MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
August 21, 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, August 21, 2024, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

## ROLL CALL:

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

## 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:

Brad Oneto of EPSD reported that EPSD's preliminary engineering report of the sewer collection system was recently completed and EPSD was hoping to proceed with the planned improvements in the near future.

## APPROVAL OF AGENDA:

**It was moved by Trustee Rice, seconded by Trustee Fertala and carried unanimously (5-0) that the meeting agenda as presented be approved.**

## MINUTES OF PRIOR MEETING:

**It was moved by Trustee Rice, seconded by Trustee Huckbody and carried (4-0-1) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated June 26, 2024, be approved as presented.** Trustee Nelson abstained from the vote because she was not in attendance at the June 26, 2024 meeting.

## 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 in connection with fine-tuning the treatment plant's aeration systems, staff was working closely with the manufacturer of the control program for those systems.

Mr. Hopkins indicated that he and other Authority personnel recently met with Nevada Division of Transportation (NDOT) and Nevada Tahoe Conservation District personnel to discuss the possibility of locating a decant facility at the treatment plant. Mr. Hopkins added that the conceptual design includes two decant bays and a sand and oil separator.

With regard to the planned Phase 2 of the Export Pipeline Replacement Project, Mr. Hopkins stated that as the result of two site visits/inspections, it was discovered that a portion of the existing force main is only covered 12 to 20 inches of fill. Mr. Hopkins indicated that the Authority has reached out to the United States Forest Service (USFS) about placing fill over the line in certain locations in order to protect it.

Mr. Hopkins reported that 2024 second quarter Discharge Monitoring Reports have been successfully submitted to the Nevada Department of Environmental Protection (NDEP) and the Environmental Protection Agency (EPA).

Mr. Hopkins indicated that when the plant primary backup generator failed to start during a planned NV Energy power outage recently, staff discovered that the transfer switch gear between NV Energy's main substation and the treatment plant was not working properly, needing repair and partial replacement. The cost of the necessary repairs will be added to the Authority's capital development plan.

Mr. Hopkins stated that a project is being initiated to replace approximately 360 feet of gravity sewer main near the Harvey's concert venue. Mr. Hopkins explained that the line in that area "sags" and as a result a spill recently occurred despite monthly cleaning of the line. Until the line is replaced, cleaning will now take place twice per month and an electronic sensor has been installed on the manhole to provide a warning in advance of a sewer spill.

Mr. Hopkins reported that connection fees have been paid for phase 2 of the Golden Nugget remodeling work that is ongoing.

Mr. Hopkins indicated that two large evaporative coolers have been acquired to maintain an appropriate temperature for the hybrid blowers at the plant.

Mr. Hopkins explained that the main centrifuge bowl assembly at the plant is being removed and sent for regular maintenance, and that while that maintenance is completed, the plant back-up centrifuge will be used for solids removal.

Finally, Mr. Hopkins stated that he and the Plant Superintendent/Maintenance Supervisor Nikolov recently attended the 39th Annual Tri-State Wastewater Conference during which they received required continuing education hours as well as information about how other wastewater treatment agencies are operating.

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

## ENGINEER'S REPORT

### A. General Projects Status Report

In addition to his participation in the Manager's Report, Authority Engineer, Rob Anderson, presented correspondence dated August 20, 2024, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The August 20, 2024, correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that a plan has been completed for a sediment/snow storage basin adjacent to the access road to the beach pump station and the plan will now be submitted to the USFS for approval.

With regard to the Tahoe Beach Club, Phase III, Mr. Anderson indicated that review of the improvement plans had recently been completed.

Mr. Anderson explained that his office had completed the review of plans for three buildings on the Werbin family property in Lake Village. As a result of the review, Mr. Anderson has requested that the plans be modified to accommodate the Authority's existing sewer main and that adequate easements are in place to ensure future access for maintenance of the sewer main.

Mr. Anderson stated that design and permitting work with regard to the repaving project at the plant was continuing. Mr. Anderson explained that in communicating with the Tahoe Regional Planning Agency (TRPA), it was discovered that the Authority had an old TRPA permit still open related to the lining of the plant reservoir that never took place. Additionally, Mr. Anderson indicated that based on the unavailability of contractors to complete the paving project this year, the project would now be put out to bid in the spring of 2025.

Finally, Mr. Anderson provided the Board with a summary of sewer flows for 2024, reporting that the average daily flows for 2024 are approximately 6% less than flows in 2023 and the correlation between the plant flow meter and the contributing district meters was excellent with a difference of only about 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 were approximately 8% under budget through the end of the previous fiscal year. Ms. East-Janicki also stated that total influent flows are down compared to last year, which included a very wet winter.

Ms. East-Janicki also reported that she and the Authority Accountant, Ying Johnson, were beginning preparations for the annual audit scheduled to begin on September 15th.

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

### B. Investment Report

Ms. East-Janicki provided the Board with a written summary of the Authority's investments and reported that the Authority has approximately $18 million invested, with approximately $13.1 million of that amount in the Local Government Investment Pool (LGIP) that paid 5.1% in interest in the previous month. Ms. East-Janicki indicated that approximately $700,000 was recently moved from the construction account to the LGIP and that five certificates of deposits are maturing soon and will be reinvested.

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.

Trustee Nelson inquired about few specific items and Ms. East-Janicki explained that nature of each item to Trustee Nelson's satisfaction.

The claims were signed off on by Trustee Rice as the Board Treasurer.

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 Huckbody stated that the TRPA has recently required Tahoe Douglas District (TDD) to decommission the Marla Bay sewer main along the beach and relocate the main, requiring the

adjacent homeowners to relocate the lateral sewer lines. Trustee Huckbody also indicated that his term on the TDD Board was expiring at the end of the year and that a new member of the TDD Board would be appointed to serve on the Authority Board.

A brief discussion ensued among the Trustees and the Authority Controller about the fact that Chairman McLaughlin's term on the Board would be expiring in October and that he would either need to be reappointed or another representative of the Stateline business community would need to be appointed. Chairman McLaughlin expressed his willingness to serve another term on the Board and there appeared to be a consensus among the Trustees to reappoint Chairman McLaughlin.

Trustee Nelson indicated that her final term on the KGID Board would be ending in December and that KGID would have three new board members in January. Trustee Nelson also reported that KGID is replacing water lines in the Ponderosa mobile home park and that KGID is also working on an issue with their water treatment facilities.

Trustee Fertala reported that RHGID's new manager was doing a great job and was updating a number of policies at RHGID.

Trustee Rice reported that all of the funding for the Kahle Drive "complete streets" project is in place. Trustee Rice inquired of the EPSD representatives about the ongoing parking issues on Elks Point Road. Mr. Oneto indicated that the parking in the area remains a serious issue for residents, often blocking access to the Elks Point community.

Chairman McLaughlin reported that there was a record turnout for the celebrity golf tournament with more than 75,000 visitors with extensive media coverage for Lake Tahoe. Chairman McLaughlin added that the Harvey's concerts have been very well attended and things are looking great for upcoming events at the Tahoe South Events Center.

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

**PUBLIC COMMENT:** None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:35 a.m.

APPROVED

4878-5331-1712, v. 1

**Meeting Date: August 21, 2024**

**DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY**
Staff Report

***Subject / Title:***

Authority Manager's Monthly Report – July - August 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 worked closely with Aerzen technicians to fine tune dissolved oxygen level control programming for the Treatment Plant aeration systems.

2. We met with personnel from the Nevada Division of Transportation and from the Nevada Tahoe Conservation District to further discuss NDOT construction of a vacuum truck and street sweeper decant structure within the DCLTSA Treatment Plant footprint. Conceptual design involves two decant bays and includes a sand and oil separator.

3. DCLTSA had two site-visits / meetings in this period related to the upcoming Export Pipeline Replacement Project Phase 2. The topics of discussion were the results of location, survey and potholing work done to verify depth and location of our existing force main. We have discovered through potholing that for about 300 linear feet, our existing export line only has 12 to 20 inches of ground cover, rather than the expected 4 to 5 feet. The shallow depth will require us to figure out a way to protect the pipeline in place during construction of the new line. We have been in contact with the U.S Forest Service to find out if we can import fill dirt to build up the road depth to a suitable level to protect the line. We are also in discussions with USFS regarding terms for the removal of larger trees and brush.

4. The Q2 2024 Discharge Monitoring Reports have been successfully submitted to the NDEP and EPA.

5. DCLTSA staff discovered that the high-voltage transfer switch gear between NV Energy's main substation and the Treatment Plant needs control upgrades and partial equipment replacement. The issues were discovered when the Plant primary backup generator failed to start during a planned NV Energy power outage. The main transfer switch failed to engage, and we had to run the plant on our secondary backup generator. Staff are gathering price

and lead time information for this upgrade project. Because of the size and criticality of the project, we will be adding this work to our Capital Development Plant once we have the dollar figures back to us.

6. We will be starting work on defining a project to replace about 360 feet of defective gravity sewer main located downstream of the Harrah's / Harveys Concert Common Area. This section of line has a "sag" in it that allows grease to collect. DCLTSA has had this line on a high frequency (monthly) cleaning routine, and we had never had an issue in the nine and a half years I have been here. However, we were notified by Harrah's / Harveys that there had been a sewer backup on July 18th. In response to that event, we have increased our line cleaning frequency to twice monthly, and we have installed a" Smartcover" sensor which is an ultrasonic device that attaches to the underside of a manhole lid, and which will send us an alert if it detects a rise in sewage levels in the manhole well in advance of a spill.

7. The Golden Nugget has paid its connection fees for the new remodel work they have underway. Paula can provide details if desired.

8. We purchased a large evaporative cooler to better control the temperature of the hybrid blowers at the Plant. The high air temperatures we had in July were causing the blowers to trip out on high oil temperature. Since the installation of the cooler, these problems have been resolved.

9. We will be sending out our main centrifuge bowl assembly soon to have routine maintenance and bearing replacement performed in Sacramento. During this period, we will be using our backup centrifuge for solids removal at the plant.

10. Plant Superintendent/Maintenance Supervisor Nikolov and I attended the 39th Annual Tri-State Conference in Las Vegas this month. This conference draws industry professionals from California, Nevada and Arizona who teach classes on various wastewater related topics. The conference provides continuing education contact hours that we are all required to maintain by the NDEP as well as providing opportunities for us to learn how different agencies are dealing with various issues common to our industry.

R O Anderson

WILSON ENGINEERS a company

August 20, 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 – August 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 June 26, 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 various engineering-related assignments on an as-requested basis. Some of those assignments included:

- Beach Pump Station Access Road – Sediment/Snow Storage Basin.
  As I have related in prior reports, we have been working to develop a plan to construct a shallow sedimentation/snow storage basin adjacent to the access road to the Beach Pump Station. The intent and purpose of the proposed basin is to have a location for DCLTSA personnel to store some portions of snow removed from the access road during the winter and thereby capture any fine sediment before being transported to the former channel of Burke Creek prior to discharge to the lake. As you are aware, the access road is on property owned by USFS and the proposed improvement is to be constructed on their property as well. The final design drawings and construction details are nearly complete and ready for submittal to USFS for their review and approval.

  Given the proximity of the proposed facility to the historic channel of Burke Creek and the lake, we anticipate the permitting and plan review process through USFS



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and TRPA may well delay construction of this water quality improvement until after May 15, 2025.

- Tahoe Beach Club, Phase III Improvement Plan Review – Since our last report to the Board, we completed the plan review for the Phase III improvement plans for this project.

- Werbin Family Residences, Lake Village – Review of Plans and Draft Boundary Line Adjustment – In February 2019, the Werbin Family submitted preliminary drawings of the proposed residences they hoped to construct on a series of lots within Lake Village subdivision. Those documents were reviewed and ultimately the Sewer Authority issued a will-serve letter and comments on their preliminary plans. After that review, the Werbins sufficiently addressed the comments and recommendations related to the proposed primary residence, and that residence has since been constructed.

  Earlier this year, the Werbins' agent submitted updated plans for the two remaining residences together with a draft record of survey to accompany a boundary line adjustment (BLA). The site that these residences are proposed to be constructed on is constrained by topography, existing trees, the existing sewer main, and the two building footprints that were recorded with the subdivision. Each of these constraints must be carefully considered and addressed to ensure that when the residences are completed there is sufficient separation between the building improvements and the existing sewer main to ensure maintenance activities can be reasonably accomplished. Additionally, because the boundary line adjustment purports to move parcel boundaries into the common area that includes the needed public utility easements, for those portions of the proposed lot boundary that extends into the common area the existing easement needs to be abandoned. Perhaps more importantly, new easement(s) must be granted to ensure the required separations are observed and maintained. Based on this review and the plans submitted, we recommended the design documents be modified and updated as necessary to:

  1. Designer shall prepare a separate Utility Plan showing all proposed utility improvements relative to the existing sewer facilities including existing sewer main, existing sewer cleanouts, proposed service locations, and existing service locations, at a minimum.
  2. Designer shall reconcile and correct the drawing discrepancies as they relate to the location of the existing sewer facilities. It is not probable that the existing sewer main along the north boundary of the subdivision bends as shown on the provided Site Plan. And the existing sewer main is connected to the existing sewer manholes.

3. The BLA shall be updated to show the limits of proposed easements as well as the limits of easements to be abandoned.
4. The proposed residences shall be located a minimum of 10 feet from the existing sewer main and existing manholes.
5. The final BLA shall show a new sewer easement across the adjusted parcels if necessary to provide a minimum of 10 feet sewer easement.

- Sewer Plant Site Re-Paving Project – Design and Permitting Efforts – We have continued working on both the project's design and permitting of the proposed replacement project. The permitting services have included meeting on-site with representatives of TRPA to resolve lingering questions over the status of one of the Authority's permits that was issued but the improvements were not constructed (Lining of the Plant Reservoir). Based on our in-field meeting with a representative of TRPA, we anticipate that this issue can be resolved with a memorandum describing the circumstances that resulted in the Authority not proceeding with construction of the planned improvements.

  Given the design and permitting timelines that surround this project, and the concern that if a contract was awarded that the work could not be completed within the remaining construction season, we contacted four prospective bidders to solicit their availability to complete construction if the contract were awarded in August. Three of the four prospective bidders responded that they could not complete the work because of prior contractual commitments.

  Based on these inputs, we now expect that the design will be completed this fall, and the plans then submitted for permits through TRPA and Douglas County. We, therefore, expect the bid solicitation process will commence with approved plans in late March, and conclude with the Board considering bids at your April 2025 Board meeting. This schedule should result in the project being bid before paving contractors' construction seasons are fully scheduled. Obviously, we are hopeful that will result in competitive bids for the Board's consideration.

Summary of Influent Flows – Year to Date 2024: With the assistance of Ms. East-Janicki, we have reviewed and updated the flow meter data from the respective contributing districts for the period of January 1st through July 31st of this year. The attached charts summarize the readings for the period. The average daily flow for this period (January 1st -July 31st) was 1.16 MGD. This flow is about 6% less than the average daily flow (1.23 MGD) that was measured in 2023 for the same period.

When the sum of the readings from the contributing districts are compared to the influent meter at the Plant, there's less than a 1-percent (1%) difference between the combined total flow from the participating districts and the cumulative flow readings as captured at the influent meter, with the combined flows from the contributing districts

R O Anderson

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being slightly 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.

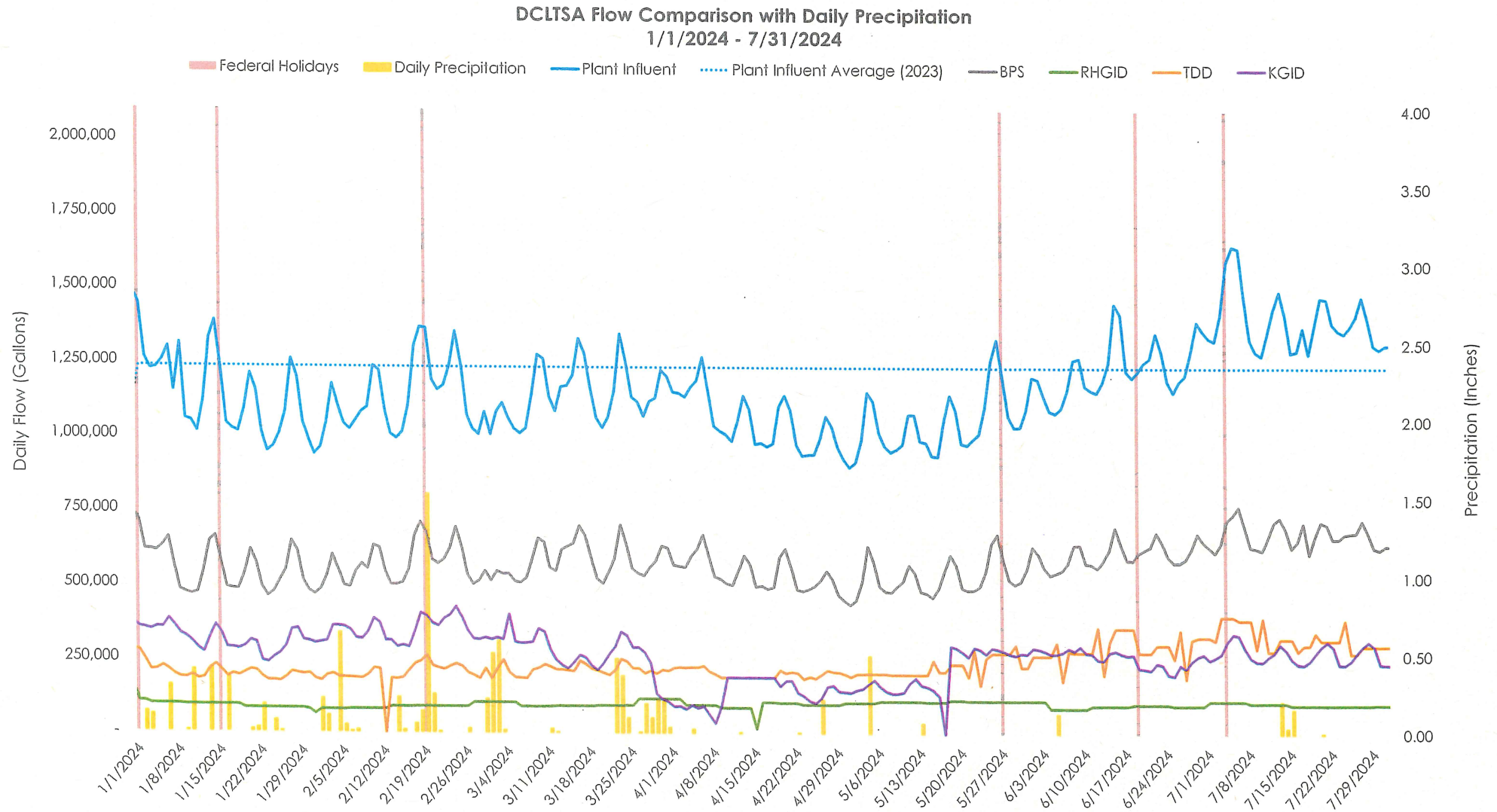
Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

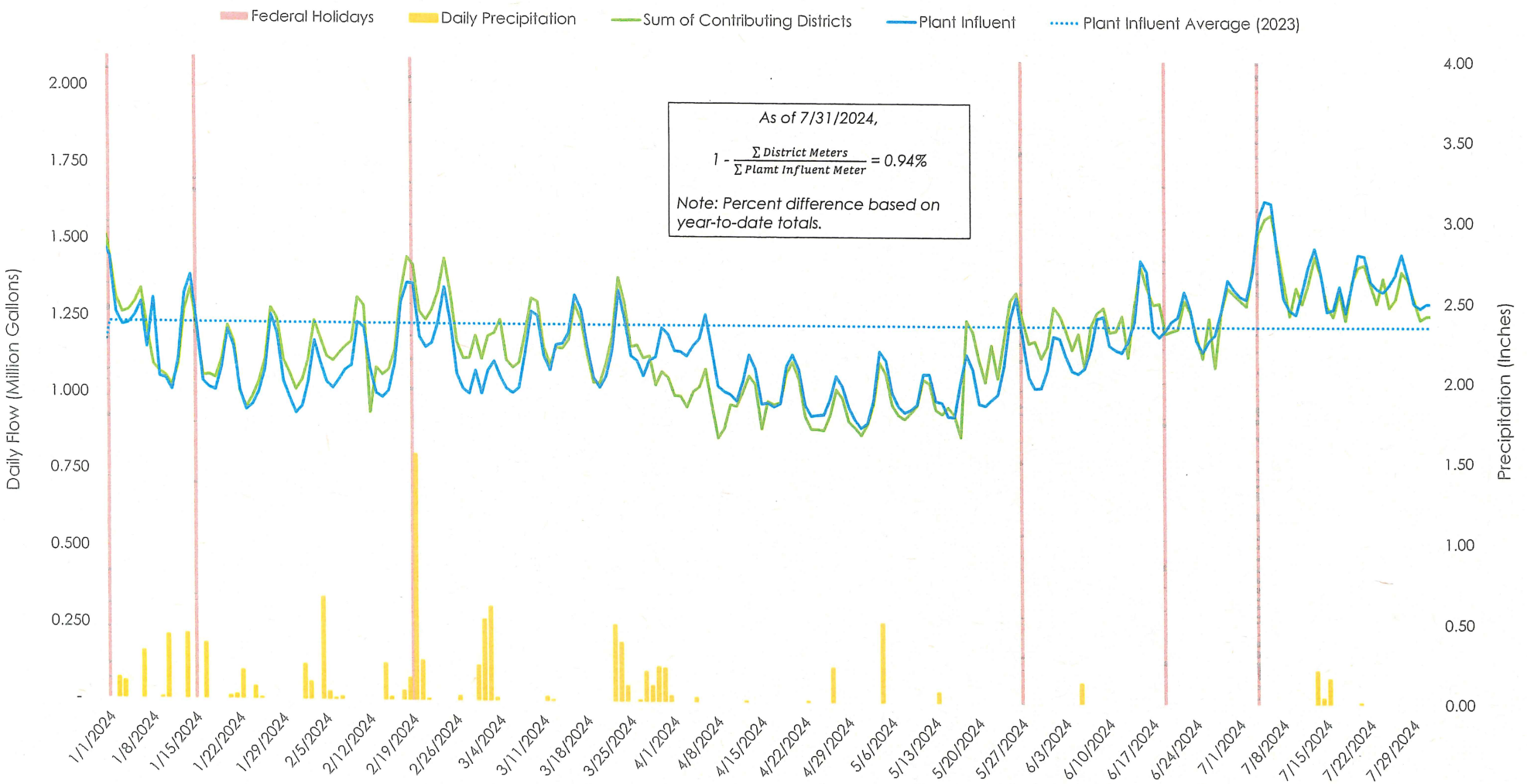
Robert O. Anderson, PE, WRS, CFM
Principal Engineer

Attachments

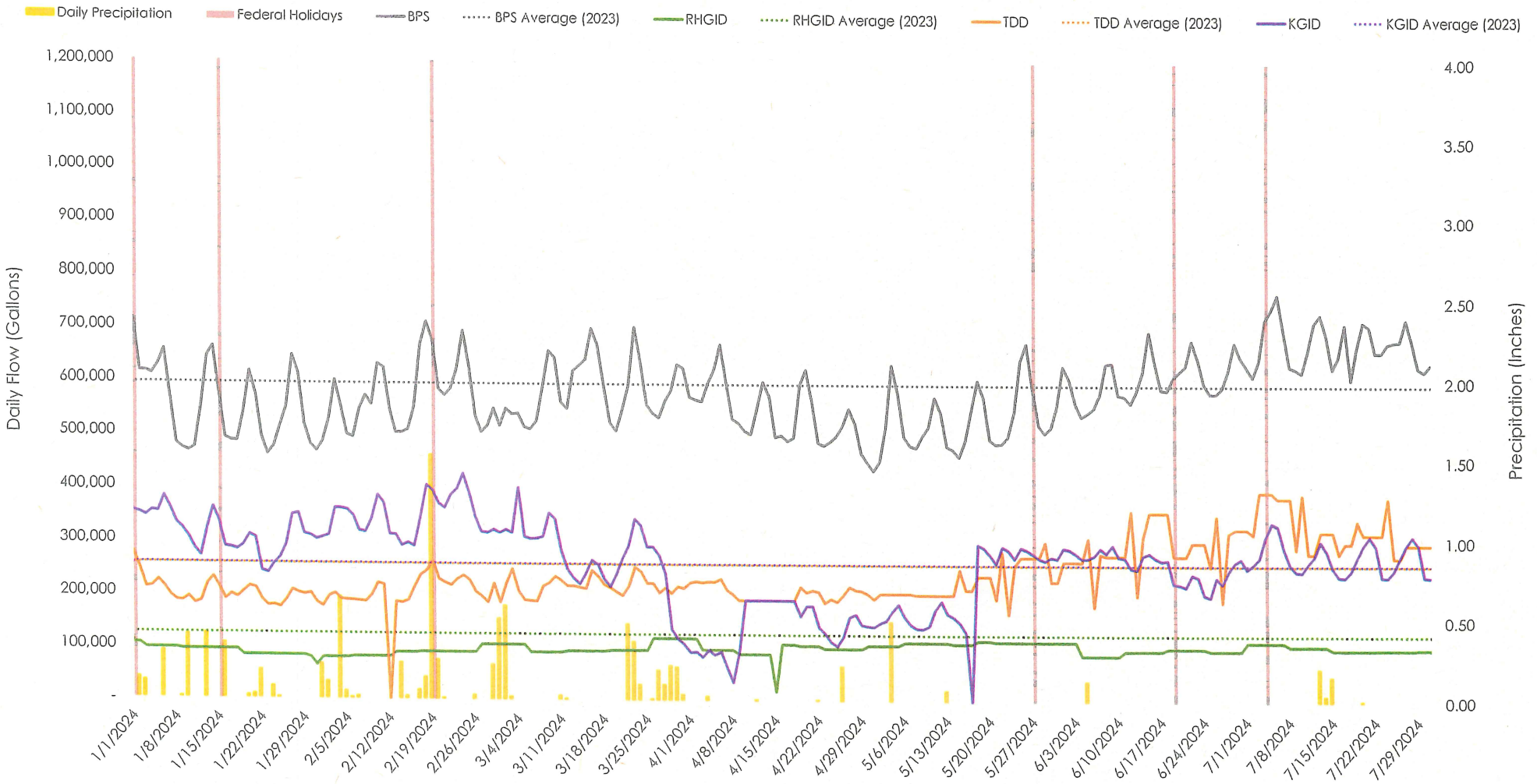
cc: Jim Cavilia, Esq.
Paula East-Janicki
Rob Hopkins


DCLTSA Flow Comparison with Daily Precipitation
1/1/2024 - 7/31/2024
Federal Holidays
Daily Precipitation
Plant Influent
Plant Influent Average (2023)
BPS
RHGID
TDD
KGID
Daily Flow (Gallons)
2,000,000
1,750,000
1,500,000
1,250,000
1,000,000
750,000
500,000
250,000
-
Precipitation (Inches)
4.00
3.50
3.00
2.50
2.00
1.50
1.00
0.50
0.00
1/1/2024
1/8/2024
1/15/2024
1/22/2024
1/29/2024
2/5/2024
2/12/2024
2/19/2024
2/26/2024
3/4/2024
3/11/2024
3/18/2024
3/25/2024
4/1/2024
4/8/2024
4/15/2024
4/22/2024
4/29/2024
5/6/2024
5/13/2024
5/20/2024
5/27/2024
6/3/2024
6/10/2024
6/17/2024
6/24/2024
7/1/2024
7/8/2024
7/15/2024
7/22/2024
7/29/2024

## Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
## 1/1/2024 - 7/31/2024



## Contributing Districts Comparison with Daily Precipitation
## 1/1/2024 - 7/31/2024



# CONTROLLER'S GENERAL STATUS REPORT

## August 21, 2024

- Hopefully we have all the bills in from the last fiscal year. The Budget to Actual worksheet in your packet shows that we finished off with operating expenses through June almost 8% under budget. The spreadsheet reflects the original budgeted expenses rather than the augmentation to move money between categories, so even in the one line item, Chemicals, where we were over budget, we're still under the augmented figure.

- Influent flows through July of this year were down 9.6% over the same period last year. As I've told you before, 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 only down .4%, but TDD is down 12.3%. Our In-District commercial user's flows are up 1%. That is due to the Event Center coming online. We finally have the bugs worked out of Round Hill's flow reporting, and their flows are down 28.4% from the previous year. KGID and TDD are still reporting their amounts to me directly, but it appears that KGID's flows have leveled out and are also down.

- Ying and I are preparing for our annual audit scheduled to start on September 15. There has been very little communication with Casey Neilon except to tell us the name of the primary auditor, who apparently works remotely. This initial year with them will be a new experience.

- **Investment Report**

The Authority's investments total more than $18 million, with $13.1 million of that being held in the Local Government Investment Pool (LGIP). LGIP paid more than 5.25% interest in July.

Since the last Board meeting, we have moved $700,000 from the Construction Fund portion of our regular checking account to LGIP, of course keeping it designated as Construction Fund monies.

Additionally, during the week of August 15th through the 22nd, we have 5 CD's maturing, and I have arranged to reinvest them with 5 others. Unfortunately, interest rates are already falling, so I am going longer term on some with reasonable interest rates. There is a list of itemized CDs in the Board Packet.

**Claims and Check Register**

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