

**ELK POINT SANITATION DISTRICT
BOARD OF TRUSTEES**

MINUTES OF PUBLIC MEETING

April 3, 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
Nackey Scagliotti
Marty Bibb
Bob Felton

Joan Tsang
Charles Zumpft

1. ACTION ITEM: Call meeting to order and roll call. The meeting was called to order at 3:07 P.M. by Anne Harry. Those in attendance are noted above.
2. ACTION ITEM: Approval of agenda. Brad Oneto moved to approve the agenda making one change, moving attorney Charles Zumpft (7A) to the position right after public comment, keeping the rest of the order of business the same which was seconded by Doreen Andriacchi. The vote was unanimous.
3. PUBLIC COMMENT: Bob Felton requested a copy of the meeting reports.

PRESENTATION/DISCUSSION ITEM/POSSIBLE ACTION:

7 A. Attorney Engagement – Charles Zumpft. Attorney Charles (Chuck) Zumpft with Minden Lawyers presented a brief history of his firm and other GID clients that he represents. Anne Harry explained the functions of Elk Point Sanitation District, the present 50-year contract with Douglas County Lake Tahoe Sewer Authority, the transfer of maintenance and operations to EPSD by June 30, 2025, and funding an upgrade to the system. She is currently working with the Rural Community Assistance Program and NV State Revolving Fund. Brad Oneto explained the age of the system, maintenance issues, and the task of upgrading the antiquated system. He said the goal is to break ground around May of next year on the upgrade to the system. Otherwise, the maintenance costs will be at least three times what they would be after the upgrade. EPSD is looking for legal advice and legal support in going forward in the restructuring and getting this project done, but then also servicing our users. Chuck explained his retainer and fee schedule. Brad Oneto made a motion to authorize Anne and Doreen to exchange information with Mr. Zumpft to formalize an agreement. Kylie Gerken seconded the motion; the vote was unanimous.

4. ACTION ITEM: Approval of February 20, 2024 minutes. The minutes were unanimously approved with a motion made by Doreen Andriacchi and seconded by Brad Oneto.
5. ACTION ITEM: Review and approval of 2024-25 tentative budget. Steve McVicar, CPA presented the tentative budget and explained that the sewer fees were based on collection and maintenance of the system by the Sewer Authority. Brad explained that this will change when the upgrade and transition is completed. There would be an assessment to homeowners to substantiate the payback of any loan and it's a matter of how much money the district can get from the state. Anne Harry stated that the Sewer Authority has been very helpful to the board. Brad Oneto made a motion to approve the budget which was seconded by Kylie Gerken; the vote was unanimous.

6. ACTION ITEM: Approval of disbursements to date. Steve McVicar presented the current year-to-date financial reports. The disbursements were unanimously approved with a motion made by Brad Oneto and seconded by Bill Olin.
7. PRESENTATION/DISCUSSION/POSSIBLE ACTION:
 - A. See Above – Attorney Engagement – Charles Zumpft
 - B. Preliminary Engineering Report
Brad moved to approve \$24,000 for a preliminary engineering report for the upgrade on EP-1 and EP-2 and the sewer lines which was seconded by Kylie Gerken. Brad explained the Sewer Authority’s original plan for the removal of the current pump stations and turning them into wet wells which was a 10-year option. He and Anne met with two representatives from the Sewer Authority and Rob Anderson from RO Anderson. In talking to RO Anderson Engineering, the district is now looking at 50-year service life – moving the pump stations down the road underground and going with submersible pumps, backup generator, and control system. The goal is to get the 80-20 grant through the State Revolving Fund, so they'd provide 80% of the funds, and EPSD would provide 20% of the funds. Initially, RO Anderson gave us a ballpark figure of \$80,000. Once it’s determined what the overall project is, based on the preliminary engineering report, the cost is going to be all laid out. The engineering firm also follows up on the construction and the commissioning of the project. Bob Felton commented that he was impressed with the progress the board has made. There was no opposition to the motion to approve the Preliminary Engineering Report; it was unanimously approved. Anne reported on the assistance of RCAC, which is the Rural Community Assistance Corporation; that's a nonprofit group that is helping EPSD with the process.
 - C. Update on State Revolving Fund
Brad reported that he and Anne met with the Revolving Fund Group. EPSD has been under the umbrella of Douglas County Lake Tahoe Sewer Authority for so long that they didn't even recognize us as a separate GID – Anne substantiated that with them. Anne stated that EPSD was faced with a very fast turn around on getting the pre-application in with the state revolving fund. Rob Anderson really stepped up to the plate and provided us with the information we needed for that preliminary application to qualify us for possible funding. Brad thanked Anne for putting in a lot of hard work on this project with the assistance of Kylie.
 - D. Website Update
Kylie reported that she is making progress with the website and received input from the board on content.
 - E. Other Updates
Anne reported that she is still looking to locate the EPSD Bylaws. She will try the Secretary of State’s office and will reach out to former board members. Brad received notice from Douglas County Elections that it had been determined that candidates Anne Harry, Bradley Oneto, Kylie Gerken, Doreen Andriacchi, and Robert Felton were uncontested for the vacant board member positions. As a result, these candidates have been declared elected for the term commencing January 1, 2025.
8. PUBLIC COMMENT: None

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9. ACTION ITEM: Adjournment. The meeting was adjourned at 4:31 P.M. with a motion made by Kylie Gerken and seconded by Bill Olin; the vote was unanimous.

Respectfully submitted:
Karen Andrews