MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
October 22, 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, October 22, 2025, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

Acknowledgment of Appointees of Kingsbury General Improvement District, Tahoe Douglas District and Round Hill General Improvement District to the DCLTSA Board for 3-year term beginning October 1, 2025, and ending September 30, 2028.

Authority Controller Paula East-Janicki reported that Trustees Hauge, Fertala and Nelson were each reappointed by the respective board of their districts to serve terms of three years on the Authority Board of Trustees beginning October 1, 2025.

ROLL CALL:

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

RECOGNITION OF OTHERS IN ATTENDANCE:

Present were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki, Authority Accountant, Ying Johnson, and the Authority's legal counsel, Jim Cavilia. Authority Engineer, Rob Anderson was present via audio and video connection by which he could hear everyone at the meeting, and everyone could hear him. Bradley Oneto and Anne Harry of the Elk Point Sanitation District (EPSD) were in attendance and Samantha Jones of Lake Village Homeowners Association was present via audio and video connection by which she could hear everyone at the meeting, and everyone could hear her.

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 September 27, 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 after interviewing four candidates for the position of Maintenance Technician I, no candidate was selected, and he has decided to expand the opening to more experienced candidates.

In connection with the planned modifications to the entrance to the office at the plant, Mr. Hopkins stated that the Tahoe Regional Planning Agency (TRPA) has requested historical information regarding the Authority's acquisition of the plant property and original construction of improvements at the plant. Mr. Hopkins indicated that with the assistance of Authority Engineer, Rob Anderson the Authority's legal counsel, Jim Cavilia, he was able to obtain the requested information for TRPA.

Mr. Hopkins stated that Authority staff has recently implemented some minor changes to the sewage treatment process involving biological phosphorus removal. Mr. Hopkins indicated that initial in-house testing has shown positive results.

Mr. Hopkins reported that Authority staff, on its own, has installed new pumps and pedestals at the Main Pump Station as part of the ongoing project to improve the Main Pump Station.

In response to a question from Trustee Hauge about the possibility of selling effluent for golf course irrigation in the future, Mr. Hopkins explained that such use of the Authority's effluent in such a manner could be possible, but that additional treatment would be necessary.

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 October 21, 2025, briefly summarizing various

issues that Wilson Engineering has been involved with on behalf of the Authority. The October 21, 2025, correspondence is incorporated in these minutes by this reference.

Mr. Anderson explained that, as part of the TRPA's review of the Plant Paving Project, historic information is being reviewed to determine coverage availability as well as whether the Authority office is an historic structure pursuant to TRPA regulations. Mr. Anderson added that TRPA is now completing its review.

With regard to influent flow reports. Mr. Anderson stated that metering data continues to correlate very well with very consistent information.

Regarding EPSD's planned system improvements, Mr. Anderson reported that easement issues were continuing to be addressed and that the planned meter location for EPSD will capture all influent flows from EPSD.

Mr. Anderson stated that, based on proposed futures uses of Bently property in the Carson Valley, Bently is proposing to modify the locations of effluent disposal on its property. Mr. Anderson explained that the proposed reduction in land area for effluent disposal would not have a negative impact on the Authority and the sufficient acreage would remain available for effluent disposal. Mr. Anderson stated that an updated/revised agreement with Bently would likely be coming forward in the coming months.

In response to a question from Trustee Fertala about the office possibly being an historic structure, Mr. Anderson indicated that he does not know what the impacts will be until the TRPA review is completed.

Trustee Fertala also inquired about the use of effluent for irrigation near developed properties in the Carson Valley. Mr. Anderson explained that none of the area available or being proposed for effluent disposal is near developed property and that he is comfortable that sufficient area for effluent disposal will be available for the foreseeable future.

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, indicating that operating expenses were approximately 4% over budget through the end of August as a result of annual software expenses that are paid at the beginning of the fiscal year.

Ms. East-Janicki reported that prior to the most recent billings, the Authority's receivables had a credit balance of $12,214 as a result of customers paying for the entire year all at once.

Influent flows were approximately 8.2% higher in September of 2025 than in September of 2024. Ms. East-Janick stated that flows through the Beach Pump Station from the commercial property within the Authority are up, while flows from the contributing districts are generally down from last year.

Ms. East-Janicki stated that the fieldwork for the annual audit involved five auditors on site for three days and that everything went well.

Finally, Ms. East-Janicki indicated that she and Ying Johnson were working on the Authority Financial Statements that should be ready for Board approval in November.

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 $19 million invested, with approximately $14.5 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 Hauge reported that TDD does not have too much going on right now. She did report that the TDD Board is continuing to deal with properties in the district that have multiple sewer connections but have only been billed for a single connection.

Trustee Fertala confirmed that he has been reappointed to the Authority Board of Trustees but that his time on the RHGID Board will end in December of 2026. Trustee Fertala indicated that discussions have already begun with another RHGID board member about taking over for him with the Authority. Trustee Fertala added that RHGID's lift station at Pinewild is operating and the sewer meter is up and running.

Trustee Rice had no report.

Trustee Nelson reported that a protest to the award of KGID's snow removal contract was unsuccessful and KGID's ongoing road project is being completed.

Chairman McLaughlin reported that the hockey season has started at the Tahoe South Events Center and the games continue to be very popular. Chairman McLaughlin stated that economic activity has been brisk and that room tax collections to date are over budget. Finally, Chairman McLaughlin indicated that upgrades to the hotel and the clubhouse at Edgewood are continuing.

PUBLIC COMMENT:

Bradley Oneto of EPSD stated that EPSD is continuing to work through easement issues related to planned collection system upgrades. Anne Harry of EPSD added that EPSD's funding from the United States Department of Agriculture is being delayed by the federal government shutdown.

ADJOURNMENT:

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

Sara Nelson

APPROVED

4925-8550-9495, v. 1

Meeting Date: October 22nd, 2025

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

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

Staff Recommendation:

None. This is an informational item only.

Discussion/Report:

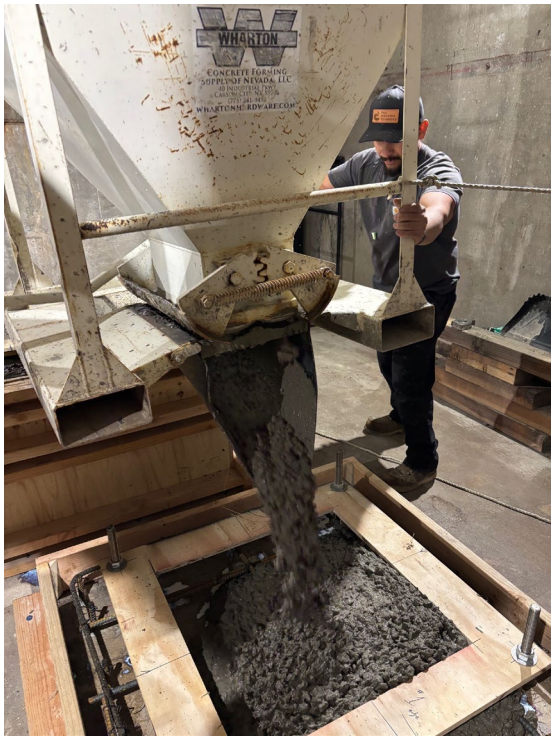
This item serves to afford the Authority General Manager the opportunity to update the DCLTSA Board of Trustees on select activities over the previous month.

1. We interviewed four applicants who applied for our open Maintenance Technician I / Wastewater Treatment Plant Operator-In-Training recruitment. After staff review, no candidates were selected for the position. We have decided to expand the job application to a Maintenance Mechanic / Wastewater Treatment Plant Operator Grade I/II/III to hopefully attract more candidates with industry-specific experience and certifications.

2. Information regarding the original land acquisition and early construction history of the Douglas County Sewer Improvement District # 1 / DCLTSA has been collected by Authority Attorney Jim Cavilia and Authority Engineer Rob Anderson. The information was requested by the TRPA related to our upcoming paving rehabilitation project. This project also proposes modifying the entrance to the office to install an ADA compliant walkway. TRPA is concerned that our building may be "of historic significance" and therefore some modifications may be restricted. Both Jim and Rob can provide further details upon request.

3. We have made minor configuration changes to the Treatment Plant in order to run a pilot test to see if we can perform Biological Phosphorus Removal (BPR). The temporary change involves converting one anoxic zone to an anaerobic zone at the front end of the plant treatment process. We plan on running the pilot test through the fall low-flow period. As of last week, preliminary in-house lab testing indicates that we have achieved significant phosphorus reduction, reducing an influent phosphorus concentration of 6.5 mg/L down to 0.95 mg/L phosphorus on export. We are waiting for confirmation of our in-house labs with our contract lab services provider WETLAB.

4. Staff have spent the past month installing new pumps and pedestals at the Main Pump Station as part of the overall Main Pump Station Improvement Project. Concrete and installation of piping was done entirely with our extremely talented staff! (Photos attached)



Pouring concrete pump pedestal

Setting pump volute bodies



WILSON ENGINEERS

1603 Esmeralda Avenue
Minden, NV 89423

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

Office: 775-782-2322

October 21, 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 – October 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 September 17, 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

Since the last Board meeting we have received and responded to additional data requests from representatives of TRPA. Each of these requests has been related to the actual age of the Administration Building. Apparently, the Agency is performing a historical structures review of the building due to its age and this despite there being no proposed modifications to the building itself. In response to the initial inquiry, we researched the Authority's historic files and located a copy of the original building drawings and submitted those. We also researched and submitted a copy of the deed that conveyed the property to the Authority. These documents proved insufficient for the Agency's purposes and they requested supplemental documents from the Assessor's office, which we provided. After these efforts, I am pleased to report that last week we received confirmation from the agency that they have finally assigned the project to a Planner and Historian for review.

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 September 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 September 2025 as measured by the influent meter, was 1.20 MGD. This monthly average daily influent flow volumes is only slightly higher (~7%) 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. Year to date, the average daily flow measured at the Plant meter is about 1.19 MGD.

I am currently out of town but will be attending the Board meeting via Zoom 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,

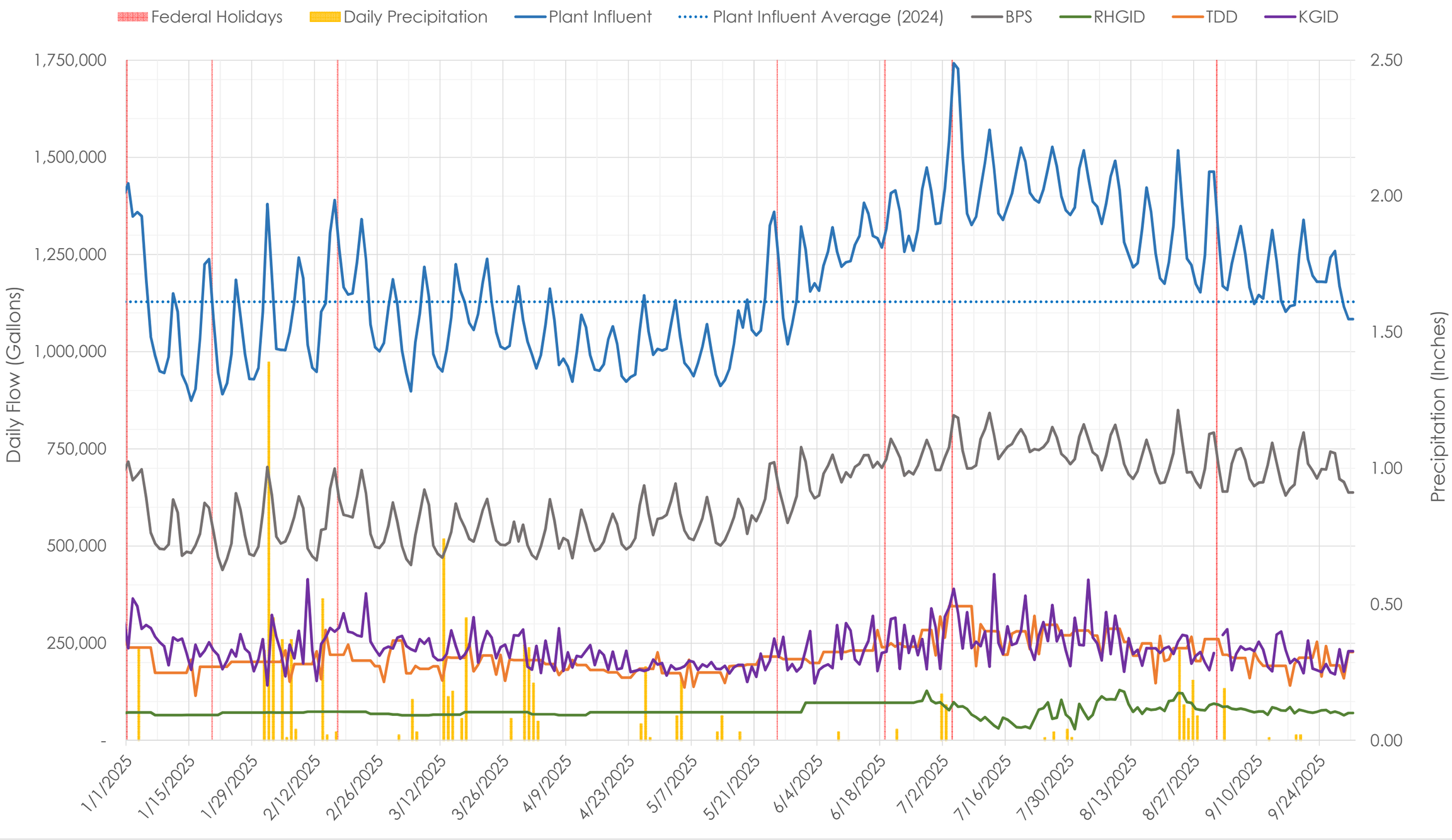
WILSON ENGINEERS LLC

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

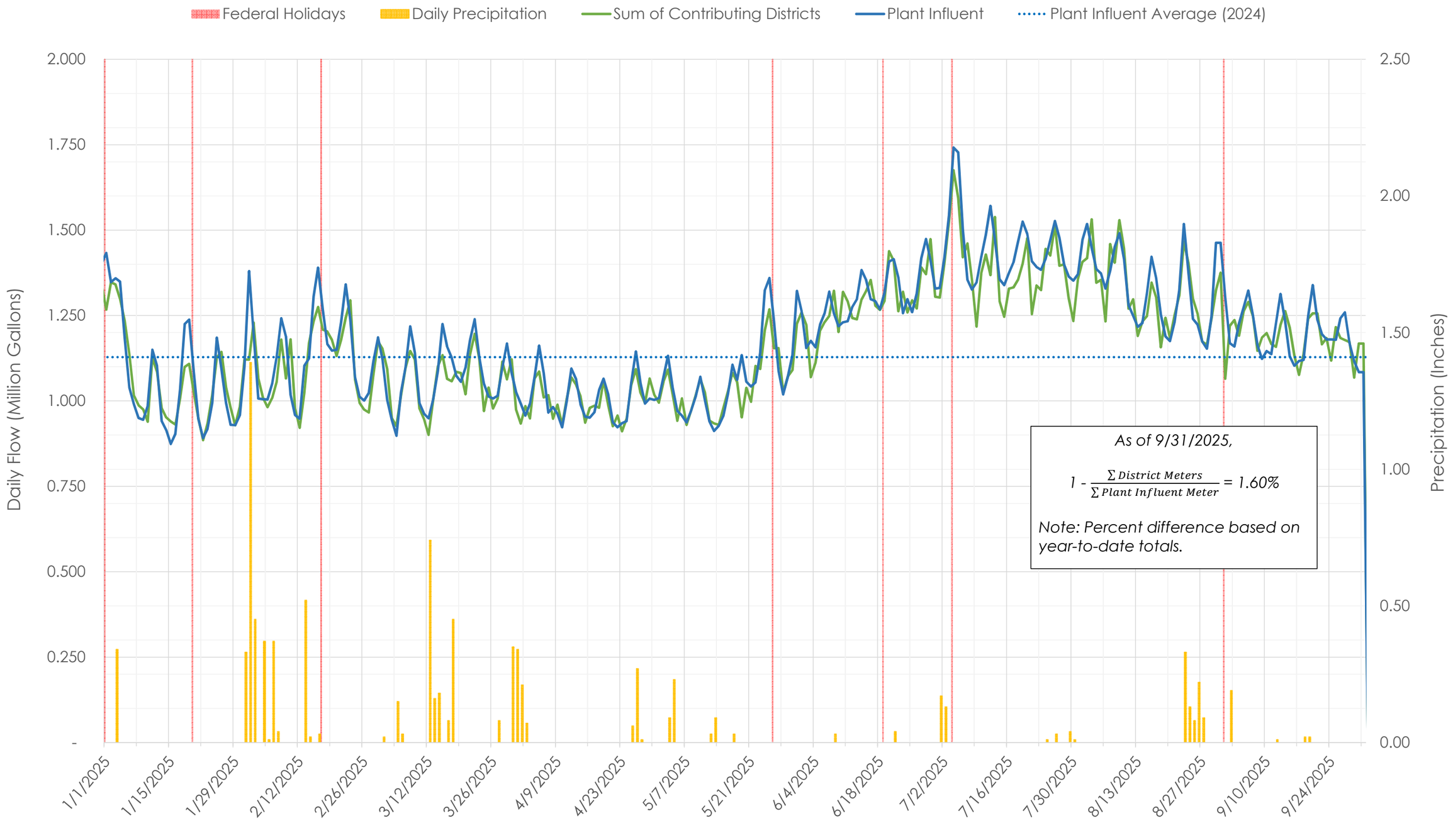
Attachments

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

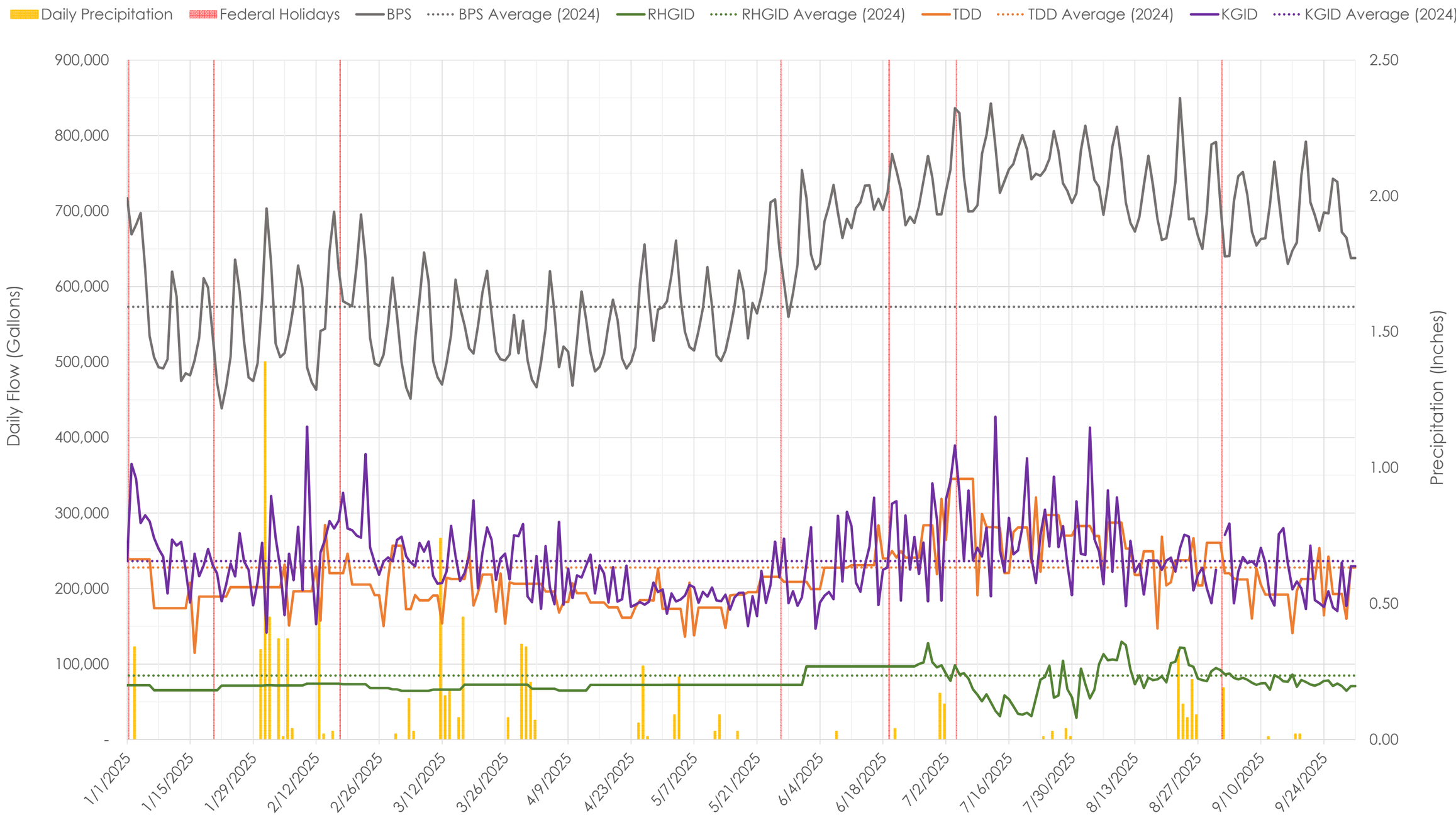
DCLTSA Flow Comparison with Daily Precipitation
1/1/2025 - 9/30/2025



Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
1/1/2025 - 9/30/2025



Contributing Districts Comparison with Daily Precipitation
1/1/2025 - 9/30/2025



Controller's General Status Report

October 22, 2025

The Budget to Actual Spreadsheet in your packet shows that at the end of August, we were still a little more than 4%, or $27,402.79 over budget. The Annual Software Licenses and Permit fees which are paid up front at the beginning of the year account for $25,000 of the overage, so I feel confident that, at the quarter when we adjust for accrued expenses, the actual expenses will fall in line with the budget.

At the end of September, before we billed the current quarter, there was a $12,214 credit Receivables balance. This is because many of our customers pay ahead for the whole year.

Influent flows in September were more than 8.2% higher than September last year. For the first 9 months of 2025, the Beach Pump Station flows were 8% 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 3.4% higher, and the participating districts down between 1.4% and 2.9 % each.

The fieldwork for the audit entailed having five auditors here on site for three days. Ying and I are working on the financial statements and they will be ready for Board adoption at the November meeting.

Investment Report

What we have recorded in our general ledger is that the Authority's investments total more than $19 million, with $14.5 million of that amount being held in the Local Government Investment Pool (LGIP). As of October 1, they were still paying more than 4.25% interest. 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.