NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, MARCH 20, 2019

Pursuant to Chapter 241 of the Nevada Revised Statutes, the Board of Trustees of Douglas County Lake Tahoe Sewer Authority hereby notifies all interested parties that a Special Meeting of the Board will be conducted March 20, 2019, beginning at 9:30 a.m., at the Oliver M. Kahle Conference Room located at the Waste Water Reclamation Plant of the District at Highway 50 and Sewer Plant Road in Zephyr Cove, Douglas County, Nevada.

Copies of this Notice are posted at least three (3) days prior to the scheduled meeting in the following locations:

Waste Water Reclamation Plant
Highway 50 and Sewer Plant Road
Zephyr Cove, Nevada

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

Members of the public with disabilities who wish to attend the meeting and require special assistance or accommodations are asked to call 588-3558 in advance of the meeting in order that arrangements can be conveniently made.

The meeting shall be conducted in accordance with the following Agenda. Unless otherwise stated, items may be considered out of order at the discretion of the chairperson. Unless otherwise noted, all items shall include discussion and possible action.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY MARCH 20, 2019

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 at the Douglas County Lake Tahoe Sewer Authority Administrative Office on Sewer Plant Road, Zephyr Cove, Nevada.

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 (February 20, 2019) – **for possible action.**

7. Manager's Report (Rob Hopkins)

   A. General Status Report

   B. Discussion and possible action regarding the Authority's compensation plan crafted by Public Sector Personnel Consultants in 2014 and possible options for updating it to include but not be limited to the following:

- Raising the salary scales, top and bottom, by 5% with a maximum financial impact in the next fiscal year of $19,000 and the following year of $15,000;

- Engaging Public Sector Personnel Consultants to perform another staffing and salary study to include review of job descriptions, interview of staff and comparisons to like agencies, resulting in an independent recommendation for compensation changes. The cost for this study would not exceed $7,500.

- Make no changes to the compensation plan.

  - **For possible action.**

C. Discussion and possible action to extend the contract with Tahoe Basin Container for trucking biosolids from April 1, 2019 to March 31, 2020, at an increased cost of $364 per trip, whether hauling a single bin or two bins. The fiscal impact will be an increase of approximately $20,000 over the contract year. – **for possible action.**

8. Engineer's Report

A. General Projects Status Report.

9. Attorney's Report (Jim Cavilia)

A. General Status Report

B. Discussion and possible action regarding leak/warranty issue with the Underground Emergency Storage Tanks – **for possible action.**

10. Controller's Report

A. General Status Report

B. Presentation of and discussion regarding the Authority's Capital Development Plan for Fiscal Year (FY) 2019-2020 to include potential State Revolving Fund financing

C. Discussion and possible action to retain Marty Johnson of JNA Consulting Group, LLC to analyze the Authority's options for funding capital improvements and assist in obtaining funding, including but not limited to State Revolving Fund financing, at a fiscal impact of between $17,500 and $27,500 depending on Board direction – **for possible action.**

D. Discussion and possible action to select an accounting firm for annual independent audit services pursuant to the Request for Proposals issued by the Authority - **for possible action.**

E. Discussion and possible action regarding the FY 2019-2020 increase to employee contributions to the Public Employees' Retirement System from 28% currently to 29.25%. The fiscal impact of paying the entire increase (employer's portion and employees') in lieu of giving COLA raises is estimated to be $7,630 in the next fiscal year – **for possible action.**

F. Discussion and possible action to accept the Tentative Budget for FY 2019-2020 for submission to the Department of Taxation – **for possible action.**

G. Discussion and possible action to set upcoming Board meeting dates, outside of the regular Third Wednesday of each month calendar to consider April 10, May 8 and the Budget Hearing on May 22 or May 29 – **for possible action.**

H. Investment Report

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

12. Final Public Comment

13. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on this date, 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 15th day of March, 2019.

Print Name: Paula East-Janicki
Title: DCLTSA Controller