MINUTES OF BUDGET HEARING AND SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
May 22, 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, May 22, 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 not in attendance.

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. Bradley Oneto and Anne Harry of the Elk Point Sanitation District (EPSD) were also in attendance.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

It was moved by Trustee Nelson, seconded by Trustee Huckbody 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 McLaughlin and carried unanimously (4-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated April 17, 2024, be approved as presented.

PUBLIC HEARING on the Final Budget for Fiscal Year 2024-2025

The Authority Controller, Paula East-Janicki, presented the Board with a proposed budget for fiscal year 2024-2025, explaining revisions to the proposed budget since adoption of the tentative budget. Specifically, Ms. East-Janicki stated that operating expenses had decreased by

approximately $40,000 since the time the tentative budget was reviewed and that, as result of the recently adopted Capital Development Plan, capital expenditures decreased as well.

Ms. East-Janicki went on to explain some other details of the budget including that the anticipated increase in health insurance costs is lower than expected by approximately $12,000. Overall, the Authority's net position is anticipated to increase in the upcoming year by approximately $299,000. Ms. East-Janicki also summarized the change in rates for each of the contributing districts and explained that the cost for in-district commercial flows would increase by approximately 1.58% to $11.47 per 1,000 gallons.

Following a brief discussion among the Trustees, **it was moved by Trustee Nelson, seconded by Trustee Huckbody and carried unanimously (4-0) that the Fiscal Year 2024-2025 Budget be adopted 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 stated that he has continued to communicate and meet with representatives of South Tahoe Public Utility District (STPUD) regarding the Authority's effluent export and storage system and the Authority's long-term capacity in that regard.

Mr. Hopkins reported that the Authority has successfully submitted the First Quarter 2024 Discharge Monitoring Reports to both the Nevada Division of Environmental Protection (NDEP) and the Environmental Protection Agency (EPA).

With regard to work on Kahle Drive being completed by the Tahoe Beach Club (TBC), Mr. Hopkins indicated that Authority staff was working to ensure that all of the Authority's manholes are brought up to grade.

Mr. Hopkins indicated that new activated carbon media was recently installed in the odor scrubbers at the treatment plant.

Mr. Hopkins reported that work tying the Main Pump Station standby generator and backup pump into the Authority's supervisory control and acquisition (SCADA) system is currently being completed by Authority staff.

Describing other work at the plant, Mr. Hopkins stated that Authority staff are putting a second aeration train on-line in order to accommodate anticipated higher sewage flows in the summer.

In response to an inquiry from Trustee Nelson regarding STPUD, Mr. Hopkins explained that STPUD has historically disposed of its effluent in Alpine County, California, but that as a result of an ongoing dispute, STPUD is now in the process of looking at other long-term disposal options.

Answering a question about the manholes in Clubhouse Drive, Mr. Hopkins indicated that the necessary work was not part of the improvement of Kahle Drive but was all being done within the TBC property.

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

B. Consideration of the character, conduct and/or professional competence of the Authority Manager (Annual Performance Review)

Mr. Hopkins indicated that it was time for his annual performance review and he expressed his thanks to all of the trustees for completing written evaluations. Mr. Hopkins stated how much he enjoyed working for the Authority and that the Board has been great to work with, emphasizing the level of diligence and cooperation exhibited by each of the trustees.

The Authority Controller, Paula East-Janick reported that the results of the written evaluations showed an average score of 4.6 out of 5 for Mr. Hopkins and that this is the time that the Board considers a salary adjustment for the Authority Manager. Ms. East-Janicki indicated that the Manager's current salary is currently at approximately 90% of the midpoint in the Authority's current salary scale. Ms. East-Janicki explained that the Board was under no obligation to revise the Manager's salary, but that salary adjustments for the Manager are entirely within the Board's discretion.

Chairman McLaughlin expressed his gratitude for the great job that Mr. Hopkins has done for the Authority and that based on that good work he believed that a salary adjustment was appropriate. A general discussion followed about the Authority's most recent salary study and its policy with regard to pay.

Following the discussion, it was suggested by Trustee Fertala that a pay increase be granted in an amount that keeps the Manager's pay at the same level relative to the midpoint of the salary scale. Ms. East-Janicki explained that the Manager's current salary is approximately 96% of the midpoint of the previous salary scale and that in order to maintain that percentage of the current salary scale, a pay increase of seven percent (7%) would be necessary. Such an increase would amount to an annual increase of approximately $12,800.00.

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

Following some final comments by the Trustees about the good work of Mr. Hopkins, **it was moved by Trustee Nelson, seconded by Trustee Fertala and carried unanimously (4-0) that the Authority Manager's annual salary being increased by seven percent (7%).**

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 May 21, 2024, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The May 21, 2024, correspondence is incorporated in these minutes by this reference.

Mr. Anderson presented the Board with the 2023 Annual Flow Monitoring Report for the Authority, indicating that generally flows increased some with a maximum flow of 1.67 million gallons per day (MGD) and an average flow of 1.23 MGD.

With regard to the Beach Pump Station (BPS) access road, Mr. Anderson reported that he has been working on the design of a sedimentation basin in order to deal with run-off from Burke Creek and maintain safe access to the BPS. Mr. Anderson explained that the proposed improvements will require the review and approval of the United States Forest Service (USFS).

Mr. Anderson reported that work is continuing on the preparation of a scope of work for asphalt repaving at the plant. Contact has been made with Tahoe Regional Planning Agency (TRPA) in order to confirm coverage calculations and Mr. Anderson is confident that a cost estimate will be available in the near future.

Regarding influent flows for 2024, Mr. Anderson indicated that it appears that flows are down slightly from last year and that flow readings from the contributing districts is correlating well with the influent flow meter at the plant.

In response to a question from Trustee Nelson, Mr. Anderson indicated that the proposed drainage work on the BPS access road will not solve the issues being created by beaver dams in the area but it should mitigate those issues and reduce the need for Authority staff time.

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 3.2% under budget through March. Ms. East-Janicki stated that overall utility costs are now slightly under budget.

Ms. East-Janicki reported that influent flows are down approximately 11.7% compared to last year, explaining that the change is likely the result of the extremely wet winter last year. She added that flows from the Tahoe Douglas District (TDD) are down approximately 22%. Finally, Ms. Janicki stated that Kingbury General Improvement District (KGID) recently replaced its flow meter.

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

B. Investment Report

Ms. East-Janicki made a written summary of the Authority's investments available and reported that the Authority has approximately $17.1 million invested with approximately $12.7 million of that amount in the Local Government Investment Pool (LGIP) that paid 5.2% in interest in the previous month. Ms. East-Janicki indicated that three certificates of deposit matured in the prior month and that three new certificates of deposit were purchased.

Based on the next regular Board of Trustees meeting falling on the Federal holiday, Juneteenth, Ms. East-Janicki suggested, and the Board agreed, that the June meeting be scheduled for June 26, 2024.

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 has a number of summer projects being started and that KGID recently approved a new two-year collective bargaining agreement with its employees.

Trustee Huckbody stated that TDD was in the process of attempting to access grant funding to assist with the cost of new sewer laterals in the Marla Bay area. Trustee Huckbody also reported that TDD recently approved its budget for the upcoming fiscal year.

Trustee Fertala reported that RHGID approved its budget as well and is working to bring its flow meter online. Trustee Fertala also indicated that RHGID's new meter reading and billing dates will be in sync with the Authority's billings. Additionally, Trustee Fertala stated that RHGID was working with Elks Point Country Club (EPCC) on an agreement to provide water to Elks Point in the event of a fire or other emergency. Finally, Trustee Fertala stated that RHGID intends to investigate and address infiltration related to a sewer collection line near the shore of Lake Tahoe.

Chairman McLaughlin reported that Edgewood is having good spring with the golf course opening a month earlier than last year. Chairman McLaughlin also stated that the remodeled pro-shop with

a new sports bar has recently opened. With regard to the casino properties at Stateline, Chairman McLaughlin reported a new restaurant, Wolf, recently opened in Harvey's with an additional $160 million in renovations being planned for the fall and the renovated hotel tower at the Golden Nugget is scheduled to open in the fall.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:20 a.m.

APPROVED

4863-2976-5319, v. 2

AUTHORITY CONTROLLER'S

FINAL BUDGET REPORT

May 22, 2024

- For the sake of brevity, I will not go over as many specifics as I did before you approved the tentative budget. Since the tentative budget was submitted, we were able to remove $40,485 in operating expenses. Additionally, at the last meeting the Capital Development Plan was adopted, resulting in a decrease of expected capital expenditures for the coming year.

- Pages 1 through 4 of the budgets have only changed to reflect the new total expenses.

- Looking at Form 19 on Page 5 of the budget I'll direct your attention primarily to the changes made since the tentative budget.

    - In Operating Revenues at the top of the page, you will see a decrease of $40,485 from last year's revenues. As an enterprise fund, the Authority's revenues must cover its operating expenses, and that amount was also removed from the expenses. On the budget that Operating Revenues figure includes the Capital Assessment portion of rates ($2,250,00) as wells as O & M expenses.

    - Under Operating Expenses, in the Salaries and Benefits category, there was a $12,000 decrease because the final health insurance increase was smaller than anticipated.

    - Increases were made to the Utilities, Engineering, Repairs and Maintenance, and Fuels line items to reflect the most recent budget to actual comparison for this year.

- The most significant decrease from the tentative budget is reflected in the Insurance and Other category where we removed more than $45,000 that we'd expected to spend for carbon media in the odor scrubbers. The media was purchased and installed last month at a cost of $23,000.

- As in the tentative budget, the bottom line change in net position is forecast to be an increase in net position of $299,756.

- Overall, this final Operations and Maintenance Budget increased by less than .4%, $14,481 over last year's budget.

- On Page 6, the Statement of Cash Flows:

  - Under Item A, Cash Flows from Operating Activities, the numbers have changed to reflect the operating expense increases detailed above.

  - Under Item C, Cash Flows from Capital and Related Financing Activities, the Acquisition of Capital Assets has changed to reflect the changes made to the Authority's Capital Development Plan adopted by the Board at the last meeting.

- The decreased projected expenditures impact the rates stated at the Tentative Budget hearing. Each District Manager has been apprised of this so their budgets can reflect that.

  - Round Hill's overall rates will decrease by 6.6%.
  - Tahoe Douglas District's rates will decrease by a little more than 2%.
  - Due to an increased flow percentage, KGID's rates will increase by almost 7.5%.
  - In-Authority residential rates and Elk Point's residential rates will increase 3%, to $594 per year, $49.50 per month. That is a $1.50 per month increase.

- Because the commercial flows decreased by 3.7% in 2023, the cost per 1,000/gallons increased by 1.58% to $11.47 per 1,000 gallons for commercials users. Only those businesses that had significantly increased water use (because that's how commercial flows are determined) will experience significant rate increases.

  After any questions you might have are answered, I'd ask you to adopt the Final Budget as presented.

Douglas County Lake Tahoe Sewer Authority
Wastewater Reclamation Plant

P.O. Box 578, Zephyr Cove, NV 89448 775-588-3558 • 775-588-1845 fax

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7921

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY herewith submits the **FINAL** budget for the fiscal year ending **June 30, 2025**

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0 If the final computation requires, the tax rate will be lowered.

This budget contains 0 governmental fund types with estimated expenditures of $ 0 and 1 proprietary funds with estimated expenses of $ **6,347,035**

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

I PAULA EAST-JANICKI
(Printed Name)
AUTHORITY CONTROLLER
(Title)
certify that all applicable funds and financial operations of this Local Government are listed herein.

Signed _____

Dated: May 22, 2024

Phone: 775/586-8575

APPROVED BY THE GOVERNING BOARD

_____

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SCHEDULED PUBLIC HEARING:
(Must be held from May 20, 2024 to May 31, 2024 this year)

Date and Time May 22, 2024 9:30 a.m. Publication Date May 11, 2024

Place: Administrative Bldg., Wastewater Reclamation Plant, Round Hill, Nevada

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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 6/30/2023	ESTIMATED CURRENT YEAR ENDING 6/30/2024	BUDGET YEAR ENDING 6/30/2025
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation	10	10	10
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other **Board Members**	5	5	5
TOTAL	15	15	15

POPULATION (AS OF JULY 1)	2550	2550	2550
SOURCE OF POPULATION ESTIMATE*	Sewer Connections	Sewer Connections	Sewer Connections
Assessed Valuation (Secured and Unsecured Only)	n/a	n/a	n/a
Net Proceeds of Mines			
TOTAL ASSESSED VALUE	n/a	n/a	n/a
TAX RATE General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund	0	0	0
Other			
TOTAL TAX RATE	0	0	0

*** Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.**

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

Budget For Fiscal Year Ending June 30, 2025

Budget Summary for DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

FUND NAME	*	OPERATING REVENUES (1)	OPERATING EXPENSES (2) **	NONOPERATING REVENUES (3)	NONOPERATING EXPENSES (4)	OPERATING TRANSFERS IN (5)	OPERATING TRANSFERS OUT(6)	NET INCOME (7)
PROPRIETARY	**E**	**6,128,807**	**6,166,853**	**517,984**	**180,182**	**0**	**0**	**299,756**
TOTAL		**6,128,807**	**6,166,853**	**517,984**	**180,182**	**0**	**0**	**299,756**

* FUND TYPES: E - Enterprise
I - Internal Service
N - Nonexpendable Trust

** Include Depreciation

PROPRIETARY FUND	(1) ACTUAL PRIOR YEAR ENDING 6/30/2023	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2024	(3) BUDGET YEAR ENDING 06/30/25 TENTATIVE APPROVED	(4) BUDGET YEAR ENDING 06/30/25 FINAL APPROVED
OPERATING REVENUE				
Sewer Fees	**2,770,240**	**2,959,343**	**2,973,441**	**2,954,264**
Contracts - Other Districts	**2,833,459**	**3,033,983**	**3,074,851**	**3,053,543**
Other Fees	**36,162**	**120,000**	**121,000**	**121,000**
Total Operating Revenue	**5,639,861**	**6,113,326**	**6,169,292**	**6,128,807**
OPERATING EXPENSE				
Salaries, Benefits	**1,731,120**	**2,050,989**	**2,225,316**	**2,212,923**
Utilities	**476,861**	**535,083**	**533,616**	**535,670**
Chemicals, Supplies	**80,979**	**115,250**	**129,750**	**129,750**
Legal, Accounting	**99,702**	**116,800**	**95,000**	**95,000**
Engineering and Consulting	**65,845**	**180,035**	**56,000**	**66,000**
Repairs and Maintenance	**249,276**	**243,325**	**264,600**	**268,300**
Insurance, Other	**242,685**	**288,950**	**363,150**	**317,304**
Fuels, Lubricants	**30,767**	**32,860**	**30,860**	**32,860**
Depreciation/Amortization	**1,951,469**	**2,273,557**	**2,509,046**	**2,509,046**
Total Operating Expense	**4,928,704**	**5,836,849**	**6,207,338**	**6,166,853**
Operating Income or (Loss)	**711,157**	**276,477**	**(38,046)**	**(38,046)**
NONOPERATING REVENUES				
Interest Earned	**430,904**	**525,000**	**380,000**	**380,000**
Property Taxes	**0**	**0**	**0**	**0**
Consolidated Tax	**137,984**	**137,984**	**137,984**	**137,984**
Capacity Fees	**2,560**	**0**	**0**	**0**
Gain on Disposal of Assets	**370**	**1,250**	**0**	**0**
Federal Grant Funds	**0**	**0**	**0**	**0**
Total Nonoperating Revenues	**571,818**	**664,234**	**517,984**	**517,984**
NONOPERATING EXPENSES				
Interest on Bonds	**200,185**	**193,599**	**180,182**	**180,182**
Loss on Disposal Of Assets	**0**	**0**	**0**	**0**
Total Nonoperating Expenses	**200,185**	**193,599**	**180,182**	**180,182**
Net Income before Operating Transfers	**1,082,790**	**747,112**	**299,756**	**299,756**
Operating Transfers (Schedule T)				
In	**0**	**0**	**0**	**0**
Out	**0**	**0**	**0**	**0**
Net Operating Transfers	**0**	**0**	**0**	**0**
CHANGE IN NET POSITION	**1,082,790**	**747,112**	**299,756**	**299,756**

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

FUND ENTERPRISE (PROPRIETARY)

PROPRIETARY FUND 0	(1) ACTUAL PRIOR YEAR ENDING 6/30/2023	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2024	(3) BUDGET YEAR ENDING 06/30/25 TENTATIVE APPROVED	(4) BUDGET YEAR ENDING 06/30/25 FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash Received From Customers	**5,524,558**	**6,113,326**	**6,169,292**	**6,128,807**
Cash Payments to Suppliers	**(1,087,272)**	**(1,512,303)**	**(1,472,976)**	**(1,444,884)**
Cash Payments to Employees	**(1,845,573)**	**(2,050,989)**	**(2,225,316)**	**(2,212,923)**
a. Net cash provided by (or used for) operating activities	**2,591,713**	**2,550,034**	**2,471,000**	**2,471,000**
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
None	**0**	**0**	**0**	**0**
b. Net cash provided by (or used for) noncapital financing activities	**0**	**0**	**0**	**0**
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Acquisition and Construction - Capital Assets	**(1,093,094)**	**(1,782,846)**	**(4,200,000)**	**(1,120,000)**
Consolidated Taxes	**137,984**	**137,984**	**137,984**	**137,984**
Cash Gains from Disposal of Assets	**370**			
Cash Received for Capacity Fees	**2,560**	**0**	**0**	**0**
Debt Service Interest	**(200,185)**	**(193,599)**	**(180,182)**	**(180,182)**
Debt Service Principal	**(345,303)**	**(578,134)**	**(591,551)**	**(591,551)**
Issuance of Long-Term Debt	**748**	**0**	**0**	**0**
Debt Issuance Costs	**0**	**0**	**0**	**0**
c. Net cash provided by (or used for) capital and related financing activities	**(1,496,920)**	**(2,416,595)**	**(4,833,749)**	**(1,753,749)**
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Redemption (Purchase) of Investments	**0**	**0**	**0**	**0**
Interest on Investments	**377,525**	**525,000**	**380,000**	**380,000**
Purchase of Restricted Investments	**(18,136)**	**0**	**0**	**0**
Sale of Investments	**490,000**			
Purchase of Long Term Investments	**(2,695,000)**			
d. Net cash provided by (or used in) investing activities	**(1,845,611)**	**525,000**	**380,000**	**380,000**
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	**(750,818)**	**658,439**	**(1,982,749)**	**1,097,251**
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	**14,804,822**	**14,054,004**	**14,677,043**	**14,712,443**
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	**14,054,004**	**14,712,443**	**12,694,293**	**15,809,694**

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: ENTERPRISE FUND

ALL EXISTING OR PROPOSED
GENERAL OBLIGATION BONDS, REVENUE BONDS,
MEDIUM-TERM FINANCING, CAPITAL LEASES AND
SPECIAL ASSESSMENT BONDS

* - Type
1 - General Obligation Bonds
2 - G.O. Revenue Supported Bonds
3 - G.O. Special Assessment Bonds
4 - Revenue Bonds
5 - Medium-Term Financing
6 - Medium-Term Financing - Lease Purchase
7 - Capital Leases
8 - Special Assessment Bonds
9 - Mortgages
10 - Other (Specify Type)
11 - Proposed (Specify Type)

(1) NAME OF BOND OR LOAN List and Subtotal By Fund	(2) *	(3) TERM	(4) ORIGINAL AMOUNT OF ISSUE	(5) ISSUE DATE	(6) FINAL PAYMENT DATE	(7) INTEREST RATE	(8) BEGINNING OUTSTANDING BALANCE 7/1/2024	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/25 INTEREST PAYABLE	(10) PRINCIPAL PAYABLE	(11) (9)+(10) TOTAL
FUND: Proprietary							$	$	$	$
SRF Loan Series May 25, 2006	4	20	$2,000,000	5/25/2006	1/1/2026	3.2375%	$ 257,563.00	$ 4,958.79	$ 85,824.71	$ 90,783.50
SRF Loan Series 2007	4	20	$1,200,000	8/27/2007	7/1/2027	2.875%	$ 208,445.00	$ 4,403.42	$ 45,310.24	$ 49,713.66
SRF Loan Series 2019	4	20	$9,000,000	10/3/2019	1/1/2039	2.080%	$8,777,978.00	$ 170,819.68	$ 460,416.44	$ 631,236.12
							$	$	$	$
TOTAL ALL DEBT SERVICE							$9,243,986.00	$180,181.89	$591,551.39	$771,733.28

SCHEDULE C-1 - INDEBTEDNESS
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

LOBBYING EXPENSE ESTIMATE

Pursuant to NRS 354.600 (3), **each** (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

Nevada Legislature: 83rd Session; February 3, 2025 To June 3, 2025

1. Activity: None

2. Funding Source:

3. Transportation	$	-
4. Lodging and meals	$	-
5. Salaries and Wages	$	-
6. Compensation to lobbyists	$	
7. Entertainment	$	-
8. Supplies, equipment & facilities; other personnel and services spent in Carson City	$	-
Total	$	-

Entity: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY Budget Fiscal Year 2024-2025

Schedule of Existing Contracts

Budget Year 2024 - 2025

Local Government: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Contact: PAULA EAST-JANICKI
E-mail Address: pke@dcsid.com
Daytime Telephone: 775-586-8575

Total Number of Existing Contracts: ____11_____

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2024-2025	Proposed Expenditure FY 2025-2026	Reason or need for contract:
1	Allison, MacKenzie, et al., James Cavilia, Esq.	8/2/2004		$ 45,000	$ 45,000	Legal Services
2	Bently Family Limited Partnership	10/26/1998		$ 18,000	$ 18,000	Biosolids Composting
3	R.O. Anderson Engineering, Inc.	7/18/2008		$ 52,000	$ 52,000	District General Engineering Svcs.
4	Tahoe Basin Container Service	4/1/2024	3/31/2025	$ 28,560		Biosolids Hauling
5	Casey Neilon	4/1/2024	1/1/2026	$ 40,000	$ 42,000	Audit Services
6	JNA Consulting Group	3/20/2019		$ 1,000	$ 1,000	Debt Management Policy.
7	Paychex Payroll Services	7/1/2019		$ 10,000	$ 10,000	Payroll and Tax Reporting
8	Mountain Alarm, Inc.	6/26/2018		$ 750	$ 750	Fire Alarm Monitoring
9	Cashman Equipment Company	2/26/2018		$ 12,625	$ 12,625	Generator Inspection
10	Summit Plumbing	5/1/2020	5/1/2026	$ 63,000	$ 63,000	Line Cleaning and Inspection
11	Macleod Watts	1/1/2024	12/31/2026	$ 3,000	$ 3,000	GASB 75 Actuarial Study
12						
13						
14						
15						
16						
17						
18						
19	Total Proposed Expenditures			$ 273,935	$ 247,375	

Additional Explanations (Reference Line Number and Vendor):

Schedule of Privatization Contracts

Budget Year 2024 - 2025

Local Government: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Contact: PAULA EAST-JANICKI
E-mail Address: pke@dcsid.com
Daytime Telephone: 775-586-8575

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2024-2025	Proposed Expenditure FY 2025-2026	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11	Total				0	0		0		

Attach additional sheets if necessary.

Meeting Date: May 22, 2024

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – May 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 staff and Authority Engineer R.O. Anderson participated in another meeting with STPUD and Carollo Engineering to deliver more data on the DCLTSA treated effluent export system for the STPUD Recycled Water Master Plan. Topics of discussion included status and capacity of the mothballed DCLTSA Buckeye reservoir, capacity of the DCLTSA gravity portion of the export pipeline as well as possible additional points of use for recycled water in the Carson Valley.

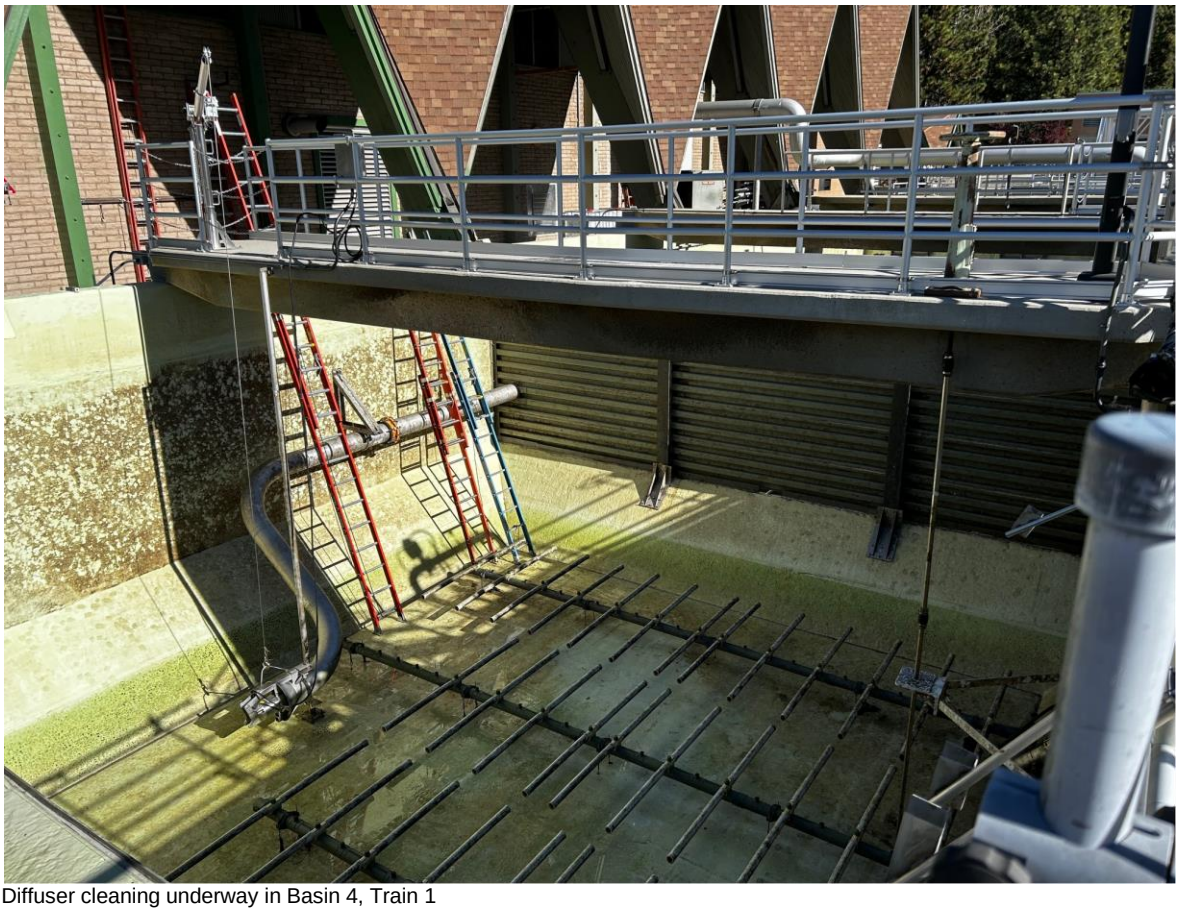
2. We have successfully submitted our First Quarter 2024 Discharge Monitoring Reports to both the NDEP and the EPA.

3. DCLTSA staff is working with the Tahoe Beach Club and their contractor, SNC, to coordinate work to bring several DCLTSA manholes up to grade on Club House Drive. This work is one of the few outstanding items included in the TBC Phase II, Change Order II (aka Phase III) part of the Beach Club project.

4. The activated carbon media has been replaced in all the Treatment Plant Odor Scrubbers this month.

5. Work tying our new Main Pump Station standby generator and emergency engine-driven backup pump into our SCADA system is being completed by DCLTSA IT staff.

6. DCLTSA staff is preparing to put a second aeration train on-line to accommodate higher summer flows. Additional bracing is also being installed in the aeration basins as part of this process. (Photo Attached)



Diffuser cleaning underway in Basin 4, Train 1

R O Anderson

May 21, 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 – May 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 April 17, 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:

Annual Flow Report – Working with Ms. East-Janicki, we have reviewed and reconciled the flow data for calendar Year 2023 and prepared the Annual Flow Report. A copy of the final draft of the Flow Report is attached for your consideration. Some of the key findings include:

- In 2023, the Authority processed nearly 450 million gallons (MG), or an average daily flow rate of 1.23 MGD. That compares to 410 million gallons (MG), or an average of 1.12 MGD, that were similarly collected, treated, and disposed of in 2022.
- In 2023, the maximum day flow was 2.051 MG. Therefore, the maximum day factor was 1.67.

Beach Pump Station, Proposed Sedimentation Basin – We are adding the final details to the design of the proposed basin to capture sediment from run-off that occurs when Burke Creek overflows due to the channel being occluded by vegetation and other impediments to flow. Once completed, we will work with the Authority staff to submit it to the US Forest Service for approval to construct and maintain the relatively small basin.

2024 Plant Paving Project – During the period we met with the Authority Manager and maintenance staff to prepare a probable scope of work required to re-pave the existing AC pavement areas at the plant. Many of these areas exhibit significant wear due to several years of construction projects at the plant site. Some areas of pavement have failed and will continue to degrade without taking action to repave the effected areas. A portion of the proposed scope of work includes removing and replacing the concrete at

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Minden, Nevada
Reno, Nevada

the entry to the plant building including the sidewalks that have been uplifted by the large tree roots.

We have also completed the design surveying and are now working to develop and refine a preliminary construction budget for this project. Additionally, we have made contact with Tahoe Regional Planning Agency to collect available data about allowed coverage at the site.

Summary of Influent Flows – Year to Date 2024: With the assistance of Ms. East-Janicki, we have reviewed and updated the flow meter data for the period of January 1st through April 30th of this year. The attached charts summarize the flow meter readings for the period. The average daily flow for this period (January 1st – April 30th) was 1.12 MGD.

When the sum of the readings from the contributing districts are compared to the influent meter at the Plant, there's a 1.71% difference between the total of the participating districts and the influent meter, with the combined flows from the contributing district being lower. This is mostly readily 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,

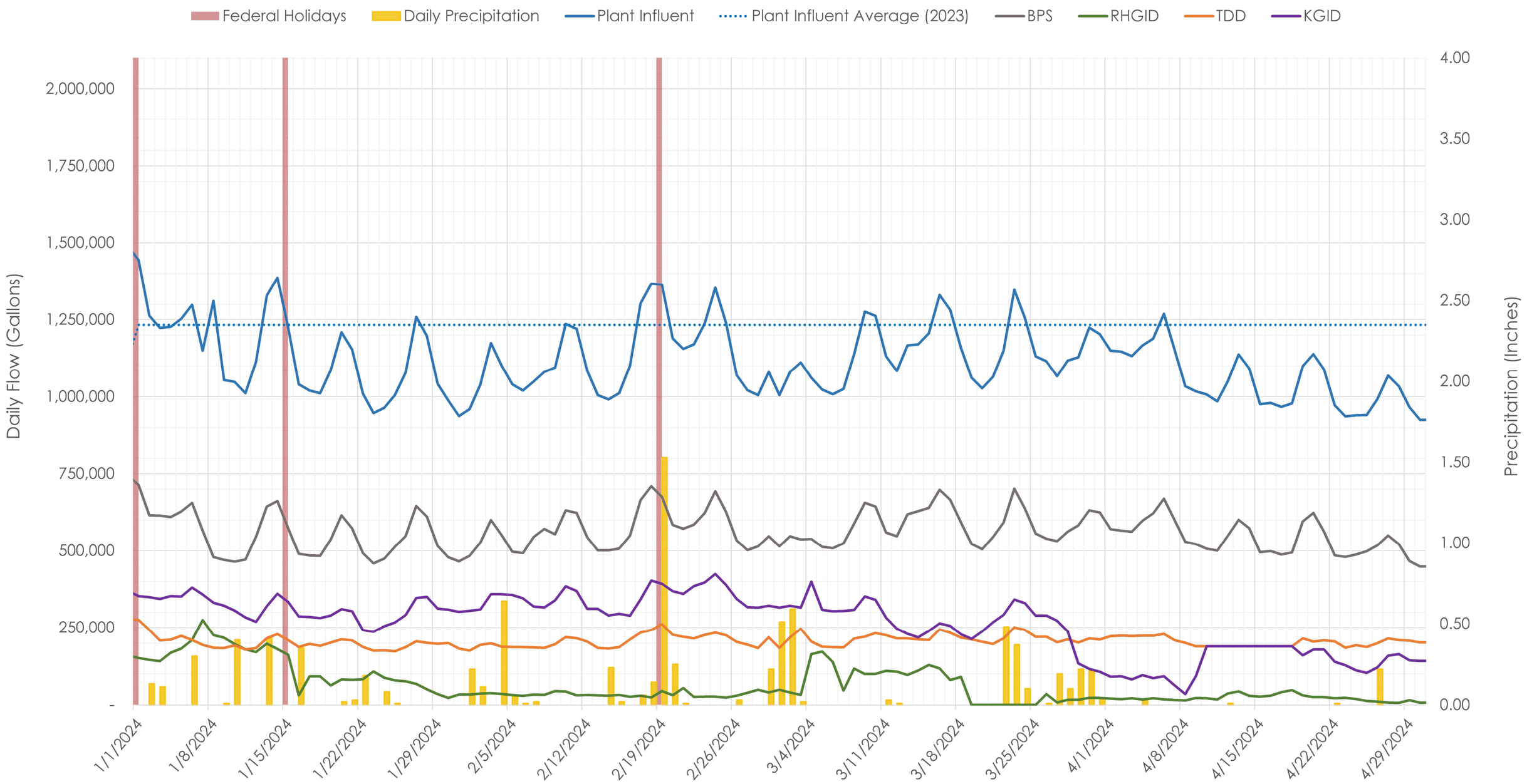
R.O. ANDERSON ENGINEERING, INC.

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

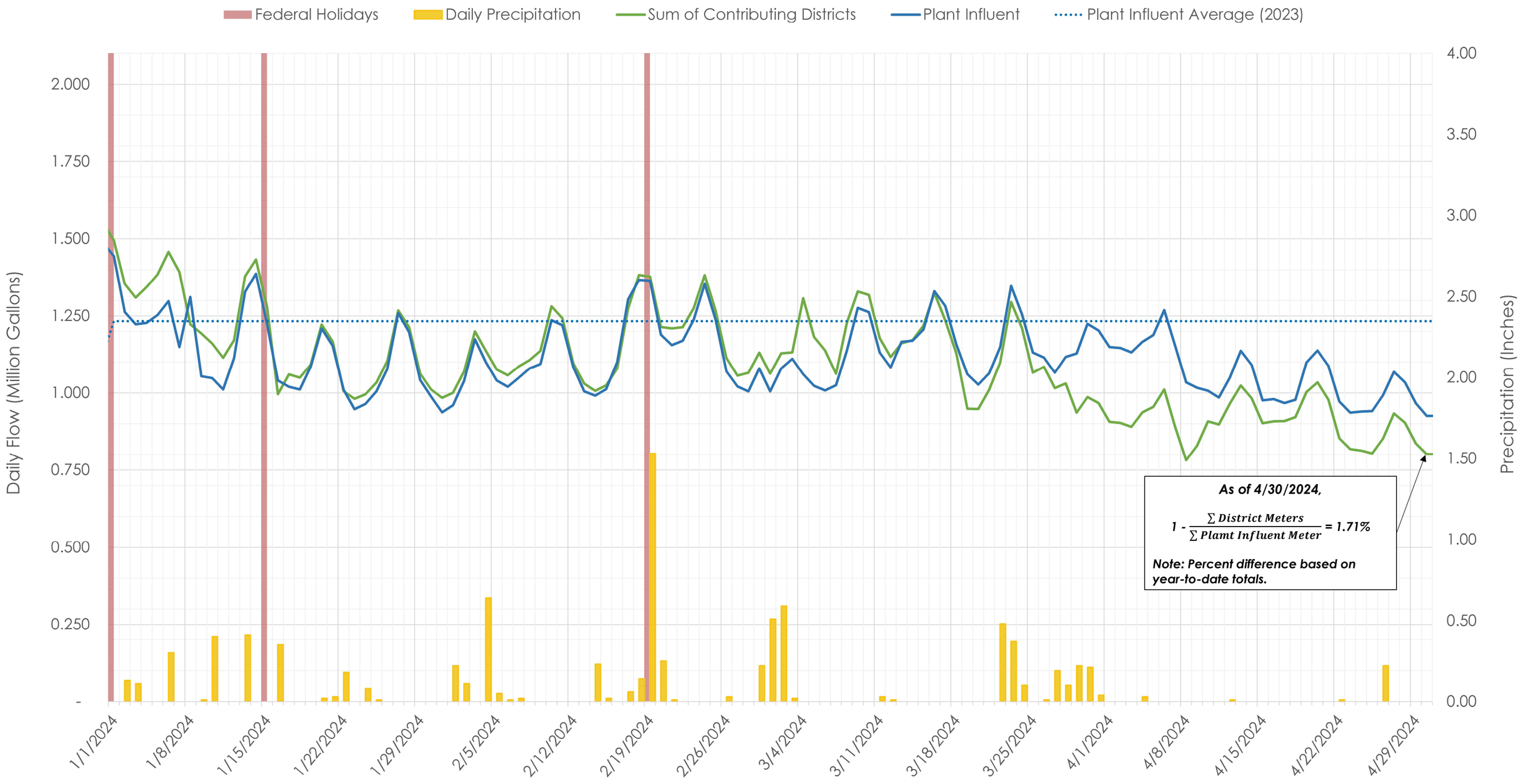
Attachments

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

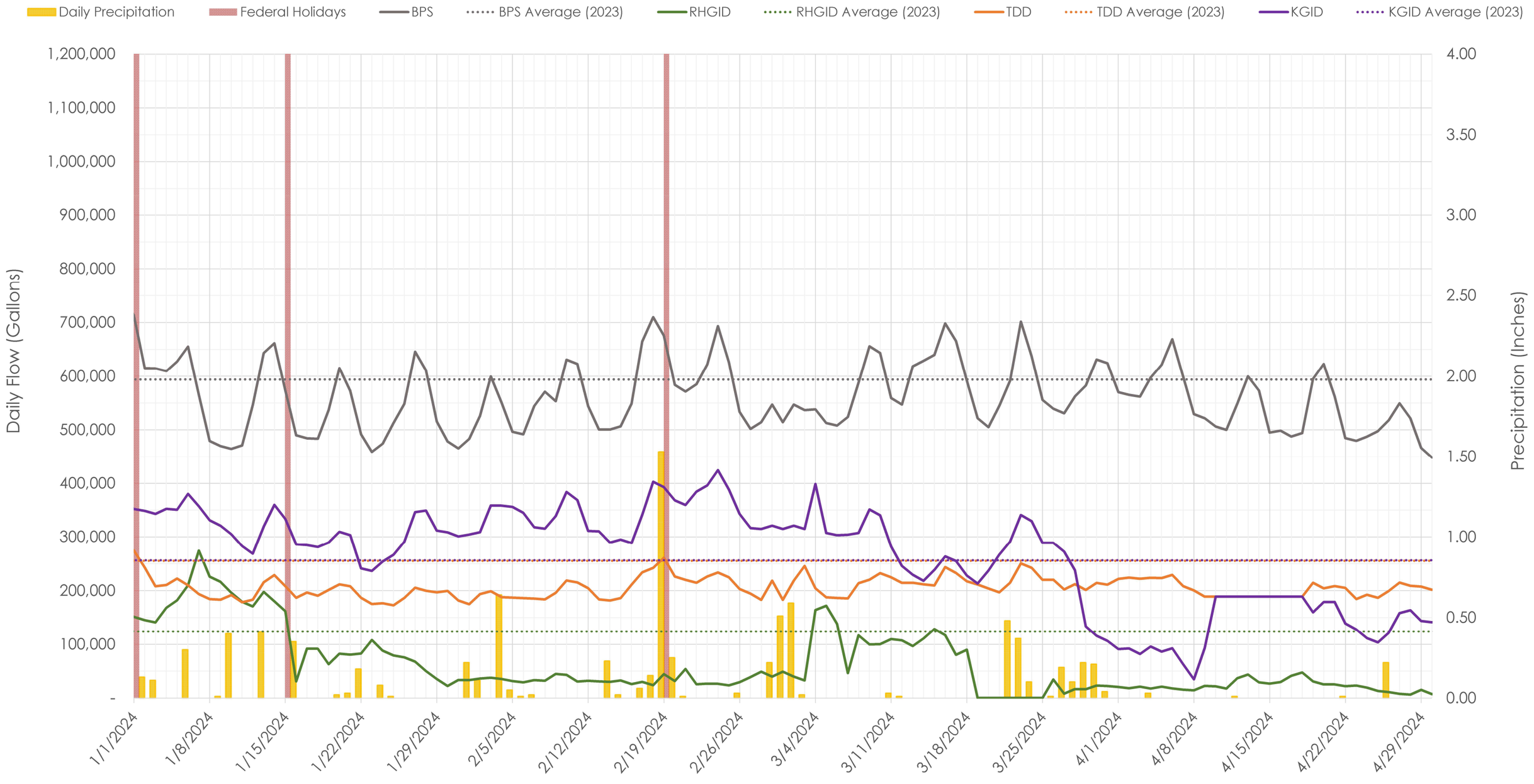
DCLTSA Flow Comparison with Daily Precipitation
1/1/2024 - 4/30/2024



Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
1/1/2024 - 4/30/2024



Contributing Districts Comparison with Daily Precipitation
1/1/2024 - 4/30/2024



CONTROLLER'S GENERAL STATUS REPORT

May 22, 2024

- Operating expenses through March were 3.28% under budget. Electricity costs here at the Plant are now only .5% over budget, down from 1.4% in February. Overall, utility expenses are now a tiny bit under budget.

- Influent flows through April of this year were down 11.7% over the same period last year. I believe that is due to the exceedingly wet winter of 2022-2023, which resulted in higher flows last year from I & I. The authority's Beach Pump Station is down 3.2%, but TDD is down 22%. Our In-District commercial user's flows are up 4%. 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'S meter is not working. For the past month it has been significantly under reporting. is still showing 12% over last year, but it's my understanding from Paul Kearney that the meter is being replaced.

Investment Report

The Authority's investments total more than $17.1 million, with $12.7 million of that being held in the Local Government Investment Pool (LGIP). LGIP paid more than 5.29% interest again last month.

In the past month, Three CDs have matured at 4.4%, 4.65% and 5.15%. They were replaced with three at 5.15% for one year and 4.9% and 5.05% for two years. There is a list of current CD holdings in the packet.

Claims and Check Register

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