

**ELK POINT SANITATION DISTRICT  
BOARD OF TRUSTEES**

**MINUTES OF PUBLIC MEETING**

January 11, 2024 • 3:00 PM  
423 Elks Ave. office • Video conference

**Board Members Present**

Bradley (Brad) Oneto  
Anne Harry  
Doreen Andriacchi  
Kylie Gerken  
Bill Olin

**Others Present**

Steve McVicar, CPA  
Karen Andrews,  
Accounting  
Marty Bibb  
Tim Gilbert  
Nancy Gilbert

Richard Rowe  
Beverly Oneto  
Deb Moretto  
Anne Gerken  
Rick Lagomarsino  
Charles Jennings  
Mike Harry

1. ACTION ITEM: Call meeting to order and roll call. The meeting was called to order at 3:02 P.M. by Brad Oneto. Those in attendance are noted above.
2. ACTION ITEM: Approval of agenda. The agenda was unanimously approved with a motion made by Doreen Andriacchi and seconded by Bill Olin. The vote was unanimous.
3. ACTION ITEM: Appointment of officers – Chairperson, Secretary, Treasurer. Doreen Andriacchi made a motion to appoint Brad Oneto as Chair which was seconded by Anne Harry; the vote was unanimous. Doreen Andriacchi made a motion to appoint Anne Harry as Secretary/Treasurer which was seconded by Kylie Gerken; the vote was unanimous.
4. PUBLIC COMMENT: Deb Moretto expressed congratulations to the Trustees on their appointments by the Douglas County Board of Commissioners. Marty Bibb who previously served as Chair gave a brief overview of the reorganization of the board and the EPSD maintenance concerns. He wanted to thank the new board for their willingness to serve and felt they would be an effective board. He also wanted to thank former board members Tim Gilbert and Cathy Oyster.
5. ACTION ITEM Approval of September 7, 2023 minutes. The minutes were approved unanimously.
6. ACTION ITEM: Designation of two trustees as bank signatories; removal of current signatories. Doreen Andriacchi made a motion to remove Marty Bibb and Tim Gilbert as signatories which was seconded by Anne Harry; the vote was unanimous. Doreen Andriacchi made a motion to add Brad Oneto and Anne Harry as signatories which was seconded by Anne Harry; the vote was unanimous.
7. ACTION ITEM: Consideration and approval of Petition and Resolution for Exemption for fiscal year 2024-2025. Steve McVicar presented the Resolution. Brad Oneto commented regarding the \$300,000 limit; Bill Olin commented regarding capital improvements. The Resolution was adopted with 5 ayes, 0 nays, 0 absent.
8. ACTION ITEM: Review and approval of Compilation Report and Financial Statements for the year ended June 30, 2023. Steve McVicar presented the Compilation Report and Financial Statements. Deb Moretto made a comment regarding the reserve. Doreen Andriacchi made a motion to approve which was seconded by Anne Harry. The motion was approved with four votes; Bill Olin abstained from voting but stated there was nothing objectionable in the reports.
9. ACTION ITEM: Approval of disbursements to date. Steve McVicar presented the disbursements. Brad made a comment that Douglas County Lake Tahoe Sewer Authority

(Sewer Authority) voted to switch the responsibility of maintenance to EPSD, and the board is working with them for a smooth transition. Bill Olin questioned if the anticipated level of the amount for repairs would stay the same as what the Sewer Authority reported. Steve said it was too soon to say. Doreen Andriacchi asked how long EPSD had until the Sewer Authority transitioned the maintenance of the system. Anne Harry replied June of 2025. Brad commented on funding from state government and other agencies. Anne commented that one reason the EPSD was set up as a GID in 1969 was so it would enable the EPSD to receive government funding. Bill commented regarding the scope of work. Brad Oneto stated the scope of work would be part of the infrastructure discussion and the system was currently inspected twice a day with no current issues. Other discussions were about the type of funding, and equipment needed based on the Sewer Authority proposal. Anne made a motion to approve the disbursements to date which was seconded by Doreen; the vote was unanimous.

10. ACTION ITEM: Review of outstanding accounts receivable. Karen Andrews reported that late statements hadn't been sent due to the reorganization of the board. Doreen Andriacchi made a motion to send a second invoice with a due date of 30 days with a late fee of 1.5% per month afterwards. The motion was seconded by Kyle Gerken; the vote was unanimous.

11. DISCUSSION ITEM: See attachment "EPSD Infrastructure"; assign tasks. Brad Oneto led a discussion of items listed on the attachment. Discussion points included:

- The upgrade to EP1 and EP2 pump stations might have already been engineered.
- Summit Plumbing (Summit) has been a long-term client of the McVicar Group and has a good relationship with them. Summit seemed to think there was already an original engineering study. EPSD should try to obtain the study as it would save considerable amount of funds.
- Brad and Anne have been in touch with Paula East-Janicki at the Sewer Authority. Paula indicated that they did the original upgrade in-house, which meant their people came up with the pump sizes, the grinder sizes, generators, etc. What they were proposing is to remove all that, remove the compressors, put in grinders to grind the solids, solid pumps to pump the waste into the lines, and backup generators to make it a fail-safe system. The current system is not self-sufficient or self-sustaining.
- An engineering study would be possibly closer to \$10,000 if the Sewer Authority didn't have one done. Summit could possibly have one. To do our fiduciary duty, EPSD is going to have to know that the monies we're spending are going to serve the community for 10, 15, 20 years. We don't want to find out we spent this money and then five years down the road not having enough capacity.
- There are eight or ten manufacturers that make these pump units. We will obviously look at their performance and longevity.
- The Sewer Authority is more than willing to work with EPSD and help with a smooth transition. Everyone recognizes our proximity to the lake, the environmental impact, and those types of issues.
- Whatever information the board obtains, we'll bring it to the meeting. It would be an agenda item to discuss. We're not going to decide now to do an engineering study until we do the due diligence to figure out what's been done and how it's been done. We're going to start moving forward and collecting information for the next meeting.
- Everybody should familiarize themselves with the **NRS 241, which is the open meeting law, and NRS 318, which pertains to GIDs.**

- Brad and Anne are going to contact the Sewer Authority and find out what has been done, how it's been done, and how they came up with this proposal for the upgrade of EP-1 and EP-2 pump stations. Steve can check with Summit to see if they have an idea if an engineering study has been done. Then it will be decided whether we're going to pursue an engineering study on the upgrade or if we have enough data.
- Another meeting that would need to take place is with Summit Plumbing and the Sewer Authority to determine and understand the history and the maintenance that is required on EP-1 and EP-2. If we don't have the upgrade done by the time the Sewer Authority is no longer providing maintenance, we're going to have to look to somebody such as Summit or one of the other plumbing companies or maintenance companies to provide the maintenance on these units because we don't have an employee to do it at this point.
- The Bitler Road pump is similar to the pumps that are utilized by Kurt Brown and Robert Felton. They have grinder pump systems because their facilities are below the trunk line, so they must pump up to the trunk line. I think that the Bitler Road pumping system is similar to that; and that's at their own expense. Once it's in EPSDs lines, it goes to the Sewer Authority lines and then into the treatment plant.
- The Clean Water Act is what started all this. They were making everybody connect to a sewer system and it cost a lot of money. That's why the GID started in the 1960s. That's when the Clean Water Act passed. EPSD are the only ones that are going through the Sewer Authority's system. Everybody else has their own systems – Kingsbury, Round Hill, and Tahoe Douglas. A recommendation was made to talk to the other GIDs in Douglas County and see how they are doing it - see who they use just as a reference. RO Anderson was suggested as an engineering firm to contact.
- Comment was made on the Bitler road properties. They were previously counted as one sewer hookup. EPSD did a survey to see how many hookups they actually had, and that was remedied.
- Minutes from the 1968-69 annual meeting says Bill Donaldson stated the government ordered homes to be connected to the sewer treatment line - deadline January 1970. So, it started in 1968, and the final date was 1970. They pointed out that the reason that they are performing as a GID is the eligibility for HUD funds and water funds from the Water Pollution Board.
- Funds have already been allocated for Lake Tahoe clean water - Congress has already passed it. There is funding specifically for sewer, power, and clean water to preserve Lake Tahoe. We could probably get a grant application going. It has already been allocated and it's a matter of going directly to the department that is issuing the funds.
- We need to meet with the Sewer Authority to understand the results of the scoping that was performed by Summit. The sewer line scoping began over a year ago and was completed in August 2023 on all our lines and we need to get the results interpreted.
- Everybody should understand EPSD is responsible for the branch lines, the trunk lines, EP-1, and EP-2. The homeowner's lines are their responsibility.
- The Douglas County Lake Tahoe Sewer Authority meets once a month on the third Wednesday at 9:30. It was recommended that the other board members attend but not more than two members can attend at one time because of open meeting laws. They're located on Sewer Plant Road across the highway, between the gas station and Lake Village.
- **We need to find/update/digitize our set of Bylaws and other documents so the next group that comes in has an operating plan.**
- The last discussion item was liability insurance. We can't get the liability insurance until we get the scoping study. Cathy Oyster began looking into liability last spring, but they wanted

the scoping report, which Summit had not finished at that time. Now we have information that that report is available. This is something we ought to be able to move forward with. Bill Olin volunteered to investigate insurance.

- In conclusion, Brad and Anne are going to try and see if there's an engineering study, get the scoping from the Sewer Authority, and then get with Summit and the Sewer Authority to look at what the maintenance requirements are.
- Other items discussed: **Kylie Gerken and Doreen Andriacchi volunteered to organize, digitize, and storage of files/records to be kept at the 423 Elks office – Kylie Gerken and Doreen Andriacchi volunteered**; getting a website and email address; installing a metering valve to monitor the flow of waste transferred to the sewer facility; legal advice – Alling and Jillson was suggested; a future meeting date of January 31.

12. PUBLIC COMMENT: Marty Bibb thanked the new board and accounting group for their work and said it was good to see this interest. EPSD has summarized its activities at regular meetings of the Elk Point Country Club board and at our all-member July meeting. He mentioned the three most important items for residents and members of Elk Point: safe and adequate drinking water; a safe functioning sewer system that protects the residents and the lake itself; and year-round access to homes and particularly the streets that might have sanitation district pipes. He also said that for a sewer system to function properly, you absolutely need an adequate water supply. The sewer system's success or failure is clearly tied to the access and quantity of the water provided in our water system. He appreciated the willingness of the new board to serve and wished them the best. Richard Rowe thanked one and all for their service. He added there were two ways of money coming into the budget: the tax rate and the amount of assessment. He believed that the taxing authority was the primary basis for generating revenue. He hoped that the new board could find somebody to volunteer to investigate how the funds are raised. He expressed his thanks and wished everyone good luck.

13. ACTION ITEM: Adjournment. The meeting was adjourned at 5:04 P.M. with a motion made by Kylie Gerken and seconded by Anny Harry; the vote was unanimous.

Respectfully submitted:  
Karen Andrews

**Attachment:** EPSD Infrastructure

## **ELK POINT SANITATION DISTRICT**

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January 11, 2024

Project: EPSD Infrastructure and Considerations

1. Does EPSD need to do an engineering study on the upgrade for EP-1 and EP-2 which would look at the overall system and future capacity or do we use the data provided by DCLTSA for the EPSD upgrade on EP-1 and EP-2.
2. Set a date and time to meet with DCLTSA and Summit Plumbing to discuss and understand the history and maintenance of the operating system of EP-1 and EP-2.
3. Meet with DCLTSA to understand the results of the scoping study of the EPSD sewer lines.
4. Funding and State of Nevada grants resource would be Paula at DCLTSA.
5. Infrastructure, purpose, mission statement.
6. Set short-term and long-term goals for the EPSD to meet our deadlines.
7. Creation of EPSD Bylaws
8. Liability insurance for EPSD

Elk Point Sanitation District Board of Directors