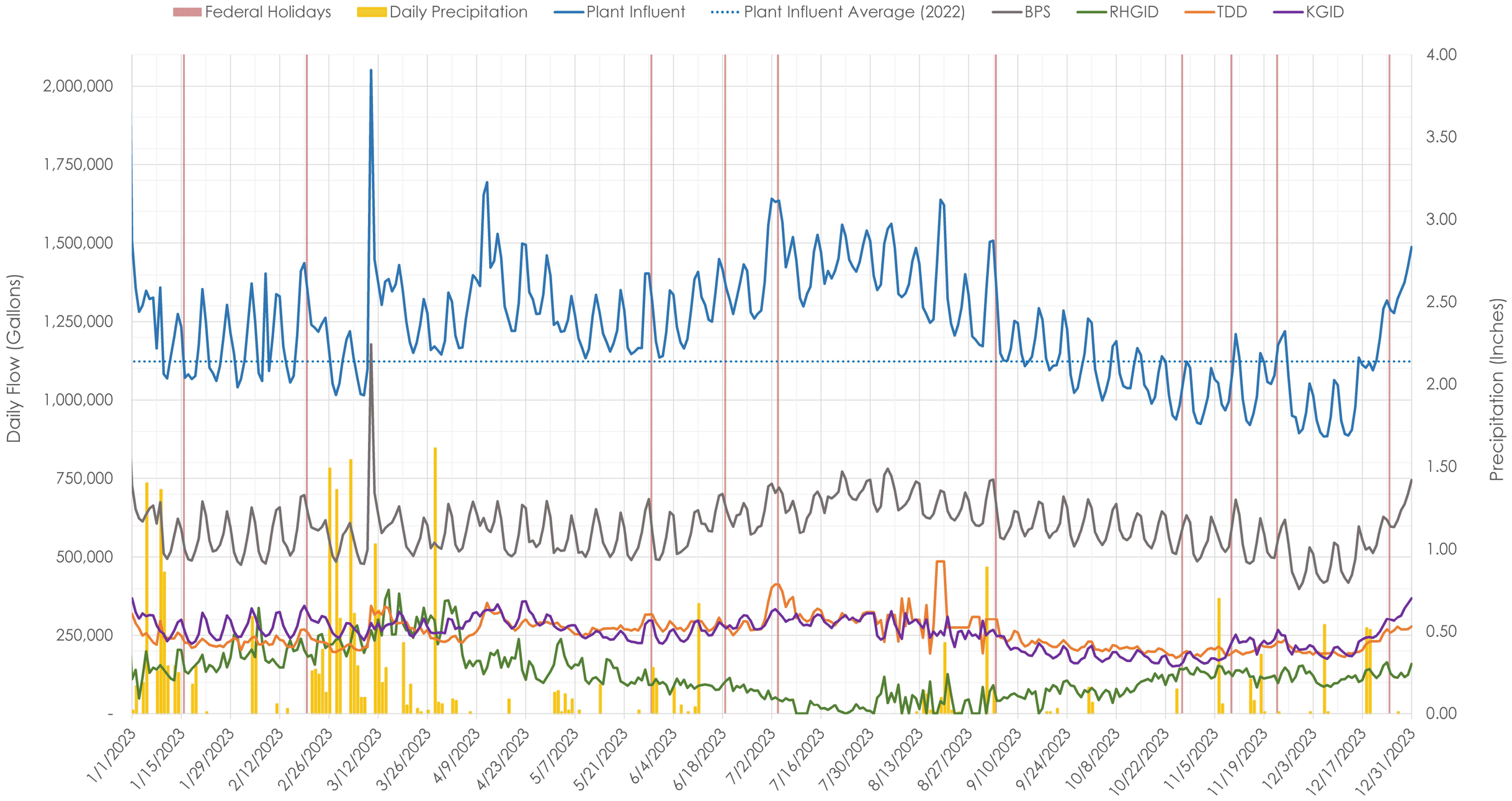
FIGURE 3



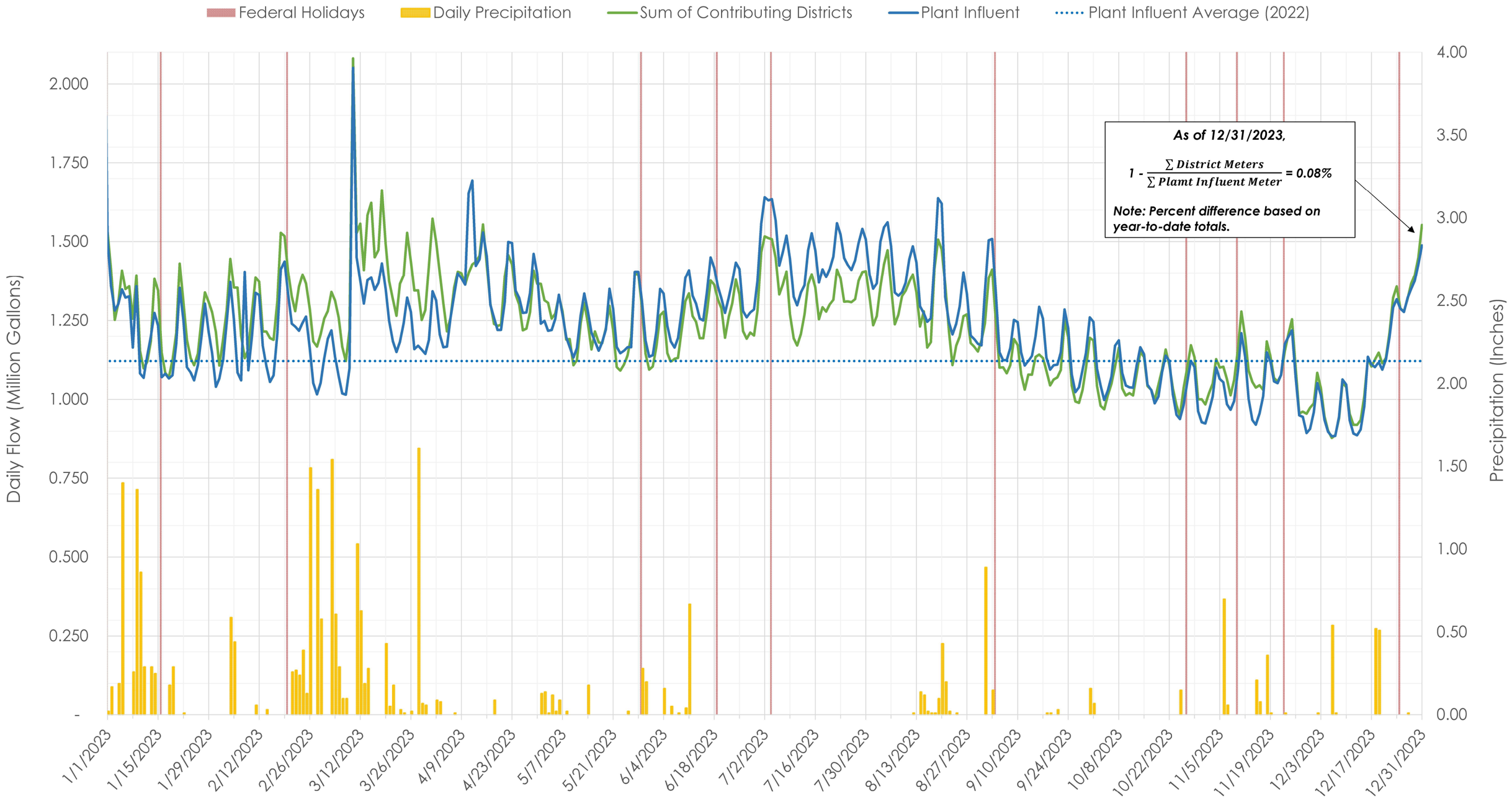
Upstream Concept - Reverse Turnaround

FIGURE 4

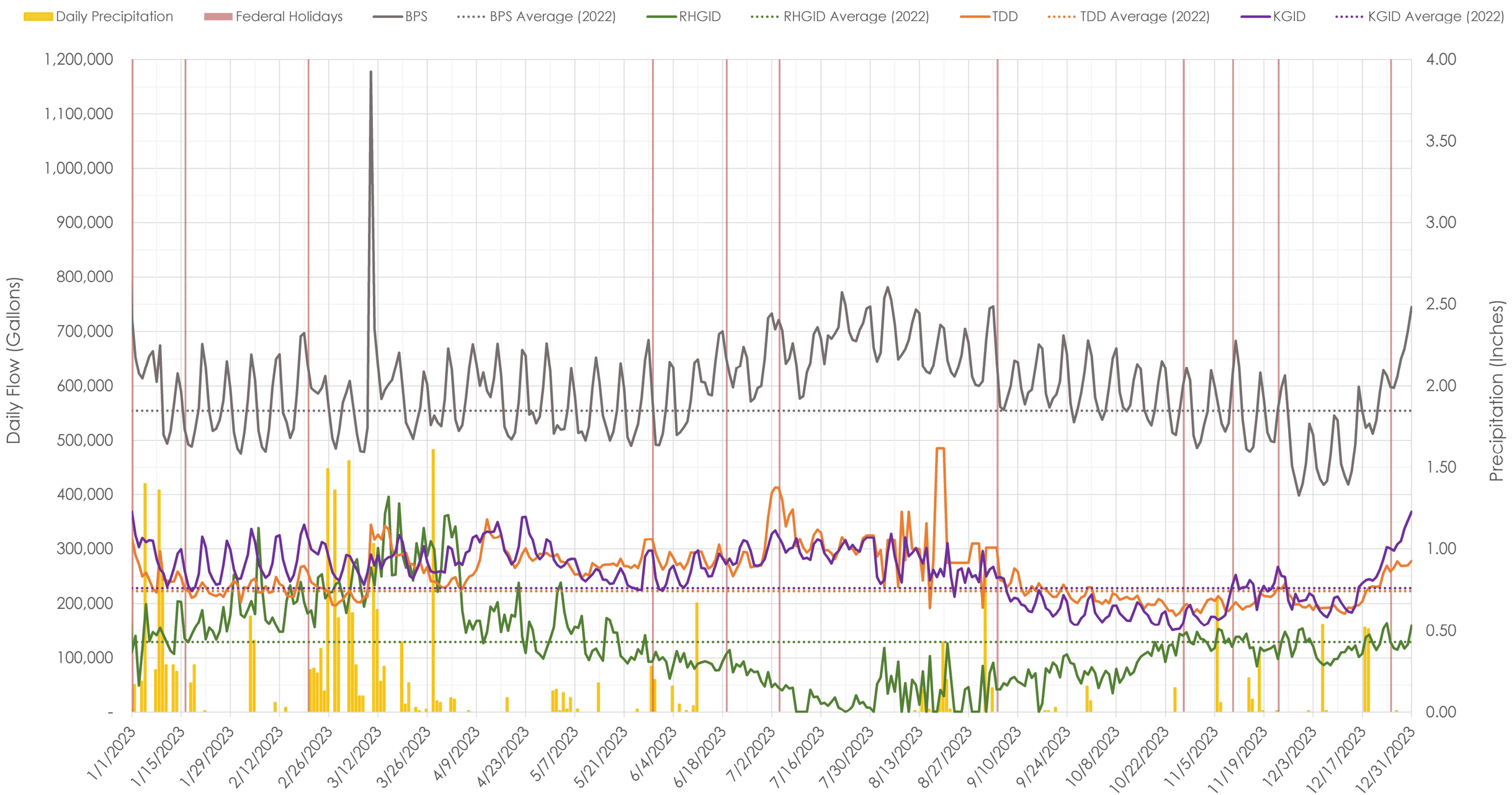
DCLTSA Flow Comparison with Daily Precipitation
1/1/2023 - 12/31/2023



Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
1/1/2023 - 12/31/2023



Contributing Districts Comparison with Daily Precipitation
1/1/2023 - 12/31/2023



CONTROLLER'S GENERAL STATUS REPORT

January 17, 2024

- The Budget to Actual spreadsheet in the Board packet shows operating expenses through September were 5.72% under budget. Electricity here at the plant is now 10.5% over budget but down from 15% through September, so it's trending in the right direction now that flows are lower.

- Influent flows finished the year at approximately 9.8% over last year, with the increases being spread fairly evenly between the districts.

- 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.

- We issued a Request for Proposals for audit services for the next 5 year period. I researched what firms were doing the government audits in our area, and not surprisingly there were only 3, Eide Bailly, Casey Neilon and Clifton Larson Allen (CLA). I have heard back from Eide Bailly and CLA, indicating they would be proposing. I feel certain we will hear from Casey Neilon as well.

Investment Report

At the time of writing this report, the Authority's investments total more than $16.8 million. There have been no changes since the last Board meeting except interest accrued. We have previously only invested with Wells Fargo for our CD's. However, we've been contacted by Moreton Capital out of Salt Lake City to consider

purchasing some CDs through them. In recent months Moreton's CD offerings have been broader than Wells Fargo. I have spoken with Mitch Dion at KGID and he is very happy with Moreton's service. Gardnerville Ranchos also uses them. We have one CD maturing at the end of this month and another 2 weeks later. Based on the offerings of both entities, Wells Fargo and Moreton, I will be reinvesting for best value. At the current time, our CDs average 4.99% rate of return. Of course, the banks offering CDs with Moreton are all federally insured up to $250,000, so we keep our investments at $245,000 per bank.

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.

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

CONTROLLER'S REPORT

First, I want to thank Kay for putting up with all the delays as I tried to find a way to implement this salary plan, should the Board choose to adopt it.

One challenge of doing the survey this time was that, since the last survey, all of the operators/maintenance people's job descriptions have changed. We don't have any either/or anymore. They are required to be certified as both Wastewater Operators and Plant Maintenance Technologists. I think you've all seen how much do especially over the past few months with the Plant Station Upgrades. That is just one example and they work like that every day. In addition to routine wastewater, lab, and preventative maintenance, they excavate, install pumps and piping, weld, fabricate equipment and one and on. Therefore, Kay was not able to find job classification exact matches because there weren't any.

The second challenge was that in our previous survey, there were higher salary classifications assigned when operators achieved a higher level of certification. When we combined job descriptions, those went away because Maintenance people made more than operators. In this survey we wanted to add that back, as incentive for the employees to study and test for higher certification levels. This change will only raise the scales and not individual wages except as it affects the percentage of salaries to mid-points.

Kay mentioned in her report that raising the two employee salaries who are currently under the minimum of the recommended scale would come at a cost of $2,314 per year. However, raising those two salaries compresses the scale so that people who were previously making more due to time on the job and merit would no longer be comparatively compensated. Therefore, if the Board agrees, what I would like to do is raise the salaries of the 4 Maintenance/Operators by 6.34% each (the amount under scale determined by the study,) beginning with the next pay period. There is a table in your packet that shows the impact of doing that. It maintains the merit and longevity spread of the former scale.

Additionally, when we promoted an employee to the Senior Mechanic/Operator position almost 2 years ago, we chose a scale that seemed appropriate based on the previous salary survey. Since that time, that employee has also achieved Grade III Operator status, and the new salary scale recommends a class that is 10% higher than we had assigned him. Based on that, I'd like to raise his salary by 7% now, bringing him over the minimum but well under the mid-point of the new scale.

While the study recommends higher scales for my position and the Superintendent of Maintenance and Operations position, we would <u>not</u> receive raises now, and would simply go into the new salary scale when our evaluations are due (October and July respectively). The District (Authority) Manager's scale would also increase and that is up to the Board what and when to incorporate that. Rob's evaluation is due in May.

Approving the 5 raises at this time will add approximately $17,300 to this fiscal year's budget. There are only 5 months left in this fiscal year. That $17,000 figure includes benefits such as PERS. For the next fiscal year, those 5 salary increases will add approximately $26,000 over normal merit increases before benefits.

Therefore, I would request that the Board adopt the salary plan as presented and approve wage increases for the 5 Maintenance and Operations employees discussed above, effective with the next pay cycle beginning January 28, 2024.