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.

APPROVED

4903-9217-4399, v. 1

Meeting Date: April 16th, 2025

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report: April 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. DCLTSA staff performed a site visit to the Bently Reservoir to obtain level data for Wilson Engineering. The Bently Reservoir is where both DCLTSA and MGSD store treated effluent in the winter, when there is no demand for irrigation. Wilson is monitoring the reservoir level over time to estimate when or if the reservoir will reach capacity. Authority Engineer Anderson can provide further details if needed.

2. Our staff is continuing to perform sewer utility locations for the upcoming Highway 50 repaving project.

3. DCLTSA personnel are coordinating temporarily shutting down utility power at the Plant with NV Energy to install a separate meter on our Export pumps so we can switch over to the NV Energy Agricultural billing rate.

4. Staff installed a rebuilt motor on Export pump number 4. We will be removing the motor on Export pump 2 next for servicing.

5. We are preparing to replace the roof on the Headworks Building next month. We have been gradually replacing roofing here at the plant over the past 2 years or so. East Fork Roofing will be doing the work for us.

6. The thermal imaging work on the Export Building electrical connections mentioned in last month's report has been completed. No hazardous connections were found.

7. NCE has submitted a re-design of the Edgewood Intertie to DCLTSA. Mr. Anderson is working with us on design review and comment. He can provide additional details if desired.

8. We provided Elks Point Sanitation District with information related to how the Authority staff respond to customer reports of sewage spills and blocked sewer laterals. The information should help EPSD develop standard operating procedures for these events moving forward.

9. Edgewood Companies submitted Sanitary Sewer plans to DCLTSA for the upcoming Clubhouse South Room Expansion project. Review of the sewer connections and the dewatering MOU for construction is underway by staff. The design review is being performed by our Engineer, R.O. Anderson. The project seeks to commence construction in September 2025 and achieve occupancy certification in December 2026.

WILSON ENGINEERS
Formerly R|O|Anderson

April 14, 2025

Via Email

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

Authority Engineer's Monthly Report – April 2025

Dear Members of the Board:

The following report presents a summary of activities undertaken on behalf of the Sewer Authority since our last meeting together on March 19, 2025. 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, Wilson Engineers LLC, (Wilson), assisted and participated with Authority personnel on various engineering-related assignments on an as-requested basis. These services included reviewing and providing plan review comments on a proposed residential project at 1010 Holly Lane, and participated in meetings as requested.

Annual Flow Report
During the period we began our efforts to collect and compile the needed data components that are used in developing the Annual Flow Report. We anticipate having the Flow Report prepared and ready for presentation to the Board at their next meeting.

Summary of Influent Flows – Year to Date:
Utilizing flow data collected and submitted to us by Paula East-Janicki, we have reviewed and compiled that data for March 2025. The attached charts summarize the flow meter readings for the period. Like previous presentations of this data, we have superimposed the dates of official holiday's (i.e., New Years, Martin Luther King Day, and President's Day) as well as reported daily precipitation. Based on our review of the flow data, the variation in flow received at the plant when compared to the sum of the flows received from the contributing districts is about

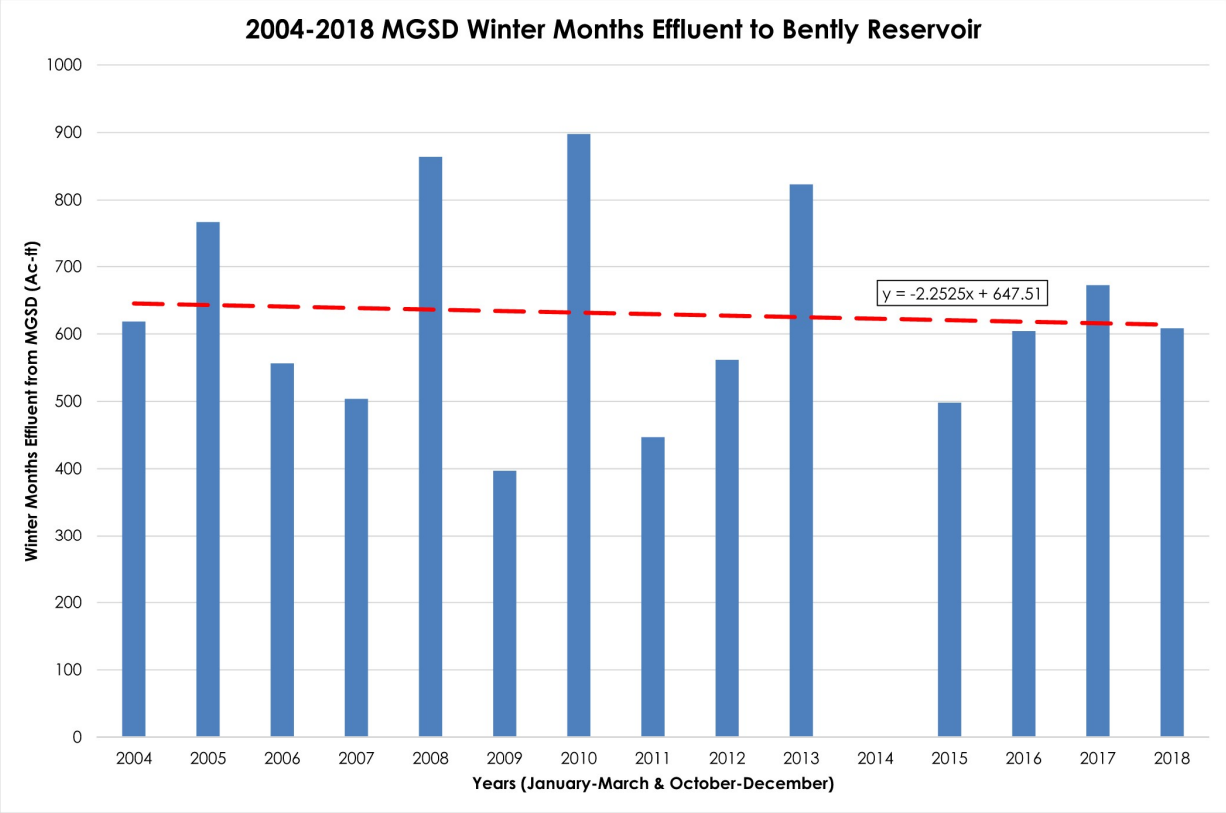
1.52%, which is well within the accuracy limits of the meter manufacturers. That is, the sum of the flows from the contributing districts is slightly less than the volume of flow measured at the plant.

The average daily flow during March 2025 as measured by the influent meter was calculated to be 1.08 million gallons per day (MGD). This daily influent flow volume is slightly lower than the average daily flow (1.21 MGD) measured in 2024. Year to date, the average daily flow measured at the Plant meter is about 1.09 MGD.

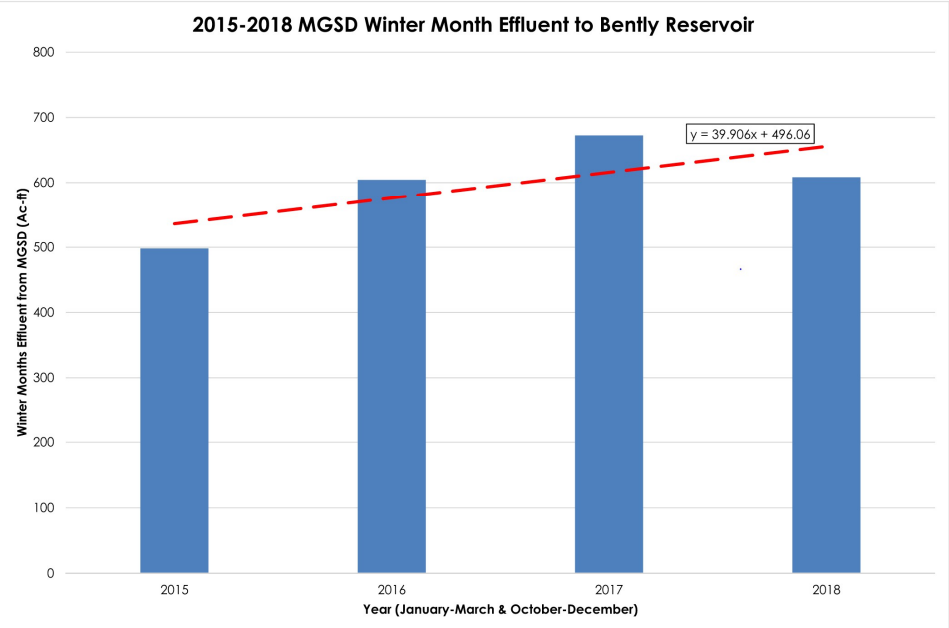
Effluent Winter Storage: 2004-2025

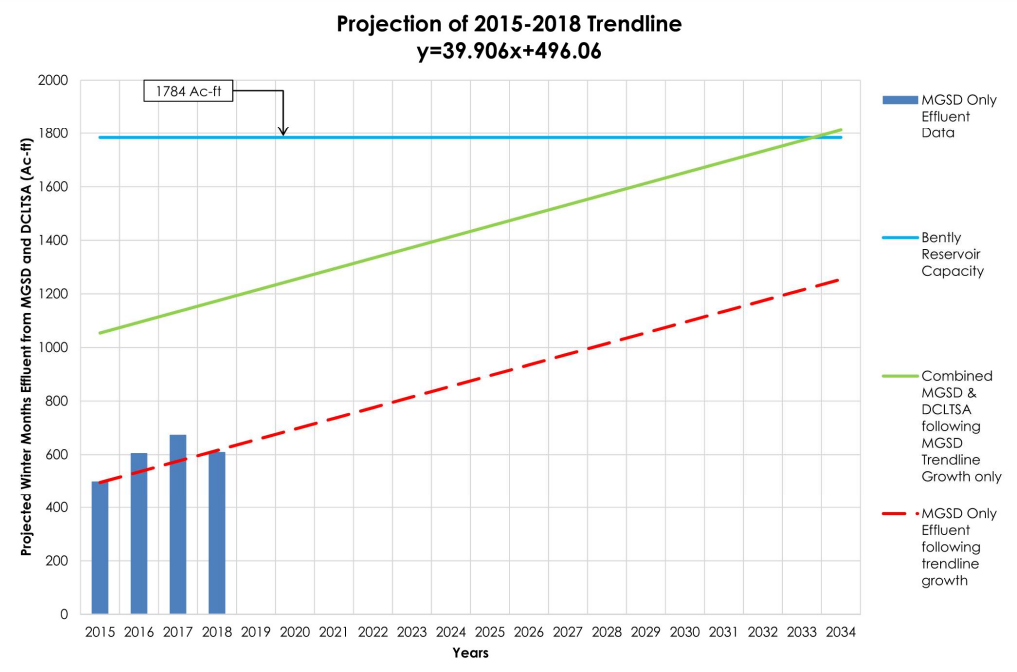
As the members of the Board are likely aware, effluent from the treatment plant is pumped over Daggett Summit for disposal in Carson Valley by land application. During winter months, when plant nutrient uptake is not available, the effluent is stored in a lined reservoir that was constructed by Bently Ranch in 2003. Effluent from both Minden-Gardnerville Sanitation District (MGSD) and the Sewer Authority are currently stored in the same reservoir. During the summer months the stored and pumped effluent is used to irrigate agriculture and hay crops in Carson Valley.

The Bently Reservoir has a design capacity of 1,784 acre-feet. We understand that when the reservoir was designed, it was sized to safely store the projected volume of sewage effluent generated during the winter months from the service area of MGSD – essentially the flows from their district at build-out. The reservoir design did not contemplate storing effluent from the Sewer Authority. As a result, to better understand when the available capacity of this reservoir may become limited and unavailable for effluent from the Sewer Authority, in 2012 we began monitoring the volume of effluent that MGSD pumps to this reservoir. With exception of the flows in 2014, we have good data through 2018. The following is a chart of the variation in volumes from MGSD that have been delivered to the reservoir for this period (2004 – 2018).



As is readily seen, the trend line for this period is slightly negative, a portion of which is due to the absence of data for Winter 2014. The following charts utilize the volumes pumped from 2015 – 2018 from MGSD to develop a trend line, and then that relationship was used to project the probable volumes that may be pumped to the reservoir over time (red dashed line). The second chart adds an additional line (solid green) to depict the projected volume that may be pumped to the reservoir from both MGSD and DCLTSA, which adds a constant volume of approximately 600 acre-feet from DCLTSA. This is approximately equivalent to the annual average daily flow over a 6-month-long winter period. If these projected volumes are realized, it would seem that the capacity of the reservoir would be fully utilized by 2034 and the Sewer Authority would then be in need of additional storage capacity.


2015-2018 MGSD Winter Month Effluent to Bently Reservoir
800
700
600
500
400
300
200
100
0
y = 39.906x + 496.06
Winter Months Effluent from MGSD (Ac-ft)
2015
2016
2017
2018
Year (January-March & October-December)


Projection of 2015-2018 Trendline
y=39.906x+496.06
2000
1800
1600
1400
1200
1000
800
600
400
200
0
1784 Ac-ft
Projected Winter Months Effluent from MGSD and DCLTSA (Ac-ft)
2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034
Years
MGSD Only Effluent Data
Bently Reservoir Capacity
Combined MGSD & DCLTSA following MGSD Trendline Growth only
MGSD Only Effluent following trendline growth

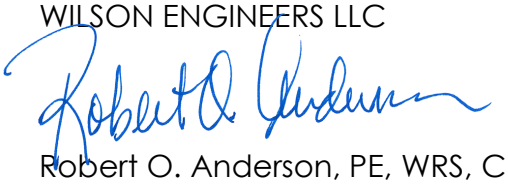
This data is provided at this time only to provide some background information for the Board regarding the long-term need for the Sewer Authority to develop alternate storage capacity. We will be working with representatives of MGSD and Authority staff over the coming month or two to update this data and provide the Board with a refined projection based on more complete and up to date flow data.

2024 Sewer Plant Site Re-Paving Project – Design and Permitting Efforts:
Our efforts on the final design details of the paving project are complete, and we are initiating the permit applications to TRPA and Douglas County. We have received the formal report and pavement section recommendations from Black Eagle Consulting. As related previously, while we remain optimistic that the project will be treated as a maintenance project resulting in a reduced permitting schedule our recent discussions with the Community Development Director suggest that the county may require both a building permit and a site improvement permit.

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,

WILSON ENGINEERS LLC

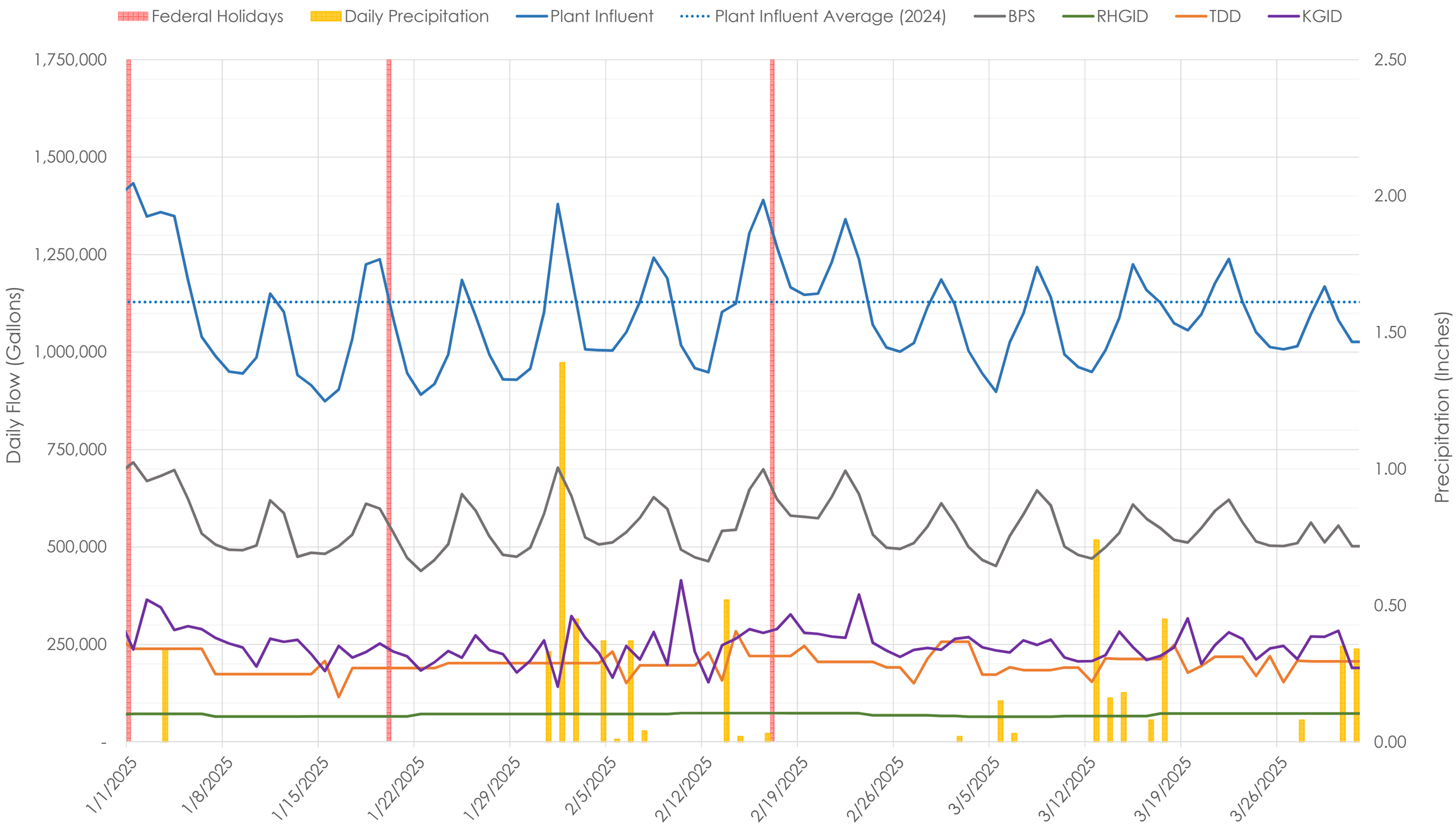


Robert O. Anderson, PE, WRS, CFM
Principal Engineer

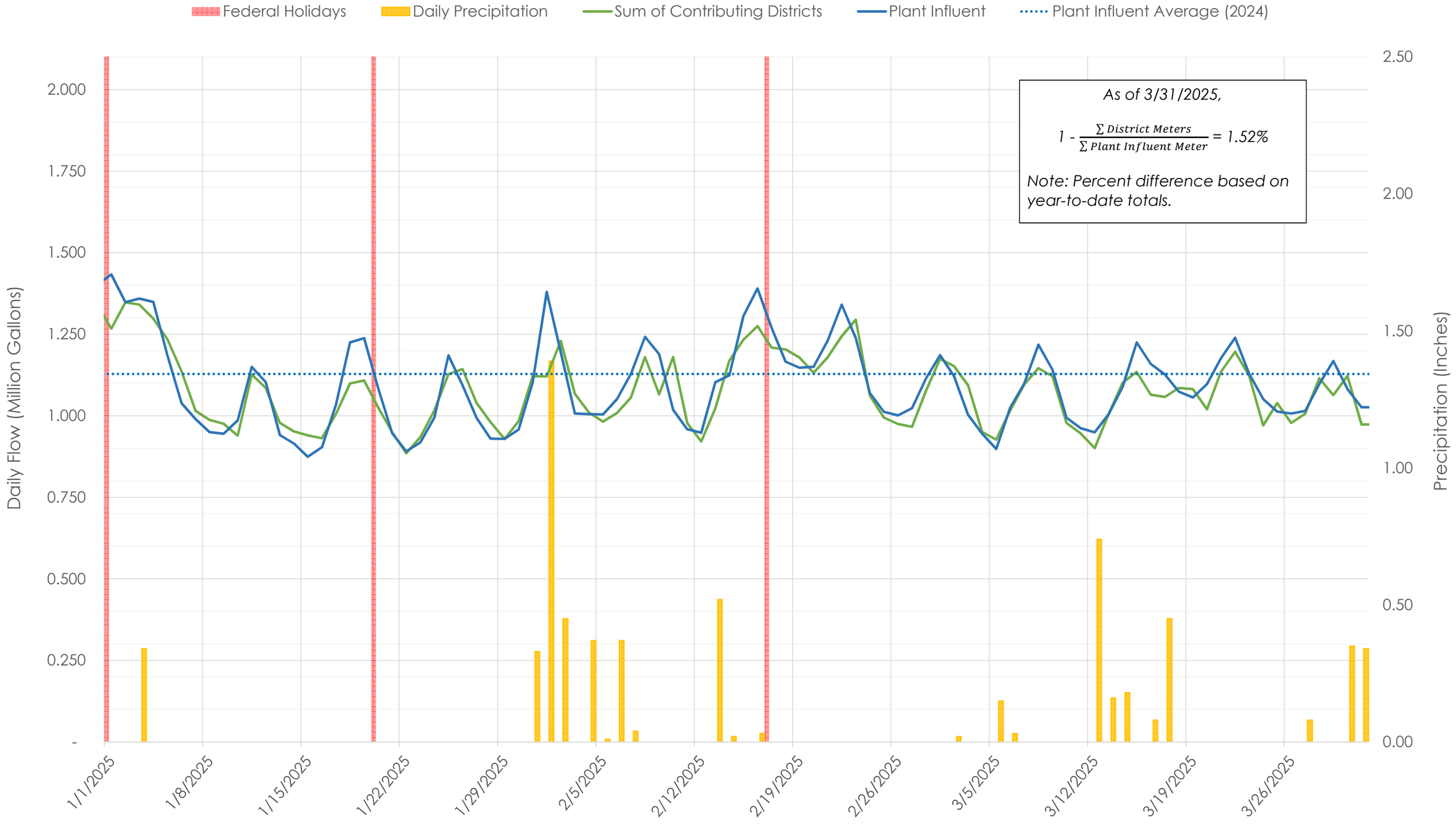
Attachments

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

DCLTSA Flow Comparison with Daily Precipitation
1/1/2025 - 3/31/2025



Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
1/1/2025 - 3/31/2025

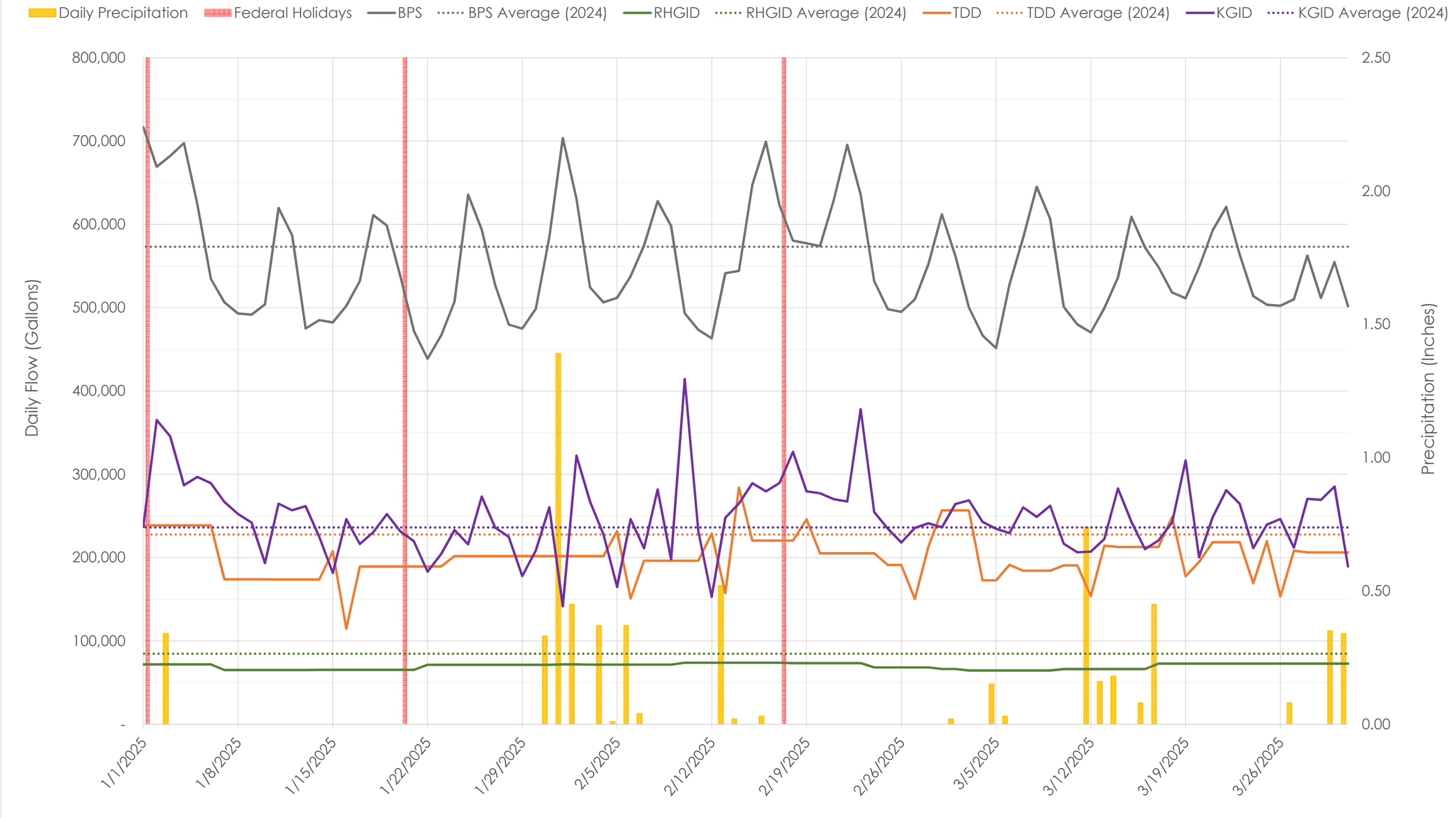


As of 3/31/2025,

$$1 - \frac{\sum District\ Meters}{\sum Plant\ Influent\ Meter} = 1.52\%$$

Note: Percent difference based on year-to-date totals.

Contributing Districts Comparison with Daily Precipitation
1/1/2025 - 3/31/2025



Controller's General Status Report

April 16, 2025

- The Budget to Actual Spreadsheet in your packet shows that we finished February 1.75% under budget. This is largely attributable to lower electric rates and decreased usage.

- Influent Flows here at the plant through March were down 5.4% overall. Round Hill's and TDD's flow percentages are down very slightly, less than .25% from last year. KGID's flow percentage is down 4.25% from last year's. The In-District flow percentage is up slightly but commercial flows are down 4%. These decreases may have to do with drier weather this year, thus less infiltration.

- We will be presenting the final budget at our next meeting, on May 21. Hopefully, by then we'll have a better estimate of the timing of capital projects, and whether the Main Pump Station motor control cabinet and the transfer switch gear will actually be completed this year and can be taken out of the budget for next year.

- I have given each of the Board members evaluation forms for the Authority Manager, Rob Hopkins. Please complete them and return them to me no later than May 14. His contract will be on next month's agenda, for possible renewal.

Investment Report

The Authority's investments total more than $18.6 million, with $13.5 million of that amount being held in the Local Government Investment Pool (LGIP). The only change to the investment accounts since the last meeting has been the addition of interest.

Claims and Check Register

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