NOTICE OF PUBLIC HEARING

The public is hereby notified that **DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY** will hold a Public Hearing to review and approve the Tentative Budget for Fiscal Year 2025/2026 on Wednesday, May 21, 2025 at 9:30 a.m. in the conference room of the Wastewater Reclamation Plant, Highway 50 and Sewer Plant Road in Zephyr Cove, Douglas County, Nevada. A Regular Meeting of the Board of Trustees of the Authority will begin immediately following the public hearing.

The Public Hearing and Regular Meeting will concurrently be conducted via Zoom Teleconference for those who wish to participate via that option using the link, or phone number and passcode below.

https://us06web.zoom.us/j/81547669502?pwd=GYmGc3aKXocYyGbQaEsmE8bDbASWaD.1

Meeting ID: **815 4766 9502**
Passcode: **753856**
Phone: **+1 669 900 6833**

The tentative budget for Douglas County Lake Tahoe Sewer Authority has been prepared in such detail and on appropriate forms as required by the Nevada Department of Taxation.

Copies of the tentative budget will be on file and available for public inspection with the County Clerk, Minden, Nevada; the Controller of the Authority, Administration Building, Wastewater Reclamation Plant, Zephyr Cove, Douglas County, Nevada; and at the office of the Nevada Department of Taxation.

In accordance with NRS 241.020, this notice has been posted in the following locations:

(1) Douglas County Lake Tahoe Sewer Authority
Wastewater Reclamation Plant Administration Building
Highway 50 and Sewer Plant Road
Zephyr Cove, Nevada

(2) Stateline Post Office
Kingsbury Grade
Stateline, Nevada

(3) Lake Village Homeowners Association
Lake Village Club House
Stateline, Nevada

(4) Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
BUDGET HEARING AND REGULAR MEETING AGENDA
WEDNESDAY, MAY 21, 2025

Action may be taken on any agenda item unless noted "for discussion only."

Items on the agenda may be taken out of order.

Two or more agenda items may be combined for consideration.

An item may be removed from the agenda or discussion relating to an item may be delayed at any time.

Public comment will be taken on any item on this agenda on which action may be taken, before action is taken on the item.

Every meeting of the Board of Trustees will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the Board's goal to also provide for item-specific public comment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair also retains discretion to limit comment to three minutes per person and only provide for the Open Meeting Law's minimum public comment.

Copies of supporting material, if any, may be requested from Paula East-Janicki by mail at P.O. Box 578, Zephyr Cove, NV 89448 or by telephone at (775) 586-8575. Copies of supporting material, if any, are also available on the Douglas County Lake Tahoe Sewer Authority website: https://www.dcltsa.org.

1. Call Meeting to Order – 9:30 a.m.
2. Roll Call
3. Recognition of Others in Attendance
4. Public Comment - for discussion only
5. Approval of Agenda - **for possible action.**
6. Minutes of Prior Meeting of the Board of Trustees (April 16, 2025) – **for possible action.**
7. **PUBLIC HEARING** on the Final Budget for Fiscal Year 2025-2026 – **for possible action.**
8. Report (Rob Hopkins)
   A. General Status Report
9. Engineer's Report
   A. General Projects Status Report.

10. Controller's Report

    A. General Status Report

    B. Consideration and Possible Adoption of the Capital Development Plan for Fiscal Year 2025-2026 – **for possible action.**

    C. Consideration of the character, conduct and/or professional competence of Rob Hopkins, Authority Manager (Annual Performance Review) to determine a potential merit raise amount in advance of contract discussions – **for possible action.**

    D. Consideration and possible extension of Authority Manager, Rob Hopkins' contract with the Authority through June 22, 2028 – **for possible action.**

    E. Investment Report

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

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

13. Final Public Comment

14. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on the date below, I personally posted a copy of the foregoing Notice of Regular Meeting and Agenda of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority at the following locations:

Douglas County Lake Tahoe Sewer Authority
Wastewater Treatment Plant
Sewer Plant Road/Highway 50
Zephyr Cove, NV 89448

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DATED this 16th day of May, 2025.

_____

Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
April 16, 2025

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 16, 2025, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees John McLaughlin, Sara Nelson, Keith Fertala and Marge Hauge. Trustee Wes Rice was present via audio and video connection by which he could hear everyone at the meeting and everyone could hear him.

RECOGNITION OF OTHERS IN ATTENDANCE:

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

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

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

MINUTES OF PRIOR MEETING:

It was moved by Trustee Hauge, seconded by Trustee Fertala and carried unanimously (5-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated March 19, 2025, be approved as presented.

Discussion and appointment of Board officers for calendar year 2025.

The Authority's legal counsel, Jim Cavilia, pointed out that the Board has generally selected the Board officers in January of each year but has not done so yet this year. Following a brief discussion among the Trustees, **it was moved by Trustee Fertala, seconded by Trustee Hauge and approved unanimously that Trustee McLaughlin be reappointed as Chairman of the**

Board of Trustees for calendar year 2025. It was moved by Chairman McLaughlin, seconded by Trustee Fertala and approved unanimously that Trustee Rice be reappointed as Treasurer of the Board of Trustees for calendar year 2025.

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 visited the Bently effluent storage reservoir to gather data regarding the current reservoir level to assist the Authority Engineer in planning for the Authority's future effluent storage needs.

Mr. Hopkins stated that Authority staff has also continued work on locating sewer utilities as part of the upcoming Highway 50 repaving project.

With regard to the installation of a new electrical meter for the effluent export pumps, Mr. Hopkins explained that a temporary shutdown of electrical power to the plant is being coordinated with NV Energy in order to allow for agricultural electrical rates going forward.

Mr. Hopkins indicated that staff recently rebuilt the motor of one on the Authority's effluent export pumps and will continue with the servicing of all of the export pumps.

Mr. Hopkins reported that the roof of the headworks building at the plant will be replaced in May as part of the ongoing roof work that has been taking place at the plant.

With regard to overheating of portions of the control panel related to one of the Authority's four export pumps, Mr. Hopkins stated that thermal imaging has resulted in no additional hazardous connections being found.

Mr. Hopkins stated that Edgewood Companies' engineer has recently submitted a re-design of the Authority's emergency intertie with South Tahoe Public Utilities District (STPUD) and the new design is now being reviewed by the Authority Engineer.

Regarding EPSD, Mr. Hopkins indicated that Authority staff recently provided information about the services that DCLTSA has historically provided in order to assist EPSD officials with the planned takeover of the system in the near future.

Mr. Hopkins reported that Edgewood Companies recently submitted sanitary sewer plans for the planned clubhouse expansion and that plan review is being conducted by the Authority Engineer.

Finally, Mr. Hopkins stated that his ten-year anniversary with the Authority was coming up and that his annual review would be scheduled at an upcoming Board meeting. Ms. East-Janicki

indicated that she had provided each Trustee with an evaluation form. Mr. Hopkins expressed his gratitude to the Board and how much he has enjoyed his time at the Authority.

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 of Wilson Engineers presented correspondence dated April 14, 2025, briefly summarizing various issues that Wilson Engineering has been involved with on behalf of the Authority. The April 14, 2025, correspondence is incorporated in these minutes by this reference.

Mr. Anderson stated that the annual sewage flow report is currently being completed for the Board's review and to be utilized in establishing sewer rates for the contributing districts.

With regard to flow rate monitoring, Mr. Anderson stated that the data being collected continues to be very consistent between the contributing districts' meter and the and the Authority's meter at the plant.

Mr. Anderson provided the Board with a brief history of the Authority storage of effluent in the Carson Valley during the winter months, explaining that for the last several years the Authority has utilized capacity in the Bentley effluent storage reservoir that is also utilized by Minden Gardnerville Sanitation District (MGSD). Mr. Anderson further explained that MGSD has the priority to the capacity of the Bently reservoir and that the Authority owns property in the eastern part of the Carson Valley where it previously stored effluent. Mr. Anderson indicated that use of the Authority's property in the future will require the lining of a reservoir and that the cost of such a reservoir would be significant. Mr. Anderson stated that he and his staff were currently working on updating the available information regarding capacity in the Bently reservoir in order to anticipate when it will be necessary for the Authority to develop its own storage. Mr. Anderson emphasized that new capacity would not be necessary for many years, but the updated data and projections would be presented at an upcoming Board meeting.

Finally, in response to an inquiry by Mr. Hopkins, Mr. Anderson stated that the plant repaving project was going out to bid and that he anticipates having a contract for the Board's consideration at the June Board meeting.

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 1.75% under budget and that flows to the plant through March are down approximately 5.45%.

Ms. East-Janicki indicated that the final budget for the upcoming year will be presented at the next Board meeting at which time she expects to have additional information about when various capital projects will be scheduled.

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 more than $18.6 million invested, with approximately $13.5 million in the Local Government Investment Pool. Ms. East-Janicki added that the only change in the Authority's investments since the last meeting is the addition of interest.

Trustee Fertala informed Ms. East-Janicki that RHGID recently made some revisions to their banking in order to earn interest on operating funds by having funds swept from the checking account into an interest bearing account. Ms. East-Janicki indicated that she would look into something like that for the Authority.

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 approved its tentative budget and that several projects are planned for the upcoming summer season. Additionally, Trustee Nelson indicated that KGID has offered its general manager position to the former operations manager at Kirkwood and the hiring would likely be approved at the next meeting of the KGID board.

Trustee Hauge reported the TDD Board recently increased its quarterly rates to cover the increase in sewage treatment costs passed on by the Authority. Trustee Hauge also reported that TDD's preliminary budget was reviewed at the Board's most recent meeting.

Trustee Fertala reported that RHGID recently had a very productive meeting with its union representatives and that a number of employees are working on upgrading their certifications. Trustee Fertala also stated that the district's new flow meter has had to be removed and is being rebuilt; the meter will be offline for a few weeks.

Trustee Rice reported that the Douglas County Commission would be considering revisions to its regulation of Vacation Home Rentals (VHRs). Trustee Rice stated that currently VHRs are not permitted in the Carson Valley but are allowed subject to permitting in the Lake Tahoe Basin. Trustee Rice indicated that complaints about VHRs in the basin have decreased and that the current regulations seem to be having a positive effect. Finally, Trustee Rice also indicated that the County Commission would be considering the use of eminent domain in its efforts to complete construction of Muller Parkway.

Chairman McLaughlin reported that the new guest rooms at Harvey's would be open in the coming weeks, Harrah's new brew pub was opening and that the back tower of the Golden Nugget was scheduled to open this summer. Additionally, Chairman McLaughlin was proud to announce that the Tahoe Knight Monsters hockey team has recently qualified for the playoffs which means more games at the Tahoe South Events Center.

PUBLIC COMMENT: Brad Oneto of Elk Point Sanitation District (EPSD) reported that EPSD has received a loan commitment from the United Stated Department of Agriculture for $1.36 million to complete the upgrades to its system and that a rate study is being completed. In response to a question from Mr. Oneto, Mr. Hopkins stated that generally speaking, EPSD is responsible for the sewer collection mains in Elks Point and that the homeowners are responsible for the lateral lines their homes. Bob Felton of EPSD expressed his gratitude to the Authority and its staff for their hard work and cooperation throughout this transition at EPSD.

ADJOURNMENT:

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

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APPROVED

_____

4903-9217-4399, v. 1

Meeting Date: May 21st, 2025

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report: May 2025
A. General Status Report

Staff Recommendation:

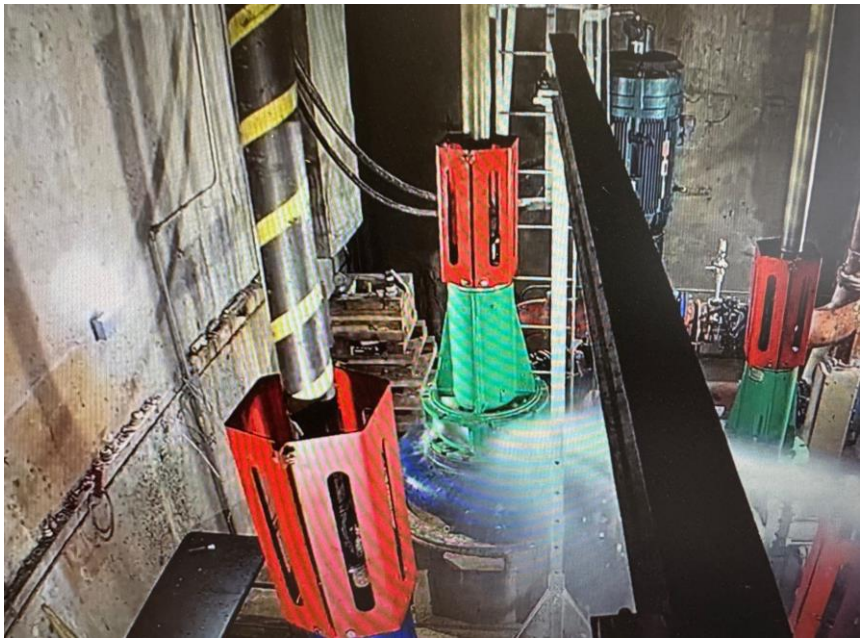
None. This is an informational item only.

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.

1. The First Quarter 2025 Discharge Monitoring Reports were submitted and approved by the NDEP and EPA.

2. Our staff repaired a broken seal flushing water line at the Main Pump Station. The broken line risked flooding the dry well of the pump station. Rapid action by staff prevented any adverse events. Staff also upsized the dewatering sump pump after the flooding event to further mitigate any future flooding issues. Photo attached.



Broken seal water line spraying from pump body

3. We have updated and re-issued a Will-Serve letter to the Tahoe Beach Club regarding the TBC Phase III Project.

4. DCLTSA staff repaired a water line leak located under the paved area south of the #2 Primary Clarifier. Photo attached.



Excavation around broken water line.

5. The DCLTSA phone system has been upgraded to an improved Voice-Over-Internet-Protocol (VoIP) system. The new system is much more intuitive and user friendly for staff.

6. DCLTSA has executed a dewatering / decanting agreement with the Douglas County Stormwater Maintenance Division for the disposal and treatment of runoff collected in storm drain interceptors in the Stateline area.

7. Staff are obtaining quotes for design and construction of a second form of egress from the Beach Pump Station dry well. This will likely involve construction of a fall-protected ladder and perhaps an additional catwalk for maintenance purposes.

8. We have purchased a second engine-driven emergency backup sewer pump, which will be permanently installed at the Beach Pump Station this summer. This pump is similar in design to the pump we installed at the

Main Pump Station in 2023. Both pump systems provide yet another layer of redundancy to both critical pump stations. Photo attached.



Godwin engine-driven emergency backup pump system installed with temporary piping at Beach Pump Station.

Controller's General Status Report

May 21, 2025

- The Budget to Actual Spreadsheet in your packet shows that we finished March 3.25% under budget. This is largely attributable to lower electric rates and decreased usage.

- Influent Flows here at the plant through April were down 5% overall. Round Hill's flow percentage is down .75%, TDD's flows are level, and KGID's flow percentage is down 1.16% from last year's. The In-District flow percentage is up 1% but commercial flows are down 4%. Again, these decreases may have to do with drier weather this year, thus less infiltration.

- We will be augmenting the current year's budget at the next meeting to be sure we don't go over 10% in any category or overall operating expenses. This is a formality and doesn't affect operations or the Authority's financial position at all. It is simply a requirement for audit and Department of Taxation compliance.

- Macleod Watts has begun updating our OPEB (Other Post Employment Benefits) actuarial study for the current year and the PERS actuarial numbers should be available before we augment the budget. Despite the fact that those are non-cash expenses, they have a real impact on Budget reporting overall.

Capital Development Plan

- Just as with the budget, the Capital Development Plan (CDP) in your packet is the same one submitted to you in March. Two projects we hoped to have completed before July 1, the Main Pump Station

Improvements and the Transfer Switchgear Replacement, are now expected to be complete in September. The Pavement and Concrete Improvements project is expected to begin in July. The Export Pipeline Replacement is on the CDP for the coming year, but we understand there may be hold-ups on Forest Service permitting due to cuts in federal funding.

- The CDP is a planning document and the important part from a compliance position is that the figures on it, plus general fund capital outlay, are the same as the numbers in the budget being submitted. We can change the CDP at any time after submission, with no reporting updates to the State.

Investment Report

The Authority's investments total more than $18.7 million, with $13.5 million of that amount being held in the Local Government Investment Pool (LGIP). In Pril, LGIP was still paying 4.305%. Since the last Board meeting, one of our CD's matured at 5.15% and was replaced with a 3-year CD at 4.1%.

Last week we spoke with the Wells Fargo government banker and we will be utilizing the sweep account feature, Trustee Fertala told us about last month. At current interest rates, it is projected to earn an additional $7,000 per month in 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 Chairman to sign them and return them to me for our records.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

MARCH 2024-2025 BUDGET VS. ACTUAL

	MARCH	Budgeted	Variance	Comments
Salaries	$ 979,744.49	$ 1,017,629.25	$ 37,884.76	
OT/Callback	$ 30,084.97	$ 30,528.75	$ 443.78	
Holiday	$ -	$ 5,837.25	$ 5,837.25	11 Holidays of 12
Longevity	$ 3,310.00	$ 2,482.50	$ (827.50)	Annual in December/ Will smooth
Stand-By Pay	$ 14,312.37	$ 14,742.00	$ 429.63	
Health Insurance	$ 226,126.38	$ 220,798.50	$ (5,327.88)	Underbudgeted
State Retirement (PERS)	$ 319,399.17	$ 317,154.00	$ (2,245.17)	Extra Pay Period in Dec
SIIS (Workers Comp)	$ 13,279.50	$ 16,200.00	$ 2,920.50	
Medicare Tax	$ 14,913.23	$ 15,532.50	$ 619.27	
Unemployment Insurance	$ 42.00	$ 37.50	$ (4.50)	Ann.Fee - EMRB
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 19,500.00	$ 18,750.00	$ (750.00)	Estimated Maximum
Salaries/Benefits	**$ 1,620,712.11**	**$ 1,659,692.25**	**$ 38,980.14**	
Electric Power	$ 208,424.96	$ 283,978.50	$ 75,553.54	
Electric Power - BPS	$ 11,892.55	$ 15,037.50	$ 3,144.95	
Electric Power - MPS	$ 52,887.30	$ 68,193.75	$ 15,306.45	

MARCH 2024-2025 BUDGET VS. ACTUAL

	MARCH	Budgeted	Variance	Comments
Natural Gas	$ 11,650.96	$ 15,375.00	$ 3,724.04	
Natural Gas - BPS	$ 1,458.07	$ 1,650.00	$ 191.93	"
Natural Gas - MPS	$ 269.86	$ 273.75	$ 3.89	Base rate - No useage
Water	$ 7,868.61	$ 9,300.00	$ 1,431.39	
Water - BPS	$ 1,942.59	$ 1,875.00	$ (67.59)	
Water - MPS	$ -	$ 262.50	$ 262.50	
Solid Waste Removal	$ 9,073.30	$ 5,806.50	$ (3,266.80)	Increased charges for Grit
Utilities	**$ 305,468.20**	**$ 401,752.50**	**$ 96,284.30**	
Chemicals	$ 82,742.07	$ 86,250.00	$ 3,507.93	
Lab Supplies	$ 8,704.42	$ 11,062.50	$ 2,358.08	
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 91,446.49**	**$ 97,312.50**	**$ 5,866.01**	
Legal Services	$ 33,705.00	$ 33,750.00	$ 45.00	
Accounting	$ 44,588.49	$ 37,500.00	$ (7,088.49)	2024 Audit Paid/ Will Smooth
Legal/Accounting	**$ 78,293.49**	**$ 71,250.00**	**$ (7,043.49)**	

MARCH 2024-2025 BUDGET VS. ACTUAL

	MARCH	Budgeted	Variance	Comments
Engineering	$ 54,317.50	$ 46,500.00	$ (7,817.50)	
Engineering - BPS	$ -	$ -	$ -	
Engineering - MPS	$ -	$ -	$ -	
Engineering - In-District	$ 31,483.48	$ -	$ (31,483.48)	HDR Collection Line Study - In Last Year's Budget
Consulting	$ 1,025.00	$ 3,000.00	$ 1,975.00	
Engineering/Consulting	**$ 86,825.98**	**$ 49,500.00**	**$ (37,325.98)**	
Maintenance Export Line	$ 22,620.10	$ 7,125.00	$ (15,495.10)	Export Line Repair
Maintenance Collection System	$ 49,200.00	$ 56,250.00	$ 7,050.00	
Repairs Collection System	$ -	$ 37,500.00	$ 37,500.00	Budgeted for NDOT Manhole Replace
Computer Maintenance/Supplies	$ 5,961.81	$ 4,500.00	$ (1,461.81)	Pump Station Modems
SCADA Support	$ 1,480.00	$ 2,625.00	$ 1,145.00	
Repairs - Vehicles	$ 19,993.07	$ 7,537.50	$ (12,455.57)	Underbudgeted
Repairs - Mechanical	$ 49,587.23	$ 36,750.00	$ (12,837.23)	Raw Pump Rebuild/PRV Replacements
Repairs - Mechanical BPS	$ 2,606.14	$ 1,500.00	$ (1,106.14)	Valve Repairs/Replace
Repairs - Mechanical MPS	$ 1,323.12	$ 4,500.00	$ 3,176.88	
Emergency Repairs	$ -	$ -	$ -	
Repairs Bldg & Grounds	$ 7,963.71	$ 5,287.50	$ (2,676.21)	OSHA Re Doors that Open : -)
Repairs Bldg & Grounds - BPS	$ -	$ 375.00	$ 375.00	

MARCH 2024-2025 BUDGET VS. ACTUAL

	MARCH	Budgeted	Variance	Comments
Repairs Bldg & Grounds - MPS	$ 1,600.00	$ -	$ (1,600.00)	Fire Dept Required "Dry Fuels" Removal
Repairs Heating	$ -	$ 918.75	$ 918.75	
Repairs Heating	$ -	$ 375.00	$ 375.00	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 3,752.26	$ 4,068.75	$ 316.49	
Repairs Electrical	$ 957.87	$ 337.50	$ (620.37)	Potentiometer Electric Control Replc
Repairs Electrical	$ -	$ 375.00	$ 375.00	
Repairs Instruments	$ 5,985.33	$ 9,750.00	$ 3,764.67	
Repairs Instruments	$ -		$ -	
Equipment Rental	$ -	$ 2,250.00	$ 2,250.00	
Maintenance Supplies	$ 8,808.81	$ 13,200.00	$ 4,391.19	
Safety & Safety Equipment	$ 27,263.93	$ 6,000.00	$ (21,263.93)	OSHA Requirements
Odor Control System Maintenance	$ 761.65	$ 1,500.00	$ 738.35	
Repairs/Maintenance	**$ 209,865.03**	**$ 202,725.00**	**$ (7,140.03)**	
Casualty Insurance	$ 81,600.93	$ 81,828.00	$ 227.07	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 81,600.93**	**$ 81,828.00**	**$ 227.07**	

MARCH 2024-2025 BUDGET VS. ACTUAL

	MARCH	Budgeted	Variance	Comments
Telephone	$ 14,847.91	$ 16,125.00	$ 1,277.09	
Telephone	$ 712.66	$ 675.00	$ (37.66)	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 16,002.96	$ 9,393.75	$ (6,609.21)	Air Conditioner for Lab & Gas Detector
Annual Software Licenses	$ 17,822.88	$ 19,875.00	$ 2,052.12	
Laundry and Linen	$ 1,410.71	$ 1,875.00	$ 464.29	
Forest Svc. Fee	$ 294.03	$ 375.00	$ 80.97	
Training, Dues & Subscriptions	$ 4,063.61	$ 4,875.00	$ 811.39	
Office Expenses	$ 5,763.03	$ 6,187.50	$ 424.47	
Travel	$ -	$ -	$ -	
Sample Testing	$ 53,725.00	$ 50,712.00	$ (3,013.00)	WetLab rate increase
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 34,363.94	$ 34,544.25	$ 180.31	
Underground Service Alert	$ 723.51	$ 450.00	$ (273.51)	Annual Fee Doubled
Permit Fees	$ 8,345.30	$ 9,562.50	$ 1,217.20	
Misc Exp and Bank Fees	$ (0.58)	$ -	$ 0.58	
Other Operating Expenses	**$ 158,074.96**	**$ 154,650.00**	**$ (3,424.96)**	
Fuels and Lubricants	$ 21,842.53	$ 24,645.00	$ 2,802.47	
Fuels & Lubricants	**$ 21,842.53**	**$ 24,645.00**	**$ 2,802.47**	

MARCH 2024-2025 BUDGET VS. ACTUAL

	MARCH	Budgeted	Variance	Comments
Total Operating Expenses Thru March	$ 2,654,129.72	$ 2,743,355.25	$ 89,225.53	
			3.25%	

CURRENT BROKERED CD MATURITY DATES

	Date	Rate	Amount	Fund
FY '25 - '26				
BANK OF NEW YORK MELLON	7/31/2025	4.65%	$ 245,000	PR
TOWNEBANK/PORTSMOUTH	8/15/2025	4.20%	$ 245,000	PR
FLAGSTAR BANK NV	8/20/2025	4.85%	$ 245,000	CF
SOUTH STORY BANK & TRUST	8/22/2025	4.30%	$ 245,000	CF
UBS BK USA	8/25/2025	5.05%	$ 245,000	CF
BARCLAYS BK/DELAWARE	10/27/2025	5.35%	$ 245,000	PR
DISCOVER BK	10/31/2025	5.45%	$ 245,000	PR
PRIME ALLIANCE BANK	12/23/2025	4.15%	$ 245,000	CF
FIRST FARMERS BK & TRUST	2/20/2026	4.05%	$ 245,000	CF
GOLDMAN SACHS BK USA NEW YC	5/7/2026	4.90%	$ 245,000	PR
MORGAN STANLEY PRIVATE BK	5/22/2026	5.05%	$ 245,000	PR
TOTAL FY '25-'26			**$ 2,695,000**	
FY '26-'27				
BLUE RIDGE BANK, NA	7/20/2026	4.01%	$ 245,000	GF
CROSS RIVER BK	11/5/2026	4.00%	$ 245,000	GF
BANK HAPOALIM NY	11/16/2026	4.05%	$ 245,000	PR
TOTAL FY '26 -'27			**$ 735,000**	
FY '27-'28				
SALLIE MAE BANK, SALT LAKE	7/26/2027	4.50%	$ 245,000	CF
MORGAN STANLEY BANK, N.A.	5/8/2028	4.10%	$ 245,000	CF
TOTAL FY '27 - '28			**$ 490,000**	
			$ 3,920,000	
		4.54%		

Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 4/16/2025 - 5/21/2025

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 9023	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2025 - 10**	**CREATED: 04/24/25 by YHJ**			
154228	04/23/25			417.1100	Q3 FY24-25 WORKERS' COMP	$4,426.50	$0.00	$4,426.50
154229	04/23/25			101.1000	Q3 FY24-25 WORKERS' COMP	$0.00	$4,426.50	$0.00
					BATCH 9,023 TOTALS:	**$4,426.50**	**$4,426.50**	**$0.00**
BATCH: 9030	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2025 - 11**	**CREATED: 04/30/25 by YHJ**			
154347	05/15/25			414.1100	APRIL PERS CONTRIBS	$16,230.41	$0.00	$16,230.41
154348	05/15/25			415.1100	APRIL PERS CONTRIBS	$16,230.42	$0.00	$32,460.83
154349	05/15/25			101.1000	APRIL PERS CONTRIBS	$0.00	$32,460.83	$0.00
					BATCH 9,030 TOTALS:	**$32,460.83**	**$32,460.83**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$36,887.33**	**$36,887.33**	

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 4/16/2025 to 5/21/2025

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
13386	04/29/25	P	AERZEN	AERZEN USA CORP	$42,519.92
13387	04/29/25	P	AL17	ALHAMBRA	$100.92
13388	04/29/25	P	ATT01	AT&T MOBILITY	$131.77
13389	04/29/25	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$738.64
13390	04/29/25	P	CA12	CARSON VALLEY OIL CO., INC.	$1,318.39
13391	04/29/25	P	CH15	CHARTER COMMUNICATIONS	$285.00
13392	04/29/25	P	CODALE	CODALE ELECTRIC SUPPLY	$1,227.40
13393	04/29/25	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$557.84
13394	04/29/25	P	FASTEN	FASTENAL COMPANY	$481.64
13395	04/29/25	P	FREDH	FRED HOWARD	$282.21
13396	04/29/25	P	GR13	GRAINGER	$1,630.94
13397	04/29/25	P	HDR01	HDR, ENGINEERING, INC.	$3,916.64
13398	04/29/25	P	HOMEDE	HOME DEPOT	$1,317.17
13399	04/29/25	P	HOMETO	HOMETOWN HEALTH	$16,904.39
13400	04/29/25	P	BOU11	BOULDER EXTERMINATORS, INC	$150.00
13401	04/29/25	P	JENSPR	JENSEN PRECAST - CORPORATE	$9,820.00
13402	04/29/25	P	MET11	METLIFE - GROUP BENEFITS	$1,881.89
13403	04/29/25	P	HOL1	MICHAEL HOHL MOTOR COMPANY	$214.02
13404	04/29/25	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$173.02
13405	04/29/25	P	PACMAC	PAC MACHINE CO., INC.	$79,902.00
13406	04/29/25	P	ST09	STANDARD INSURANCE COMPANY	$667.19
13407	04/29/25	P	UN18	UES PROFESSIONAL SOLUTIONS 30	$6,000.00
13408	04/29/25	P	US12	USABLUEBOOK / HD SUPPLY, INC.	$1,995.58
13409	04/29/25	P	VI12	VISION SERVICE PLAN - (AT)	$277.02
13410	04/29/25	P	WE12	Western Envir. Testing Lab	$3,393.00
13411	04/29/25	P	WE18	WESTERN NEVADA SUPPLY CO.	$4,718.20
13412	04/29/25	P	WILS01	WILSON ENGINEERS	$15,831.25
13413	05/15/25	P	AERZEN	AERZEN USA CORP	$3,850.00
13414	05/15/25	P	AL01	ALLISON MACKENZIE, Ltd.	$4,795.00
13415	05/15/25	P	AZUL01	AZUL ELECTRIC SUPPLY LLC	$51.68
13416	05/15/25	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$719.88
13417	05/15/25	P	SE45	BRADLEY SEALS	$209.00
13418	05/15/25	P	CA12	CARSON VALLEY OIL CO., INC.	$666.95
13419	05/15/25	P	CODALE	CODALE ELECTRIC SUPPLY	$3,796.97
13420	05/15/25	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$286.96
13421	05/15/25	P	GI20	DOUGLAS GIBSON	$323.19
13422	05/15/25	P	ESC01	E SQUARED C, INC.	$419.04
13423	05/15/25	P	GR13	GRAINGER	$363.25
13424	05/15/25	P	PH12	JOHN PHILLIPS	$482.86
13425	05/15/25	P	IKE01	KELVIN IKEHARA	$272.27
13426	05/15/25	P	KI11	KINGSBURY GENERAL IMP. DIST.	$962.45
13427	05/15/25	P	AGUILA	MANNY AGUILAR	$185.00
13428	05/15/25	P	MISCO	MISCOWATER	$438.14
13429	05/15/25	P	NE49	NEVADA NEWS GROUP	$319.13
13430	05/15/25	P	NV01	NV ENERGY	$27,295.12
13431	05/15/25	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$116.59
13432	05/15/25	P	EA13	PAULA EAST-JANICKI	$844.42
13433	05/15/25	P	VAN1	RICK VAN HORN	$272.46
13434	05/15/25	P	KI13	Shaun Thomas DBA	$2,227.65
13435	05/15/25	P	SIL4	SILVER STATE ANALYTICAL LAB	$272.00
13436	05/15/25	P	SO10	SOUTH TAHOE REFUSE, INC.	$820.70
13437	05/15/25	P	SO13	SOUTHWEST GAS	$1,094.75
13438	05/15/25	P	NE42	STATE OF NV. P.E.B.P.	$1,475.20
13439	05/15/25	P	SU13	SUMMIT PLUMBING CO., LLC	$8,897.50
13440	05/15/25	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,251.80
13441	05/15/25	P	VER	VERIZON	$316.24

*** Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT**
**** Denotes broken check sequence.**

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 4/16/2025 to 5/21/2025

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
13442	05/15/25	P	WE10	WEDCO RENO	$689.52
13443	05/15/25	P	WF01	WELLS FARGO	$2,679.47
13444	05/15/25	P	WE12	Western Envir. Testing Lab	$1,380.00
13445	05/15/25	P	WE18	WESTERN NEVADA SUPPLY CO.	$228.50
13446	05/15/25	P	WILS01	WILSON ENGINEERS	$14,203.75
13447	05/15/25	P	JOHN	YING H. JOHNSON	$364.23
				BANK WFCHK REGISTER TOTAL:	**$280,007.71**
				GRAND TOTAL :	**$280,007.71**

*** Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT**
**** Denotes broken check sequence.**

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
CAPITAL DEVELOPMENT PLAN

Presented to the Board for Possible Adoption - May 21, 2025

Project		Actual Prior 19 Years	Estimated 2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total
Priority Projects									
Main Pump Station Electrical	Design/Permits								$0
and Equipment Improvements	Construction	$729,199	$15,000	$1,006,000					$1,750,199
	Total	$729,199	$15,000	$1,006,000					$1,750,199
Aeration Basin, Grit	Design/Permits	$1,639,029							$1,639,029
and Headworks Improvements	Construction	$7,430,759	$5,582						$7,436,341
	Total	$9,069,788	$5,582						$9,075,370
Plant Switchgear Replacement	Parts & Installation			$345,600					$345,600
	Total	$0	$0	$345,600	$0	$0	$0		$345,600
Export Pipeline Replacement	Design/Permits	$641,931	$240,000	$100,000					$981,931
	Construction	$1,100,000		$1,000,000	$4,000,000	$5,000,000			$11,100,000
	Total	$1,741,931	$240,000	$1,100,000	$4,000,000	$5,000,000	$0		$12,081,931
Pavement/Concrete Improvements to	Design/Permits	$20,567	$80,000	$20,000					$120,567
Plant Road and Admin Area	Construction			$1,500,000					$1,500,000
	Total	$20,567	$80,000	$1,520,000	$0	$0	$0		$1,620,567
Lower Priority - To Be Deferred									
Metering for IS-2 Energy	Total								
Pine Nut Reservoir Rebuild/Line	Design/Permits	$579,518							
(Future $12,000,000 not represented here)	Construction								
	Total	$579,518							
Completed Projects									
Reservoir Sludge Removal	Total	$1,078,607							$1,078,607
Main Pump Station Rehabilitation	Total	$2,210,198							$2,210,198
Underground Emergency Storage (Initial)	Total	$2,317,557							$2,317,557
STPUD Inter-tie		$1,411,476							$1,411,476
Muller Effluent Line Relocation (Per NDOT)	Total	$701,835							$701,835
Automated Sampling	Total	$616,993							$616,993
Reservoir Sludge Removal	Total	$1,078,607							$1,078,607
Beach Pump Station Rehabilitation	Total	$453,810							$453,810
Sodium Hypochlorite Conversion	Total	$830,594							$830,594
Reservoir Lining Design	Total	$750,277							$750,277
Back-up Centrifuge	Total	$258,196							$258,196
SCADA System/Fiber Connectivity	Total	$514,157							$514,157
Thickener Project	Total	$215,431							$215,431
Prior Years' Completed Projects	Total	$13,730,700							$13,730,700
Expenditures: Projects		$38,309,441	$340,582	$3,971,600	$4,000,000	$5,000,000	$0	$0	$46,168,750
Debt Service		$3,369,081	$771,733	$771,733	$680,950	$656,093	$631,236	$631,236	$7,512,062
Resources: USACE Grant		$8,069,648							$8,069,648
EPA Grant (STAG)		$382,300							$382,300
SRLF		$10,491,595							$10,491,595
Transfer from GF/PR Fund		$2,770,000							$2,770,000
Assessments		$24,000,002	$2,250,000	$2,250,000	$2,250,000	$2,250,000	$2,250,000	$2,250,000	$37,500,002
Site Rental Toward Road		$181,509	$144,000	$144,000	$144,000	$144,000	$144,000	$144,000	$1,045,509
Interest Earned		$308,235	$200,000	$0					$508,235
Year End Payables									
Ending Cash Balance		**$7,552,444**	**$9,034,129**	**$6,540,796**	**$4,109,846**	**$703,753**	**$2,322,517**	**$3,941,281**	**$3,941,281**

Report to the Board Regarding
Authority Manager, Rob Hopkins'
Annual Evaluation and Merit Raise

- The evaluations completed by each Board member are attached for your review.

- Following the evaluations are two charts taken from the Salary Study adopted by the Board in January of 2024. The highlighted areas on the first chart entitled Recommended Salary Ranges per classification show the Authority Manager's Salary Range, and the second chart entitled Permanent Salary Range Table Illustrative Merit Increase Guide shows how to determine the percentage amount of a merit raise based on the average evaluation score and the percent ratio (Compa-Ratio) of the employee's current salary to the Mid-Range of their Salary Scale.

- Following the charts from the salary study are two potential Raise Calculation sheets for Rob Hopkins. Tallying the evaluation scores, the average was 4.12 out of 5. Rob's current salary is $228,764 annually or 96.6% of the Mid-range on his scale. The two calculations show the potential merit raise at 4% and at 5%.

- Whatever merit increase the Board awards Rob would go into effect mid-June, and the amount will be reflected in his contract, should the Board decide to extend it.

- With the Board packet I also emailed you a copy of the Salary Study presented to the Board in January 2024, should you want to delve into that further.

Douglas County Lake Tahoe Sewer Authority Manager Performance Evaluation

Employee Name: Robert Hopkins **Date:** May 21, 2025

Rating Period: From: June 1, 2024 To: May 31, 2025

Rating Scale Definitions (1-5)

(1)	Unsatisfactory	The employee's work performance is inadequate and inferior to the standards of performance required for the position. Shows little or no initiative or urgency to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy.
(2)	Improvement Needed	The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment.
(3)	Meets Job Standard	The employee's work performance consistently meets the standards of the position. Employee demonstrates knowledge and ability to meet performance expectations. Errors are generally minimal and self-corrected by employee with limited degree of instruction or assistance. Employee demonstrates effective leadership skills and motivates staff.
(4)	Exceeds Job Standard	The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.
(5)	Outstanding	Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Governing Board Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Board.				✓		
B.	Reporting to the Board is timely, clear, concise and thorough.					✓	
C.	Accepts direction/instructions in a positive manner.				✓		
D.	Keeps the Board informed of current plans and activities of the Douglas County Lake Tahoe Sewer Authority.					✓	
E.	Provides the Board with clear report of anticipated issues that could come before the Board.					✓	

Comments: _____

2.	Communication	1	2	3	4	5	N/A
A.	Oral communication is clear, concise, and articulate.					✓	
B.	Written communications are clear, concise, and accurate.					✓	
C.	Listens effectively and responds appropriately.					✓	

Comments: _____

3.	Professional Job-Related Competencies	1	2	3	4	5	N/A
A.	**Decision Making**: *Reasons, analyzes, and evaluates; looks beyond short-term results; accurately assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.*					✓	
B.	**Personal Behavior**: *Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.*				✓		
C.	**Leadership**: *Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; and utilizes resources effectively in assessing situations prior to taking action.*				✓		
D.	**Technical Knowledge**: *Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.*					✓	

Comments: _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory 1	Improvement Needed 2	Meets Job Standards 3	Exceeds Job Standards 4	Outstanding 5
				✓

Comments: _____

IV. BOARD MEMBER FEEDBACK / DESIRED FUTURE GOALS AND OBJECTIVES

Feedback to the Manager from the Board Member / goals and objectives to be achieved in the next evaluation period:

ROB DOES A GOOD JOB ENSURING EQUIPMENT, STAFFING AND DAY TO DAY OPERATIONS ARE RUN EFFICIENTLY. A LOT OF THE AUTHORITIES INFRASTRUCTURE IS AGEING AND FUTURE GOALS SHOULD TAKE INTO ACCOUNT PROPER RESERVES FOR CAPITAL REPLACEMENT, INCLUDING SOME OF THE STORAGE ISSUES IN THE VALLEY THAT WILL NEED TO BE ADDRESSED OVER THE NEXT SEVERAL YEARS.

John McInnes
Board Member Signature

5/16/25
Date

IV. DCLTSA MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

Douglas County Lake Tahoe Sewer Authority Manager Performance Evaluation

Employee Name: Robert Hopkins **Date:** May 21, 2025

Rating Period: From: June 1, 2024 To: May 31, 2025

Rating Scale Definitions (1-5)

(1)	Unsatisfactory	The employee's work performance is inadequate and inferior to the standards of performance required for the position. Shows little or no initiative or urgency to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy.
(2)	Improvement Needed	The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment.
(3)	Meets Job Standard	The employee's work performance consistently meets the standards of the position. Employee demonstrates knowledge and ability to meet performance expectations. Errors are generally minimal and self-corrected by employee with limited degree of instruction or assistance. Employee demonstrates effective leadership skills and motivates staff.
(4)	Exceeds Job Standard	The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.
(5)	Outstanding	Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Governing Board Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Board.			X			
B.	Reporting to the Board is timely, clear, concise and thorough.				X		
C.	Accepts direction/instructions in a positive manner.			X			
D.	Keeps the Board informed of current plans and activities of the Douglas County Lake Tahoe Sewer Authority.				X		
E.	Provides the Board with clear report of anticipated issues that could come before the Board.				X		

Comments: As a new board member I appreciate the thoroughness of Robs GM reports.

2.	Communication	1	2	3	4	5	N/A
A.	Oral communication is clear, concise, and articulate.			X			
B.	Written communications are clear, concise, and accurate.			X			
C.	Listens effectively and responds appropriately.			X			

Comments: _____

3.	Professional Job-Related Competencies	1	2	3	4	5	N/A
A.	**Decision Making**: *Reasons, analyzes, and evaluates; looks beyond short-term results; accurately assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.*			X			
B.	**Personal Behavior**: *Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.*			X			
C.	**Leadership**: *Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; and utilizes resources effectively in assessing situations prior to taking action.*			X			
D.	**Technical Knowledge**: *Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.*			X			

Comments: _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory 1	Improvement Needed 2	Meets Job Standards 3	Exceeds Job Standards 4	Outstanding 5
		X		

Comments: _____

IV. BOARD MEMBER FEEDBACK / DESIRED FUTURE GOALS AND OBJECTIVES

Feedback to the Manager from the Board Member / goals and objectives to be achieved in the next evaluation period: My time on the board has been short but I have been very impressed with how smoothly this operation runs. Your staff is extremely knowledgeable and during my tour with them, they had nothing but positive things to say about your leadership. Also my colleague at STPUD feel the same way. I look forward to working more with you and learning how the Nevada side operates.

Sara Nelson
Board Member Signature

5/6/25
Date

IV. DCLTSA MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

Douglas County Lake Tahoe Sewer Authority Manager Performance Evaluation

Employee Name: Robert Hopkins **Date:** May 21, 2025

Rating Period: From: June 1, 2024_____ To: May 31, 2025_____

Rating Scale Definitions (1-5)

(1)	Unsatisfactory	The employee's work performance is inadequate and inferior to the standards of performance required for the position. Shows little or no initiative or urgency to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy.
(2)	Improvement Needed	The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment.
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(4)	Exceeds Job Standard	The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.
(5)	Outstanding	Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Governing Board Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Board.			X			
B.	Reporting to the Board is timely, clear, concise and thorough.			X			
C.	Accepts direction/instructions in a positive manner.			X			
D.	Keeps the Board informed of current plans and activities of the Douglas County Lake Tahoe Sewer Authority.			X			
E.	Provides the Board with clear report of anticipated issues that could come before the Board.			X			

Comments: _____

_____

_____

2.	Communication	1	2	3	4	5	N/A
A.	Oral communication is clear, concise, and articulate.			X			
B.	Written communications are clear, concise, and accurate.			X			
C.	Listens effectively and responds appropriately.			X			

Comments: _____

3.	Professional Job-Related Competencies	1	2	3	4	5	N/A
A.	**Decision Making**: *Reasons, analyzes, and evaluates; looks beyond short-term results; accurately assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.*			X			
B.	**Personal Behavior**: *Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.*			X			
C.	**Leadership**: *Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; and utilizes resources effectively in assessing situations prior to taking action.*			X			
D.	**Technical Knowledge**: *Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.*			X			

Comments: _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory 1	Improvement Needed 2	Meets Job Standards 3	Exceeds Job Standards 4	Outstanding 5
		X		

Comments: _____

IV. BOARD MEMBER FEEDBACK / DESIRED FUTURE GOALS AND OBJECTIVES

Feedback to the Manager from the Board Member / goals and objectives to be achieved in the next evaluation period: _____

Marge Lugo-Hauge
Board Member Signature

4-29-25
Date

IV. DCLTSA MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

Douglas County Lake Tahoe Sewer Authority Manager Performance Evaluation

Employee Name: Robert Hopkins **Date:** May 21, 2025

Rating Period: From: June 1, 2024_____ To: May 31, 2025_____

Rating Scale Definitions (1-5)

(1)	Unsatisfactory	The employee's work performance is inadequate and inferior to the standards of performance required for the position. Shows little or no initiative or urgency to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy.
(2)	Improvement Needed	The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment.
(3)	Meets Job Standard	The employee's work performance consistently meets the standards of the position. Employee demonstrates knowledge and ability to meet performance expectations. Errors are generally minimal and self-corrected by employee with limited degree of instruction or assistance. Employee demonstrates effective leadership skills and motivates staff.
(4)	Exceeds Job Standard	The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.
(5)	Outstanding	Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Governing Board Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Board.					✓	
B.	Reporting to the Board is timely, clear, concise and thorough.					✓	
C.	Accepts direction/instructions in a positive manner.					✓	
D.	Keeps the Board informed of current plans and activities of the Douglas County Lake Tahoe Sewer Authority.					✓	
E.	Provides the Board with clear report of anticipated issues that could come before the Board.					✓	

Comments: _____

_____

_____

2.	Communication	1	2	3	4	5	N/A
A.	Oral communication is clear, concise, and articulate.					✓	
B.	Written communications are clear, concise, and accurate.					✓	
C.	Listens effectively and responds appropriately.					✓	

Comments: _____

3.	Professional Job-Related Competencies	1	2	3	4	5	N/A
A.	**Decision Making**: *Reasons, analyzes, and evaluates; looks beyond short-term results; accurately assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.*					✓	
B.	**Personal Behavior**: *Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.*					✓	
C.	**Leadership**: *Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; and utilizes resources effectively in assessing situations prior to taking action.*					✓	
D.	**Technical Knowledge**: *Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.*					✓	

Comments: _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory 1	Improvement Needed 2	Meets Job Standards 3	Exceeds Job Standards 4	Outstanding 5
				✓

Comments: _____

IV. BOARD MEMBER FEEDBACK / DESIRED FUTURE GOALS AND OBJECTIVES

Feedback to the Manager from the Board Member / goals and objectives to be achieved in the next evaluation period:

ROB HAS DEMONSTRATED AN EXCELLENT ABILITY TO MANAGE AND OVERSEE THE OPERATIONS AND STAFF OF THE AUTHORITY - VERY PLEASED WITH HIS OVERALL PERFORMANCE

Board Member Signature

4-29-25
Date

IV. DCLTSA MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

Douglas County Lake Tahoe Sewer Authority Manager Performance Evaluation

Employee Name: Robert Hopkins **Date:** May 21, 2025

Rating Period: From: June 1, 2024_____ To: May 31, 2025_____

Rating Scale Definitions (1-5)

(1)	Unsatisfactory	The employee's work performance is inadequate and inferior to the standards of performance required for the position. Shows little or no initiative or urgency to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy.
(2)	Improvement Needed	The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment.
(3)	Meets Job Standard	The employee's work performance consistently meets the standards of the position. Employee demonstrates knowledge and ability to meet performance expectations. Errors are generally minimal and self-corrected by employee with limited degree of instruction or assistance. Employee demonstrates effective leadership skills and motivates staff.
(4)	Exceeds Job Standard	The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.
(5)	Outstanding	Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Governing Board Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Board.					X	
B.	Reporting to the Board is timely, clear, concise and thorough.					X	
C.	Accepts direction/instructions in a positive manner.					X	
D.	Keeps the Board informed of current plans and activities of the Douglas County Lake Tahoe Sewer Authority.					X	
E.	Provides the Board with clear report of anticipated issues that could come before the Board.					X	

Comments: ALWAYS KEEPS THE BOARD UPDATED IN A CLEAR AND UNDERSTANDABLE WAY.

2.	Communication	1	2	3	4	5	N/A
A.	Oral communication is clear, concise, and articulate.					X	
B.	Written communications are clear, concise, and accurate.					X	
C.	Listens effectively and responds appropriately.				X		

Comments: _____

3.	Professional Job-Related Competencies	1	2	3	4	5	N/A
A.	**Decision Making**: *Reasons, analyzes, and evaluates; looks beyond short-term results; accurately assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.*				X		
B.	**Personal Behavior**: *Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.*					X	
C.	**Leadership**: *Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; and utilizes resources effectively in assessing situations prior to taking action.*				X		
D.	**Technical Knowledge**: *Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.*					X	

Comments: MAKES GOOD USE of LOCAL TALENT. KEEPS JOBS IN HOUSE WHEN POSSIBLE.

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory 1	Improvement Needed 2	Meets Job Standards 3	Exceeds Job Standards 4	Outstanding 5
			X	

Comments: ALWAYS DEPENDABLE!

IV. BOARD MEMBER FEEDBACK / DESIRED FUTURE GOALS AND OBJECTIVES

Feedback to the Manager from the Board Member / goals and objectives to be achieved in the next evaluation period:

NO TIE COMMENTS THIS YEAR. KEEP DOING WHAT YOU ARE DOING.

Board Member Signature

MAY 8, 2025
Date

IV. DCLTSA MANAGER COMMENTS & SIGNATURE

Manager Signature

Date

Douglas County Lake Tahoe Sewer Authority
FY 2024 Salary Plan
Table 2 - Recommended Salary Ranges per Classification

Occupational Job Families and Job Classes	Proposed			
	Range	Minimum	Midpoint	Maximum
	105%			
Administration Group				
* Authority Manager	50	$189,455	$236,818	$284,182
* Authority Controller	44	$141,374	$176,717	$212,061
* Accountant	29	$68,003	$85,004	$102,005
* Accounting Clerk	24	$53,282	$66,603	$79,924
Maintenance and Operations Group				
* Maintenance and Operations Superintendent	41	$122,124	$152,655	$183,186
Automation, Instrumentation and Controls Specialist (same as IT Specialist?)	36	$95,687	$119,609	$143,531
Senior Maintenance Mechanic/Operator Grade 3	36	$95,687	$119,609	$143,531
Maintenance Mechanic/Operator Grade 2	31	$74,974	$93,717	$112,460
Maintenance Mechanic/Operator Grade 1	30	$71,403	$89,254	$107,105
* Maintenance Mechanic	29	$68,003	$85,004	$102,005
* Maintenance Technician	25	$55,946	$69,933	$83,920

Permanent Salary Range Table
Illustrative Merit Increase Guide – FY 2024

	ACHIEVEMENT LEVEL				
COMPA-RATIO	1	2	3	4	5
80.0 – 89.9	0%	0%	4%	5%	6%
90.0 – 99.9	0%	0%	3%	4%	5%
100.0 – 109.9	0%	0%	2%	3%	4%
110.0 – 120.0	0%	0%	1%	2%	3%

NOTES: No increase to exceed Maximum of salary range; Compa-ratio is the % relationship of an incumbent's salary amount to the Midpoint of the salary range for their position's job class.

Illustrative Achievement Levels

1 Unacceptable
2 Needs Improvement
3 Standard Performance
4 Above Standard Performance
5 Excellent Performance

RAISE CALCULATIONS
Rob Hopkins

Rating	#	Cumulative
5	31	155
4	11	44
3	23	69
Total		268
Avg		**4.12**

Current	Midpoint	Compa-Ratio
$ 228,764.00	$ 236,818.00	**96.60%**

Current	Raise per Chart	Raise Amt Per Year
$ 228,764.00	4.00%	**$ 9,150.56**

Monthly Raise
$ 762.55

RAISE CALCULATIONS
Rob Hopkins

Rating	#	Cumulative
5	31	155
4	11	44
3	23	69
Total		268
Avg		**4.12**

Current	Midpoint	Compa-Ratio
$ 228,764.00	$ 236,818.00	**96.60%**

Current	Raise per Chart	Raise Amt Per Year
$ 228,764.00	5.00%	**$ 11,438.20**

Monthly Raise
$ 953.18

SALARY SURVEY AND RECOMMENDED FY 2024 SALARY PLAN

FOR THE

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

DECEMBER 2023

Prepared by:
Public Sector Personnel Consultants
National Office: 2824 N. Power Rd, No. 113-486, Mesa, AZ 85215
Nationwide: 888-522-7772
www.compensationconsulting.com

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1. EXECUTIVE SUMMARY

It is with substantial pleasure that we present this report describing the results of the 2023 salary survey and updated 2024 Salary Plan for the Douglas County Lake Tahoe Sewer Authority.

A. SUMMARY OF FINDINGS

1. The Authority's salary plan is competitive (not more than 5% below the Market average rates) for 33% of its salary survey benchmark job classes in comparison to the selected competitor employers (page 4).

2. The Authority's salary plan is not competitive (-5% or more below the prevailing rates) for 67% of its salary survey benchmark job classes in comparison to the competitor employers (page 4).

3. The extent of variance from the estimated prevailing rates ranges from -8.95% for Maintenance and Operations Superintendent to +0.15% for Maintenance Technician (page 4).

4. With a salary competitiveness policy of 105% of the Prevailing Rates, two employee salaries are below the Minimum of the salary range for their position for an estimated cost to implement of $2,314 (0.21% of payroll) (page 8).

B. SUMMARY OF RECOMMENDATIONS

1. Confirm the Authority's permanent prevailing rate policy and desired salary competitiveness policy at 105% of the estimated prevailing rates (page 6).

2. Utilize the Authority's Permanent Salary Range Table (Figure 1, page 5).

3. Adopt the FY 2024 base salary range assignments in Table 2 (page 7).

4. Continue to administer the salary plan on a pay-for-performance basis utilizing the Authority's five-level performance appraisal system.

5. Periodically update the salary plan by reallocating job classes to different salary ranges in the Permanent Salary Range Table reflecting the varying prevailing rate movement of each job class in the marketplace (page 10).

6. Develop and implement a comprehensive program and materials to communicate the FY 2024 salary plan to all employees.

2. EXTERNAL COMPETITIVENESS COMPARISONS

The following paragraphs and tables compare the Authority's proposed salary structure (salary range Midpoint) to those for similar occupations at employers with whom the Authority competes to obtain and retain high quality staff. The Authority has separated the comparators into three groups based on similarity to the Authority. The comparators and their group are identified below:

Group 1 - Comparable
Incline Village GID
North Tahoe GID
South Tahoe PUD
Tahoe City PUD
Tahoe Truckee Sanitation

Group 2 - Less Comparable
Carson City Public Works
City of Fernley
Mammoth Community Water Authority
Minden-Gardnerville Sewer Authority
Washoe County

Group 3 - Least Comparable
Churchill County
Nevada City
Truckee Sanitary Authority

A. SALARY RANGE MIDPOINT COMPARISON

We utilized the standard "structure-to-structure" method to compare the Authority's salary ranges to the prevailing rates. The Authority's salary ranges, and the prevailing rates are represented by their Midpoints, which are the amounts employers pay for sustained competent job performance.

Midpoint is the most objective, occupation-specific, and consistent component of salary structures among employers, as the varying widths of salary ranges are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers.

B. EXTERNAL PREVAILING RATE COMPARISON

The table below summarizes the comparison of the Authority's salary range midpoints for all benchmark job classes, to the prevailing rates for comparator employers in Groups 1 – Comparable and Group 2 – Less Comparable. Group 3 – Least Comparable rates are included in the survey for informational purposes only and are not included in the prevailing rate calculation. Additional details are provided in Table 1 below.

NOTE: Relationship of +/- 5% to the prevailing rates is considered comparable to the prevailing rates.

Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Average Variance	Range of Variance
More than 5% BELOW	4	67%	-7.74%	-8.95% / -6.34%
Comparable – within 5%	2	33%	+2.58%	+5.00% / +0.15%
More than 5% AHEAD	0	0%	NA	NA

The Authority is a competitive employer (within 5% or more of the prevailing rates) for 33% of the benchmark job classes and is not a competitive employer (-5% or more below the prevailing rates) for 67% of the benchmark job classes.

Table 1 – Summary of Prevailing Rates Comparisons

DCLTSA Current Title	DCLTSA Midpoint	Survey Midpoint	Variance	
			$	%
Maintenance and Operations Superintendent	$131,869	$143,667	-$11,798	-8.95%
Authority Manager	$204,572	$221,883	-$17,310	-8.46%
Authority Controller	$160,288	$171,834	-$11,547	-7.20%
Maintenance Mechanic	$77,101	$81,988	-$4,887	-6.34%
Accountant	$85,004	$80,752	$4,252	5.00%
Maintenance Technician	$66,603	$66,503	$100	0.15%
For Information and Use in Salary Planning Only				
Accounting Clerk	--	$68,464	--	--
Lead Operator (Grade 3 or better)	--	$104,905	--	--
Operator Grade 1	--	$72,251	--	--
Operator Grade 2	--	$79,036	--	--
Operator Grade 3	--	$87,656	--	--
Operator Grade 4	--	No Data	--	--
SCADA Technician	--	$94,415	--	--

3. CURRENT SALARY RANGE STRUCTURE

The Authority's current Permanent Salary Range Table, shown below, is an open-range salary table, which provides equal in-range salary opportunity of 50% from Minimum to Maximum. The salary ranges are separated by a uniform 5%, permitting job classes to be precisely linked to the external prevailing rates, the Authority's salary competitiveness policy, and internal job relationships, through their Midpoints.

The Table's 50 ranges exceed the dollar ranges required to encompass the FY 2024 prevailing rates, permitting the plan to be updated in future years to accommodate the anticipated increases in the prevailing rates. Additional salary ranges may be added.

Using the Authority's current Permanent Salary Range Table, job classes are individually reassigned to different salary ranges on an annual basis to reflect the varying movement in the external prevailing rate (if any) for each job class. The Permanent Salary Range Table should not be adjusted by blanket percentages or flat dollar amounts, as that will adversely impact the Authority's external competitiveness and the internal equity of the salary plan.

Figure 1 Authority's Permanent Salary Range Table

Salary Range	Minimum	Midpoint	Maximum		Salary Range	Minimum	Midpoint	Maximum
1	$17,347	$21,684	$26,021		26	$58,744	$73,430	$88,116
2	$18,215	$22,768	$27,322		27	$61,681	$77,101	$92,521
3	$19,125	$23,907	$28,688		28	$64,765	$80,956	$97,148
4	$20,082	$25,102	$30,122		29	$68,003	$85,004	$102,005
5	$21,086	$26,357	$31,628		30	$71,403	$89,254	$107,105
6	$22,140	$27,675	$33,210		31	$74,974	$93,717	$112,460
7	$23,247	$29,059	$34,870		32	$78,722	$98,403	$118,083
8	$24,409	$30,512	$36,614		33	$82,658	$103,323	$123,988
9	$25,630	$32,037	$38,445		34	$86,791	$108,489	$130,187
10	$26,911	$33,639	$40,367		35	$91,131	$113,914	$136,696
11	$28,257	$35,321	$42,385		36	$95,687	$119,609	$143,531
12	$29,670	$37,087	$44,504		37	$100,472	$125,590	$150,708
13	$31,153	$38,941	$46,730		38	$105,495	$131,869	$158,243
14	$32,711	$40,888	$49,066		39	$110,770	$138,463	$166,155
15	$34,346	$42,933	$51,519		40	$116,309	$145,386	$174,463
16	$36,064	$45,079	$54,095		41	$122,124	$152,655	$183,186
17	$37,867	$47,333	$56,800		42	$128,230	$160,288	$192,345
18	$39,760	$49,700	$59,640		43	$134,642	$168,302	$201,963
19	$41,748	$52,185	$62,622		44	$141,374	$176,717	$212,061
20	$43,836	$54,794	$65,753		45	$148,443	$185,553	$222,664
21	$46,027	$57,534	$69,041		46	$155,865	$194,831	$233,797
22	$48,329	$60,411	$72,493		47	$163,658	$204,572	$245,487
23	$50,745	$63,431	$76,118		48	$171,841	$214,801	$257,761
24	$53,282	$66,603	$79,924		49	$180,433	$225,541	$270,649
25	$55,946	$69,933	$83,920		50	$189,455	$236,818	$284,182

Midpoint %
5.00%

Range Spread
50.00%

4. RECOMMENDED FY 2024 BASE SALARY PLAN

The following narratives and tables describe the recommended FY 2024 salary plan for the Authority and its estimated fiscal impact.

A. RECOMMENDED FLEXIBLE SALARY COMPETITIVENESS POLICY

Salary *policy* is the Authority's expression of *where* it will place its salary levels in relation to the prevailing rates, expressed as a *percentage* of the external prevailing rates.

Permanent Prevailing Rate Salary Policy

We recommend that the Authority continue its salary competitiveness policy at 105% of the prevailing rates. *"At the prevailing rates"* is defined as +/- 5% of the survey jobs' averages matching the Authority's benchmark job classes. An illustrative prevailing rate resolution wording is:

> *It is the policy of the Authority to place its salary range assignments at 105% of the prevailing rates paid for similar occupations by the employers with whom we compete for high quality staff, if financially able, based on the non-weighted average rates of the designated comparator employers.*

This flexible policy will permit the Authority to consider significant factors relating to internal occupational group relationships, supply, and demand in the marketplace for specific occupations, and financial constraints.

B. ASSIGNMENT OF JOB CLASSES TO SALARY RANGES

Table 2, on the next page, is the recommended FY 2024 salary ranges for each of the Authority's job classes in occupational group order. Benchmark job classes (indicated by an asterisk) were placed as close to the prevailing rates for comparable job classes as was practical, by matching the Authority's salary range Midpoints to the survey benchmark rates.

We utilized our professional judgment to prevent illogical relationships that could result from survey data directly linked into salary ranges, as there is no automatic logical job content relationship among survey data collected from various employers. Non-benchmark job classes were linked to benchmark job classes by professional judgment.

Table 2 - Recommended Salary Ranges per Classification

Occupational Job Families and Job Classes	Proposed			
	Range	Minimum	Midpoint	Maximum
	105%			
Administration Group				
* Authority Manager	50	$189,455	$236,818	$284,182
* Authority Controller	44	$141,374	$176,717	$212,061
* Accountant	29	$68,003	$85,004	$102,005
* Accounting Clerk (for future use)	24	$53,282	$66,603	$79,924
Maintenance and Operations Group				
* Maintenance and Operations Superintendent	41	$122,124	$152,655	$183,186
Automation, Instrumentation and Controls Specialist	36	$95,687	$119,609	$143,531
Senior Maintenance Mechanic/Operator Grade 3	35	$91,131	$113,914	$136,696
Maintenance Mechanic/Operator Grade 2	31	$74,974	$93,717	$112,460
Maintenance Mechanic/Operator Grade 1	30	$71,403	$89,254	$107,105
* Maintenance Mechanic	29	$68,003	$85,004	$102,005
* Maintenance Technician	25	$55,946	$69,933	$83,920

C. *ESTIMATED FISCAL IMPACT OF THE RECOMMENDED SALARY PLAN*

Table 3, below, summarizes the estimated fiscal impact for the proposed salary plan. Should the Authority decide to position itself at 105% of the prevailing rates, two employees' salaries will fall below the recommended Minimum for their salary range for a cost of $2,314 (0.21% of current base payroll) to increase those salaries to the new proposed Minimum.

Table 3 – Estimated Fiscal Impact of the FY 2024 Salary Plan

	@ 105%
Number of Employees	10
Total Payroll	$1,104,023
Number of Employees Below Minimum	2
As % of total employees	20.00%
Total $ below Minimum	**$2,314**
As % of total payroll	**0.21%**
Average amount below Minimum	$1,157
Number of Employees Below Midpoint	5
As % of total employees	50.00%
Total $ below Midpoint	$79,784
As % of total payroll	7.23%
Average amount below Midpoint	$15,957
Number of Employees Between Midpoint and Maximum	5
As % of total employees	50.00%
Number of Employees Above Maximum	0
As % of total employees	0.00%
Total $ over Maximum	$0
As % of total payroll	0.00%
Average amount over Maximum	$0

5. INITIAL IMPLEMENTATION OF FY 2024 SALARY PLAN

The initial implementation of the Authority's updated salary plan for FY 2024 will be controlled by the Authority's financial resources, and therefore balanced between the Authority's desire to pay all employees at the prevailing rates for their occupations and available funds. The following approach is provided for the Authority to implement as described or modify to suit its compensation philosophy, historical practices, and available funds.

A. SALARIES BELOW MINIMUM

Increase the salaries of the two employees whose current salary amount is less than the Minimum of the salary range for their position's job class on the effective date of the updated salary plan.

B. IN-RANGE ADJUSTMENTS

Review employees' time-in-position and performance evaluations to determine if in-range adjustments are necessary to alleviate inadvertent compression that may have occurred as a result of increasing employees that were below minimum up to the new minimum. These adjustments should be made after the plan's effective date (and after all salaries have been adjusted up to Minimum).

6. SALARY ADMINISTRATION

Following are several key salary plan maintenance procedures.

A. FUNDING INITIAL IMPLEMENTATION AND ANNUAL UPDATES

We recommend the Authority's salary plan be established and subsequent updates made based on the external prevailing rates.

All funds for initial implementation and/or annual updates should be combined into one single prevailing rate maintenance (PRM) budget authorized by the Authority. Across-the-board or universal flat amount salary increases significantly impair external competitiveness, internal equity, and merit increase opportunity.

B. ANNUAL PLAN UPDATE STEPS

1. Secure re-affirmation of the Authority's prevailing rate salary policy.
2. Obtain latest salary surveys of comparator employers.
3. Compute the prevailing rate for each of the benchmark job classes.
4. Reassign the benchmark job classes to the salary ranges whose Midpoints most closely match the prevailing rates.
5. Re-assign the non-benchmark job classes by adjusting them by the same number of salary ranges as their linked benchmark job class.
6. Utilize professional judgment in job class re-assignment to prevent internal inequities and relationships not supported by relative job complexity.
7. Identify employees whose current salary is less than their job's new Minimum.
8. Compute the total amount of dollars, and percentage of current payroll, required to bring all employees to the Minimum of their new salary range.
9. Provide information to the Authority's Board of Directors for budgeting purposes.
10. Obtain approved prevailing rate maintenance (PRM) budget from the Board of Directors.
11. Construct new Merit Increase Guide commensurate with funding level.
12. Adjust departmental budgets based on employees' various compa-ratios.
13. Bring all salaries up to Minimum on the updated plan's effective date (7/1/24, 7/1/25, etc.)
14. Provide individual merit increases on the employees' anniversary dates.