MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
APRIL 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, April 17, 2024, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

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

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. Mike Bradford, Round Hill resident was also present and Bradley Oneto of the Elk Point Sanitation District (EPSD) was in attendance via audio internet connection by which he could hear everyone at the meeting, and everyone could hear him.

PUBLIC COMMENT:

Mr. Oneto of EPSD reported that he and other representatives of EPSD have continued to work with Authority staff and R.O. Anderson Engineering on making upgrades to the EPSD collection system. Mr. Oneto indicated that EPSD has applied to the State Revolving Fund for money to complete the improvements and EPSD has contracted with R.O. Anderson Engineering to assist with design of the planned improvements.

APPROVAL OF AGENDA:

It was moved by Trustee Fertala, seconded by Trustee Nelson and carried unanimously (4-0) that the meeting agenda as presented be approved.

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 March 20, 2024, 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 new media for the plant odor scrubber has arrived and will be installed in the coming weeks.

With regard to the maintenance and repair of certain paved areas at the plant site, Mr. Hopkins indicated that he has had discussions with representatives of NV Energy about NV Energy participating in the costs. Mr. Hopkins stated that a complete analysis of the pavement is being completed in cooperation with R.O. Anderson Engineering. The Authority Controller, Paula East-Janicki added that the cost of the pavement work will be included in the Authority capital improvement budget.

Mr. Hopkins stated that performance testing of the new emergency backup pump at the Main Pump Station has been completed and the pump is now in service.

With regard to the Authority's access road to the Beach Pump Station, Mr. Hopkins reported that staff are working with the Authority Engineer to design improvements to address runoff and silt mitigation. These proposed improvements will be submitted to the United States Forest Service (USFS) for approval.

As alluded to previously, Mr. Hopkins indicated that the Authority Engineer is preparing a scope of work and bid specifications for repaving work at the plant, including repairs to the main access road, plant parking areas and the reservoir access road.

Mr. Hopkins reported that the two export effluent storage tanks at the plant were recently cleaned as part of normal annual maintenance work. Additionally, the fine-air diffuser assemblies at the plant were also cleaned as part of routine maintenance.

Finally, Mr. Hopkins stated that Authority staff is continuing to work with Round Hill General Improvement District (IHGID) to get accurate data from RHGID's new flow meter and Mr. Hopkins thanked RHGID staff for the ongoing cooperation.

In response to an inquiry from Trustee Nelson regarding Burke Creek and the USFS, the Authority Engineer, Rob Anderson indicated that the Authority had not had any recent communication from the USFS, but that despite the desire of the USFS to relocate the Authority access road to the Beach Pump Station, it does not appear that the road will be moved this year.

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 April 16, 2024, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The April 16, 2024, correspondence is incorporated in these minutes by this reference.

Mr. Anderson stated that he has continued to provide information to South Tahoe Public Utility District (STPUD) regarding the Authority's effluent export pipeline and STPUD's long-term effluent disposal options.

With regard to the Beach Pump Station access road, Mr. Anderson reported that a small portion of a beaver dam had been removed in order to prevent flooding and that a restoration plan is being prepared in order to protect the road in the future. Mr. Anderson added that the planned work may require the Authority to obtain a permit from the USFS.

Mr. Anderson indicated that he recently reviewed and provided technical comments with regard to the Kahle Drive Complete Street project.

As discussed earlier, Mr. Anderson indicated that he had been involved with Authority staff in developing plans for pavement improvements at the plant.

Finally, Mr. Anderson provided a summary of the influent flows and the reporting of the various meters. Mr. Anderson emphasized that there continues to be good correlation between the contributing districts meter data and the Authority's meter at the plant.

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 3.4% under budget through February. Ms. East-Janicki stated that electrical costs are continuing to decrease and are now only 1.4% over budget.

Ms. East-Janicki reported that influent flows are down approximately 6.25% when compared to this time last year.

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

B. Discussion and possible adoption of the Authority's Capital Development Plan for Fiscal Years 2025 through 2029

Ms. East-Janicki presented the Board with an updated Capital Development Plan, explaining that planned paving improvements at the plant have been added to the plan with revenue from agreements with Wright Tree Service and NV Energy added to plan to cover a portion of the pavement costs. Ms. East-Janicki also reported that she planned to move this rental income, including revenue received previously from NV Energy, into the construction fund for pavement improvements. Ms. East-Janick stated that the effluent export pipeline replacement project has been pushed back one year in the proposed plan. Following her summary of the plan, Ms. East-Janicki recommended that the Board formally adopt the plan as presented, emphasizing that the plan is always subject to revision in the future. Following a brief discussion among the Trustees about the funding of pavement improvements, **it was moved by Trustee Fertala, seconded by Trustee Nelson and carried unanimously (4-0) that the Capital Development Plan be adopted as presented.**

C. Investment Report

Ms. East-Janicki made a written summary of the Authority's investments available and reported that the Authority has more than $17 million currently invested in the Local Government Investment Pool (LGIP) and laddered certificates of deposit (CDs). Ms. East-Janicki stated that the LGIP paid interest of 5.29% per annum in March and that the only change in the total amount since last month was the addition of interest.

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 Chairman McLaughlin.

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 KGID recently had a presentation from a group involved in cleaning up the Lake and that KGID is still completing work on its new building.

Trustee Fertala reported that RHGID's new manager is getting up to speed and is reviewing all of RHGID's operation. Trustee Fertala added that RHGID is in the process of altering the timing of its billing to be consistent with the Authority's billing. Finally, Trustee Fertala stated that RHGID's new meter was in service and that RHGID was looking into inflow and infiltration issues with its collection system.

Trustee Huckbody stated that Tahoe Douglas District (TDD) is scheduled to review and approve its budget on May 21st. Trustee Huckbody also reported that TDD recently sent a letter to Marla Bay homeowners recommending that new lateral connections be made to the TDD collection system so that the sewer lateral along the beach will no longer be used.

Chairman McLaughlin reported that the month of April has been a little slow as usual, but that the recent completion of the Tahoe South Events Center has helped spur capital improvement plans by the casino properties. Chairman McLaughlin report that the Golden Nugget is in the process of refurbishing one of its hotel towers and that a brand new restaurant has recently opened at Harvey's. With regard to Edgewood, Mr. McLaughlin reported that the completed Villas as well as the entire Lodge are fully booked for the week of the celebrity golf tournament; adding that all of the Villas will be entirely occupied by celebrity players in the tournament. Finally, Chairman McLaughlin stated that a renovation of the Edgewood clubhouse is planned for later this year.

Ms. East-Janicki informed the Trustees that the next meeting of the Board would be held on May 22, 2024.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:15 a.m.

APPROVED

4893-8208-6589, v. 1

Meeting Date: April 17, 2024

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – April 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. We have ordered new activated carbon media for the three foul air / odor scrubbers at the Treatment Plant. Carbon media is typically effective for three to five years, depending on the level of noxious gases present. We hope to have the new media placed in service by mid-May 2024.

2. We have met with staff from Nevada Energy to discuss NV Energy contributions to road maintenance and paving repairs. NVE has agreed to contribute a percentage of routine paving and maintenance costs to repair certain paved areas around the Plant which are used by NVE service vehicles to access the substation and lay-down yard behind the Plant.

3. Performance testing of the new Engine-Driven Emergency Backup Pump and the new Emergency Generator at the Main Pump Station has been completed. The units are now in full-time service.

4. Our staff is working with our Engineer, R.O. Anderson, to design runoff and silt mitigation methods for the existing Beach Pump Station access road. Proposed design will be submitted to the U.S. Forest Service for approval.

5. Mr. Anderson met with our staff here at the Treatment Plant to develop a scope of work and bid specifications for the upcoming Treatment Plant Repaving Project. Project includes repairs to the main access road shoulders, Plant parking lots and the Reservoir access road east of the Plant.

6. Both of our 600,000-gallon Export Effluent Storage Tanks have been cleaned this month. We do this annually to keep settled sludge from accumulating and negatively impacting our discharged water quality. (Photo attached).

7. Both of our Aeration Trains fine-air diffuser assemblies were also cleaned this month. This is done every spring as routine maintenance and in preparation for bringing both Aeration Trains online for the high-flow summer season. (Photo attached).

8. We have been working in close cooperation with RHGID to get flow data from the new RHGID sewer flowmeter transmitted back to the Treatment Plant. We wish to thank Round Hill GID management and staff for their good work in getting this accomplished.



Staff cleaning tube-type fine air diffuser grid in Basin 8.



Staff cleaning settled sludge out of Export Effluent Tank #2.

R O Anderson

April 16, 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 – April 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 March 20, 2024. 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.

General Engineering Services
In addition to general consulting services and attendance at the Board meeting, R.O. Anderson Engineering, Inc. (ROA) assisted and participated with Authority personnel on engineering-related assignments on an as-requested basis. Some of those assignments included:

a. Continued participation in coordination efforts with representatives of STPUD relative to their data requests for background information and studies of the export pipeline.
b. Review relative minor soil disturbance on USFS property along the west side of the access road to the Beach Pump Station. The disturbance resulted from work by DCLTSA maintenance staff to prevent flooding caused by upstream diversion of flow in Burke Creek by beavers.
c. Review and provide technical comments on the final set of improvement plans for the Kahle Drive Complete Street project.
d. Initial efforts on the design of a small sedimentation basin on the west side of the access road to the Beach Pump station to capture runoff and sediment from the west side of the road before it returns to Burke Creek.
e. Meeting with staff members to review condition of asphalt cement (AC) pavement at the plant site and Plant Drive for the purpose of initiating efforts to develop plans to re-pave deteriorated pavement areas.

Summary of Influent Flows – Year to Date: With the assistance of Ms. East-Janicki, we have reviewed and updated the flow meter data for the period of January 1st through March 31st of this year. The attached charts summarize the flow meter readings for the period. The average daily flow for this period (January 1st – March 31st) was 1.14 MGD.

When the sum of the readings from the contributing districts are compared to the influent meter at the Plant, there's a 2.04% difference between the total of the

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participating districts and the influent meter, with the combined flows from the contributing district being lower. This is mostly easily seen on the second of the three attached flow charts.

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.

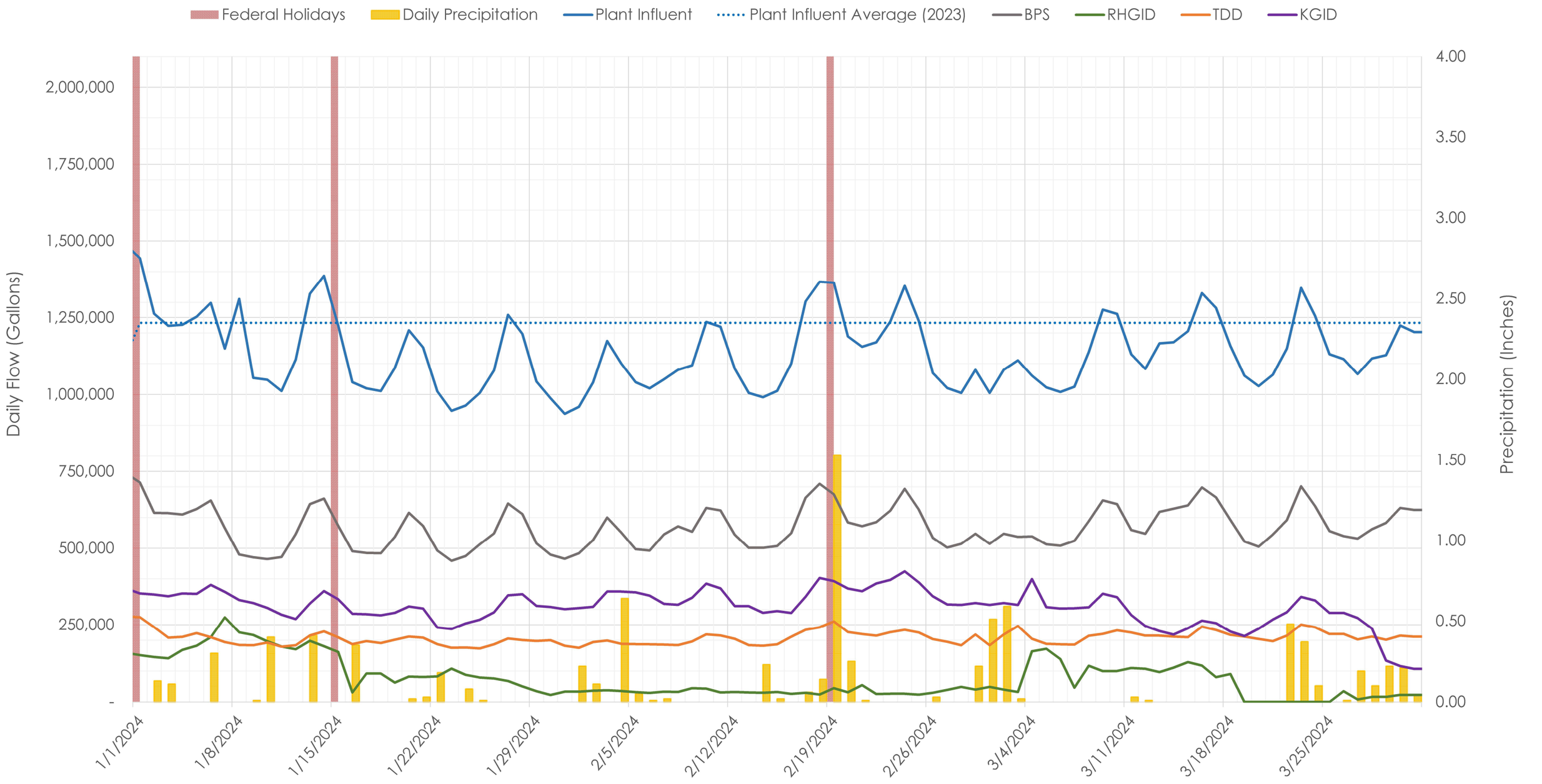
Robert O. Anderson

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

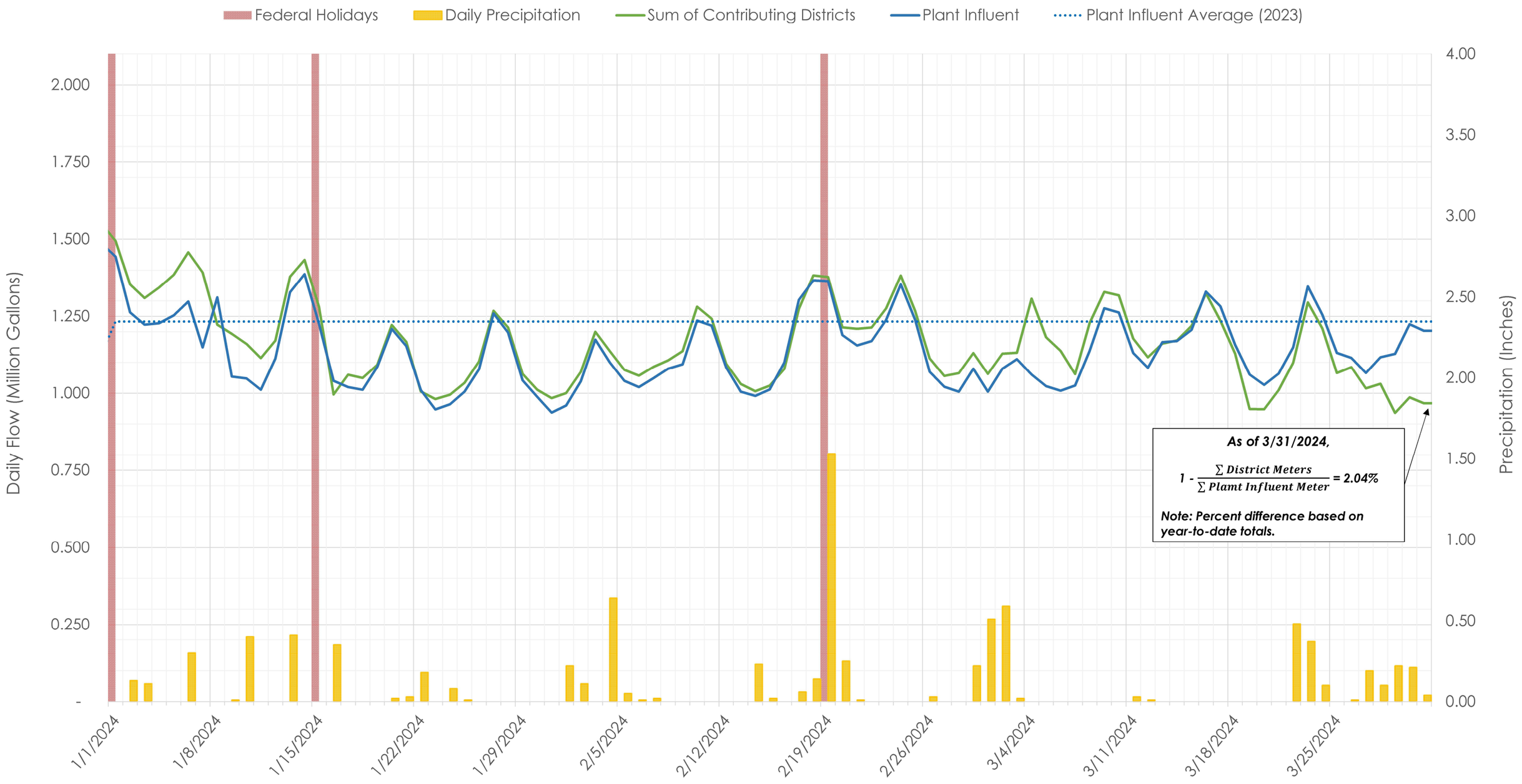
Attachments

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

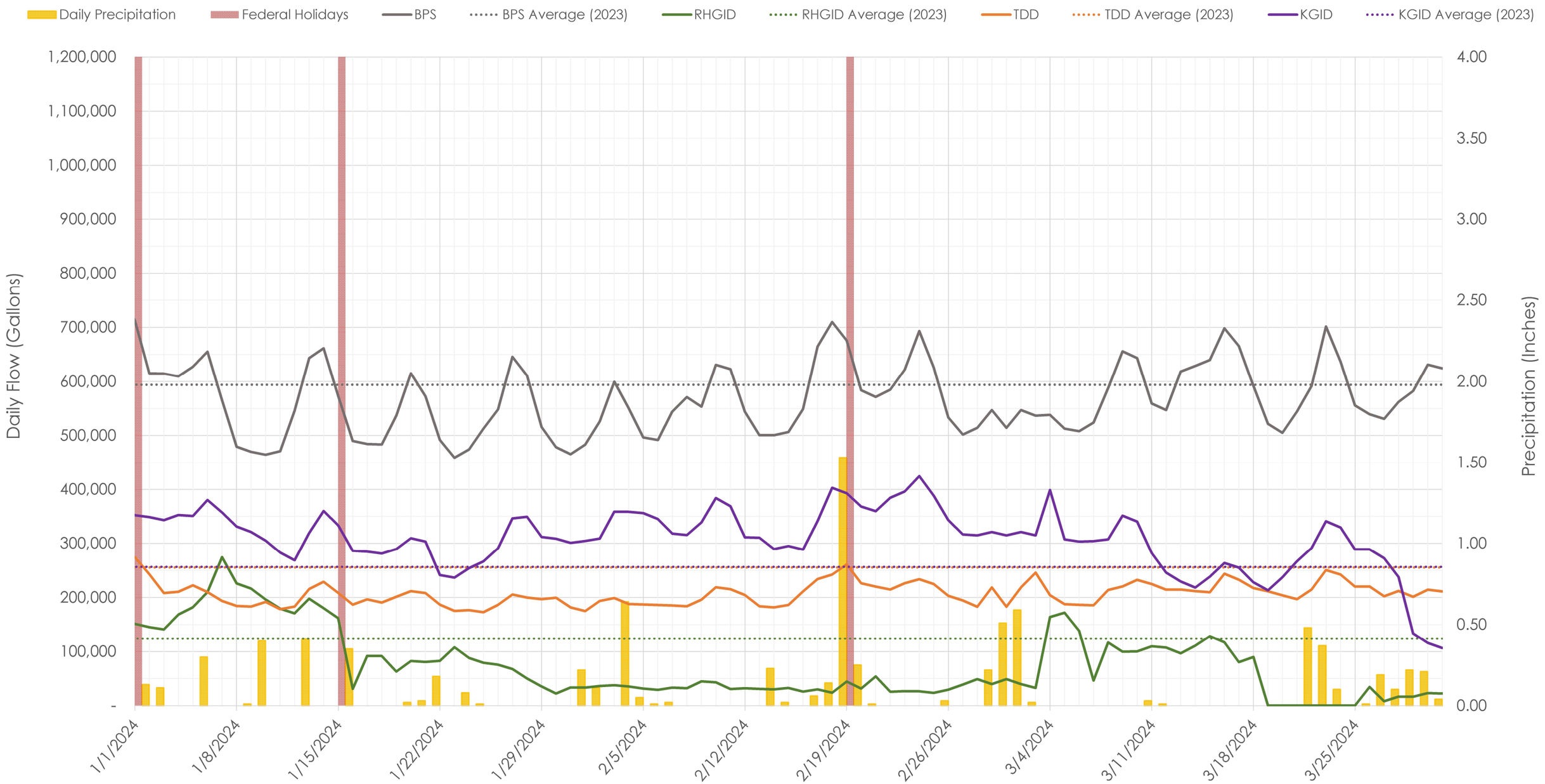
DCLTSA Flow Comparison with Daily Precipitation
1/1/2024 - 3/31/2024



Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
1/1/2024 - 3/31/2024



Contributing Districts Comparison with Daily Precipitation
1/1/2024 - 3/31/2024



CONTROLLER'S GENERAL STATUS REPORT

April 17, 2024

- Operating expenses through February were 3.4% under budget. Electricity costs here at the Plant are now only 1.4% over budget, down from 4.9% in January.

- Influent flows through March of this year were down 6.25% over the same period last year. The authority's Beach Pump Station is down 1.1%, but TDD is down 16.6%. It's hard to pin down with Round Hill because their reporting doesn't match the time frames of the other districts, but it appears they may be significantly down as well. KGID is still showing 12% over last year, but it's my understanding from Paul Kearney that the meter is being replaced.

Discussion of the Capital Development Plan for the coming 5 fiscal years

- As Rob Hopkins has told you over the last months, the Authority has entered into agreements with Wright Tree Service and NV Energy for the use of the Authority's property outside the back gate, to park equipment. Those 2 agreements net $12,000 income per month. Additionally, NV Energy paid the Authority $88,509 for prior years' damage to the roadways. Up until now, as those monies were received, we recorded them as Miscellaneous Revenue.

- However, as Rob told you earlier in his report, he has started working with Rob Anderson to put the repaving and concrete repairs out to bid for the coming season. Mr. Anderson has suggested that the work could go as high as $800,000. Therefore, I have put it on the Capital Development Plan for next year, and I would propose

shifting the property rental income to the Construction Fund, both that already received and to be received in the future to offset those paving and concrete costs.

- In the past, only the Special Assessment portion of rates was credited to the Construction Fund, to pay for capital projects. However, because the paving can be largely tied to the large equipment over our roads, it seems reasonable to me that the income would be used for the same purpose. As you can see on the plan, I added the project for $800,000, and also the funding (4th line item from the bottom).

- In the proposed capital development plan, I have also set the Effluent Pipeline replacement back one year. A very minimal amount of design is taking place this year, and it's estimated that for permitting to go smoothly, mainly tree removal and surveying should take place in the first year after design.

- If you agree that what I've described is a reasonable way to handle the paving project, and with pushing back construction of the Effluent Pipeline for a year, I'd ask that the Board adopt this plan so we can use these figures in the final budget. While we don't have to stick with the plan if problems arise, the budget figures do need to exactly match it when we submit it to the State.

Investment Report

The Authority's investments total more than $17 million, with $12.6 million of that being held in the Local Government Investment Pool (LGIP). LGIP paid more than 5.29% interest again last month. The only change in investments since the last Board meeting has been the addition of interest.

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.