MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
September 17, 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, September 17, 2025, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

## ROLL CALL:

Present were Trustees John McLaughlin, Marge Hauge and Sara Nelson. Trustees Keith Fertala and Wes Rice were absent.

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

## PUBLIC COMMENT:

None.

## APPROVAL OF AGENDA:

**It was moved by Trustee Nelson, seconded by Trustee Hauge and carried unanimously (3-0) that the meeting agenda as presented be approved.**

## MINUTES OF PRIOR MEETING:

**It was moved by Trustee Nelson, seconded by Trustee Hauge and carried unanimously (3-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated August 20, 2025, be approved as presented.**

## MANAGER'S REPORT:

### A. General Status Report

Mr. Hopkins presented the Board with a written summary of various general matters related to the Authority and briefly summarized some items in the written report. The written report is incorporated in these minutes by this reference.

Mr. Hopkins reported that a rebuilt pump motor was recently installed by Authority staff in Export Pump #4.

With regard to the Edgewood South Room Expansion, Mr. Hopkins stated that Authority staff and the Authority Engineer have begun plan review for the necessary sewer main extension.

Mr. Hopkins stated that the Authority's cost for sodium hypochlorite has recently increased by approximately 25% and as a result the Authority is looking for alternative sources and reducing the use of the product as much as possible.

Mr. Hopkins indicated that an emergency wet-well bypass pump has been put in place in order to provide redundancy in the event of catastrophic failure of the primary effluent export pump.

Finally, Mr. Hopkins reported that the project to replace the Main Pump Station Master Control Center was recently started and will require approximately two weeks to complete.

## 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 September 15, 2025, briefly summarizing various issues that Wilson Engineering has been involved with on behalf of the Authority. The September 15, 2025, correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that delay of the Pavement Rehabilitation Project has been reported to the contractor and that the project will be re-bid in the spring.

As part of Mr. Anderson's report, he provided the Trustees with influent flow charts and indicated that the correlation of the data from the various meters remains very good. Mr. Anderson also noted that influent flows for the summer have been higher than historical averages.

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, presented the Controller's Report, reporting that operating expenses were approximately 4% over budget through the end of August mostly as a result of annual expenses that are paid at the beginning of the fiscal year.

Ms. East-Janicki indicated that August influent flows were approximately 7.6% higher than August of 2024 and that the increase was mainly the result of increased flows from the commercial property within the Authority.

Finally, Ms. East-Janicki stated that she and the Authority Accountant, Ying Johnson, have begun preparations for the Authority's annual audit that is scheduled to begin September 29th.

Ms. East-Janicki also informed the Board that terms of the Trustees from KGID, RHGID and TDD expire at the end of September and Trustees will need to be appointed by those districts prior to the Authority's next Board of Trustees meeting.

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

### B. Investment Report

Ms. East-Janicki provided the Board with a written summary of the Authority's investments and reported that the Authority has approximately $18.9 million invested, with approximately $13.7 million in the Local Government Investment Pool with the only change in investments being the addition of interest.

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

**APPROVAL OF CLAIMS:**

The claims, along with the Authority's check register, were provided to the Board.

The claims were signed off on by the Chairman.

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 the KGID Board will be considering a protest of a snow removal contract that was recently awarded by 3-2 vote of the KGID Board. KGID is also planning a meeting to kick-off its planned rate study. Trustee Nelson also stated that the KGID Board has had discussions regarding the Market Street designs being worked on by DOWL Engineering.

Trustee Hauge reported that TDD is not having a Board meeting in September, but they have been dealing with objections from a homeowner to actions of TDD to charge the homeowner for services to a second home on the property that was not previously known to TDD. Trustee Hauge explained that TDD has assessed the owner a connection fee of $5,000 and has not attempted to collect for the services provided to this extra residence over the last several years. Trustee Hauge stated that she would appreciate DCLTSA responding to correspondence to DCLTSA from the homeowner. DCLTSA counsel, Jim Cavilia, indicated that the Authority general manager could

send a letter to the owner indicating that DCLTSA has no authority over the TDD sewage collection system, or the charges assessed by TDD.

Chairman McLaughlin reported that he recently attended a reception for the opening of the new sportsbook at the Golden Nugget, stating that the new space was very nice, and is part of more than $240 million being spent by the Golden Nugget in upgrades. Chairman McLaughlin stated that Caesar's is continue with the improvements to its property. Finally, Chairman McLaughlin added that the summer concerts have been well attended and very successful.

**PUBLIC COMMENT:** Anne Harry of EPSD stated that the proposed new agreement with the Authority has not yet been approved by EPSD because of comments from EPSD's lender, the United States Department of Agriculture. Ms. Harry indicated that she would keep the Authority informed regarding this matter.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:00 a.m.

Marge Hause

APPROVED

4933-1453-1694, v. 1

**Meeting Date: September 17th, 2025**

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

***Subject / Title:***

Authority Manager's Monthly Report: September 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 rebuilt pump motor for Export Pump #4 has been installed, tested and placed into service.

2. DCLTSA staff and Authority Engineer Anderson have been working cooperatively on plan review and approvals for the sewer main and manhole work to be done as part of the Edgewood South Room Expansion Project. Mr. Anderson may provide greater detail if desired.

3. Thatcher Chemical Company has notified the Authority that sodium hypochlorite (bleach) prices will be increasing by $4,000.00 per load, beginning next month. This is about an 83 cent per gallon price increase. We are in the process of price-shopping for other hypochlorite vendors now. Additionally, we are slightly reducing hypochlorite additions to our secondary effluent and waste activated sludge to see if we can realize some savings without affecting treatment or disinfection quality.

4. DCLTSA staff have placed the Godwin Engine Driven Emergency Wet-Well Bypass Pump on its concrete pad next to the Export Building. The Emergency Pump adds redundancy by allowing us to continue operations in the event there was ever a catastrophic failure in the reservoir / export building, like a structure fire etc. (Photo attached).



Staff placing the Godwin Engine Driven Emergency Wet Well Bypass Pump on its concrete pad.

5. The Main Pump Station Master Control Center (MCC) Replacement Project kicked off on September 8th. The project involves running the station on generator power for 7 to 10 days while the main electrical and control components are replaced. Pac Machine provided 4 backup generators and 2 portable variable frequency drives for the project. Royal Electric is doing the demolition and installation of the new MCC gear and related wiring. The new MCC panels and new Logic Controls have been designed and built by Tesco Controls. Tesco will be testing and commissioning the new MCC gear the week of September 15th. (Photos attached).



Pac Machine backup generator and portable VFD setup.



Royal Electric removing old MCC gear.


New MCC cabinets installed.

WILSON ENGINEERS

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Minden, NV 89423

9060 Double Diamond Pkwy, Suite 1B
Reno, NV 89521

Office: 775-782-2322

September 15, 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 – September 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 August 20, 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 several engineering-related assignments on an as-requested basis. These services included assisting the Authority by reviewing and responding to engineering and permitting related questions, reviewing and analyzing flow data, and providing input and recommendations regarding various requests received by the Authority for plan approvals, mapping requests and easements.

2025 PAVING PROJECT

After the Board last meeting, I contacted each of the bidders and informed them that of the Board's decision not to award the contract this year due to the fact that a permit was not forthcoming from TRPA. I assured each bidder that we would inform them once we received permits and we were ready to proceed to re-bid the project. Both indicated a strong and continued interest in the project.

During the period we have received one additional request for supplemental information from TRPA specifically regarding snow storage areas. We, therefore, annotated and re-submitted the plans by designating the areas used historically by plant personnel for that purpose. We have not received any further correspondence from the agency regarding the status of their revivew.

Summary of Influent Flows – Year to Date:
Utilizing flow data collected and submitted to us by Ms. East-Janicki, we have reviewed and compiled that data through August 2025. The three attached charts summarize the flow meter readings for the period and present the data in different comparisons. Page 1 shows

the year-to-date flow trends by each contributing district to the total Plant Inflow. It also documents precipitation events as well as officially recognized holidays.

Page 2 presents a comparison of the combined flows from the contributing districts to the total influent flows measured at Plant Influent meter. This page also shows a dotted line that is representative of the average annual daily flow measured at the plant in 2024. Interestingly, the average daily influent flows have been above average since about June 1st, with the beak flow being measured over the July 4th weekend. This same sheet includes the calculation of the year-to-date variation of the sum of the metered flows from the contributing districts to the total flows measured at the plant. As noted on this sheet, the variation is about 1.68%, which remains a very good correlation between the data and well within the accuracy limits of the meter manufacturers

The final page, Page 3, compares the flows from each district compared to that district's average flow. This sheet is helpful to identify flow trends within each respective contributing district.

The average daily flow during August 2025 as measured by the influent meter, was 1.33 MGD. These monthly average daily influent flow volumes are somewhat higher (~19%) than the annual average daily flow measured in 2024 (1.12 MGD), which is consistent with the graphical presentation on Page 2 of the attached flow comparison charts. Interestingly, the highest daily flow in August was 1.52 MG was recorded on August 2nd. Year to date, the average daily flow measured at the Plant meter is about 1.18 MGD.

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,

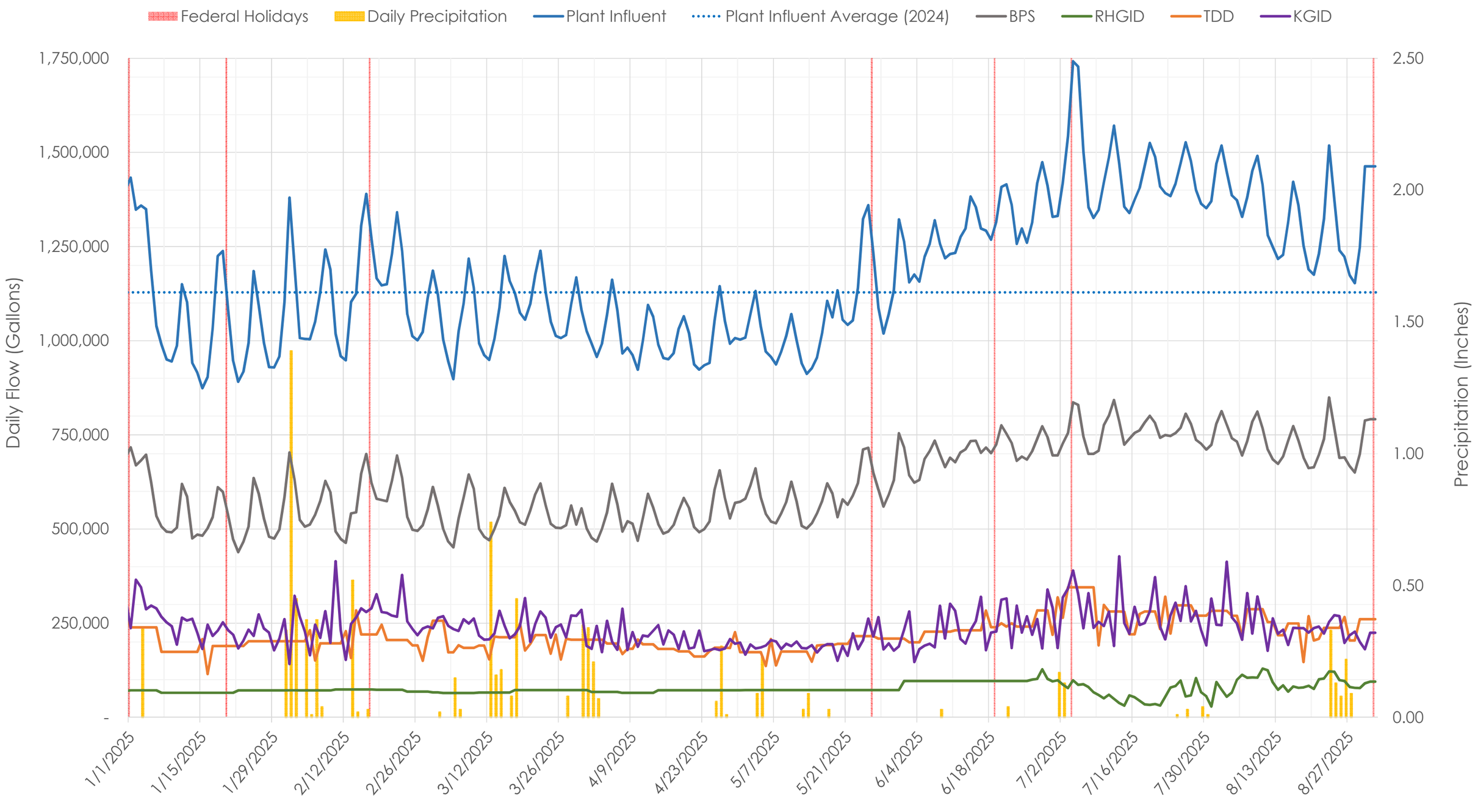
WILSON ENGINEERS LLC

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

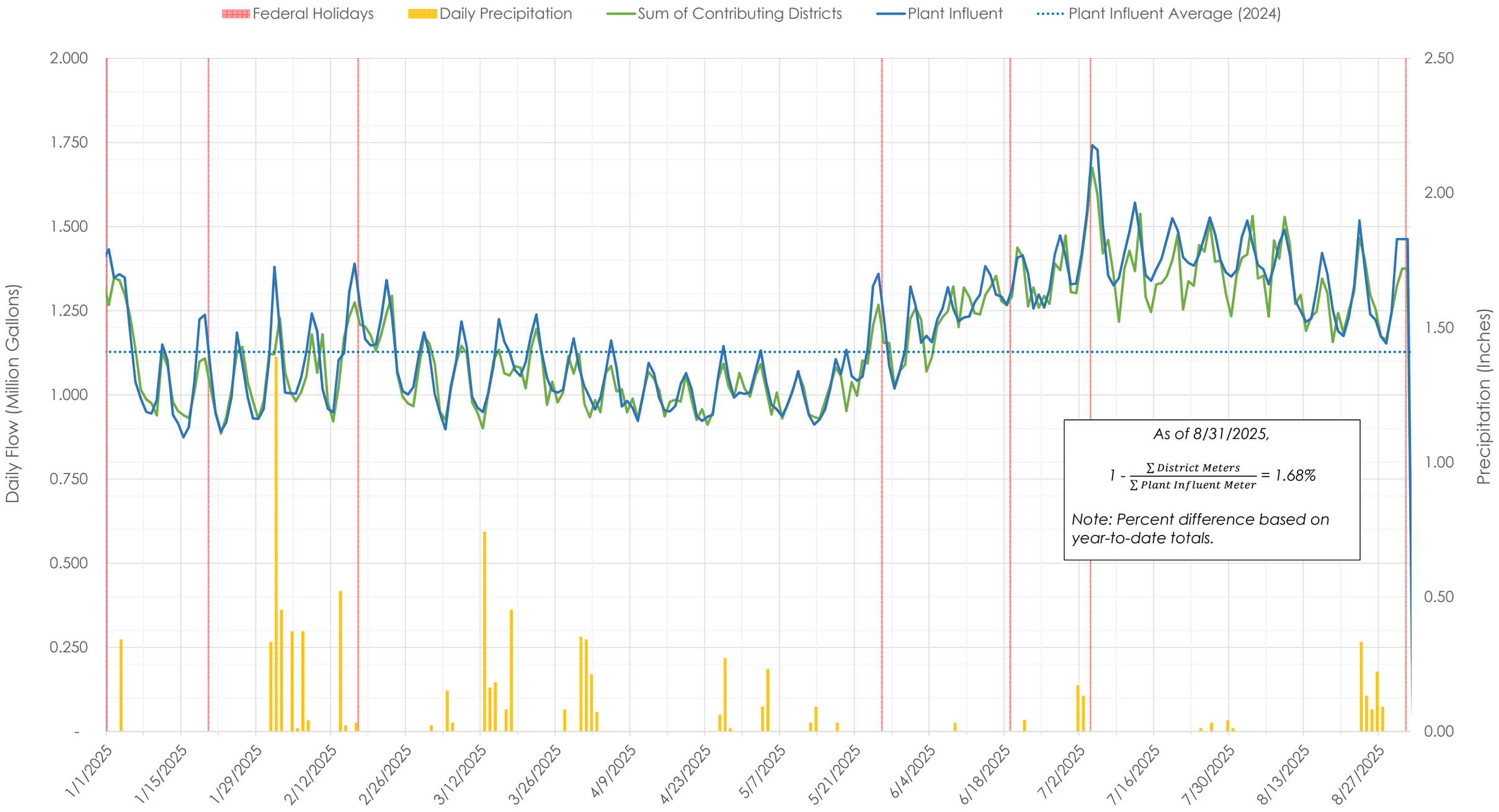
Attachments

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

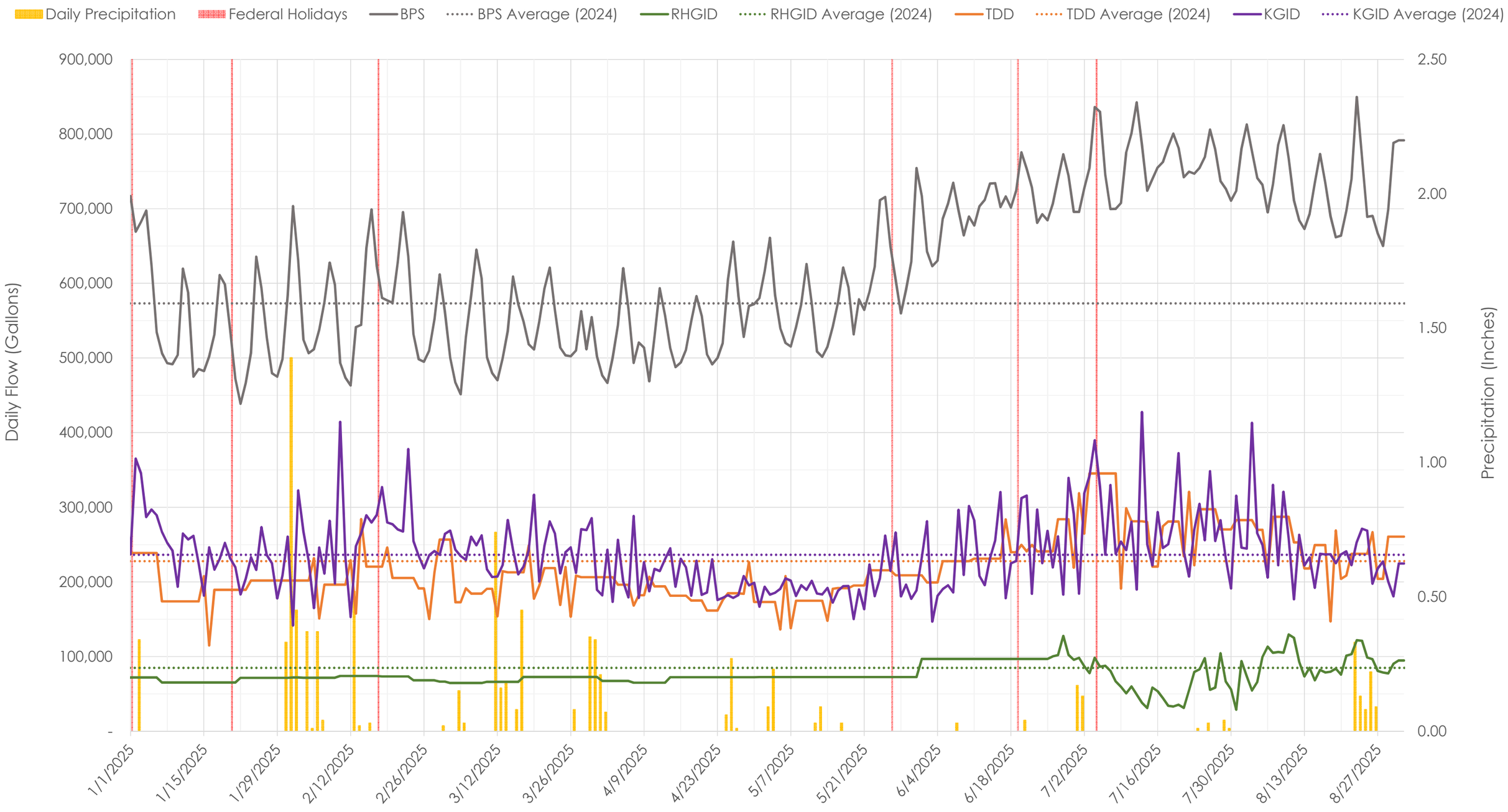
## DCLTSA Flow Comparison with Daily Precipitation
## 1/1/2025 - 8/31/2025



## Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
## 1/1/2025 - 8/31/2025



## Contributing Districts Comparison with Daily Precipitation
## 1/1/2025 - 8/31/2025



# Controller's General Status Report

## September 17, 2025

The Budget to Actual Spreadsheet in your packet shows that at the end of July, we were a little more than 4%, or $13,141 over budget. The Annual Software Licenses and Permit fees which are paid up front at the beginning of the year account for $22,000, so I feel confident that, at the quarter when we adjust for accrued expenses, the actual expenses will fall in line with the budget.

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Influent flows in August were 7.6% higher than August last year. For the first 8 months of 2025, the Beach Pump Station flows were 6.4% higher than last year, while the participating district's flows were all down. The flow percentage, which governs rates, has also changed from last year with the Beach Pump Station 3% higher, and the participating districts down between 1.75% and 2 % each. Remember, at audit time, reduced flow percentages are calculated and usually result in a refund of fees. The In-Authority commercial flows through July were up 5%, which drives the increase at the Beach Pump Station.

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Our annual audit begins on September 29, and Ying and I are busy preparing for it.

## Investment Report

The Authority's investments total more than $18.9 million, with $13.7 million of that amount being held in the Local Government Investment Pool (LGIP). Those amounts might be higher, because we have not yet

received interest distributions from LGIP for July, and their website in down as part of the State's ransomware issue. The only changes to our investment accounts since the last meeting have been from interest received.

**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.