

**ELK POINT SANITATION DISTRICT
BOARD OF TRUSTEES**

MINUTES OF PUBLIC MEETING

June 20, 2024 • 3:00 PM
423 Elks Ave. office • Video conference

Board Members Present

Bradley (Brad) Oneto, Chairman
Anne Harry, Secretary/Treasurer
Doreen Andriacchi
Kylie Gerken

Others Present

Karen Andrews

1. ACTION ITEM: Call meeting to order and roll call. The meeting was called to order at 3:00 P.M. by Chairman Brad Oneto. Those in attendance are noted above.
2. ACTION ITEM: Approval of agenda. A. Harry moved to approve the agenda which was seconded by K. Gerken. B. Oneto said there was a procedural error that occurred at the last meeting. We made a motion to approve Zumpft as the attorney for the district, and then it was amended. We should have passed the amendment, but not the primary motion. It should have been tabled for this meeting. At the appropriate time, which is the A. Presentation/Discussion/Possible Action, we should make a subsidiary motion after we've evaluated the information to accept it and proceed with the engagement of the attorney. That's the only thing I had on the agenda. Chairman Oneto called for the vote to approve the agenda; the vote was unanimous.
3. PUBLIC COMMENT: None
4. ACTION ITEM: Approval of May 22, 2024 minutes. K. Gerken moved to approve the May 22, 2024 minutes which was seconded by A. Harry; the vote was unanimous.
5. PRESENTATION/DISCUSSION/POSSIBLE ACTION:
 - A. Attorney Agreement Review & Retainer.

A. Harry moved to read and accept the documents provided by Minden Lawyers and then to engage them as EPSD General Counsel. K. Gerken seconded the motion. B. Oneto had a question on the billing terms; K. Andrews stated she had worked with Minden Lawyers with another GID and their billing terms are normally 15-30 days after invoicing. A. Harry clarified that at the last meeting, there were some questions about that \$1,000 retainer. C. Zumpft had explained that since we're a new group and he's had a history of working with public agencies that it's a safety net for him so if for some reason we don't pay, then at least he can tap into that. Then they revisit it after six months or a year. If we're paying like we're supposed to, then we won't have to keep that up in the future. The retainer sits in his trust account, which is all part of the Nevada State Bar system. It's the legitimate way of doing business for attorneys. Hearing no other comments, Chairman Oneto called for the vote; hearing no opposition, the vote passed unanimously. The agreement was signed, and the \$1,000 retainer was authorized to send. B. Oneto discussed the second part of this – how we're going to utilize our attorney services. We should do it at a meeting unless something comes up that needs immediate attention. Then I would say the Chair and whichever Trustee has the issue to be addressed, would probably discuss it and then present that to the attorney for a comment or an opinion on that legal matter. Most of the time we'll be able to discuss it in open session to decide.

One of the things that Trustee Harry has been working on is the bylaws which will need to be reviewed by the attorney and our rate increases, etc. But I don't think that anybody should reach out to the attorney without at least two trustees being involved and both agreeing that it needs to be done.

B. Progress Update - Preliminary Engineering Report (PER)

Chairman Oneto explained that the board was working with the Sewer Authority, with R.O. Anderson, and with the State Revolving Fund on the PER. They normally will send a communication to two trustees. Then if those two trustees think the other trustees need the information, they'll send it to them. This PER Status Report just came in (attached). Rob Anderson said he would have the formal proposal by the 12th then he can come to our next meeting and give a presentation.

C. Update on State Revolving Fund

A. Harry reported that she needs more information to get a UEI, the Unique Entity Identifier. We need that to receive any federal money. As soon as we get our next bank statement, I'll have a very official document that I can use to verify our existence. I've been checking that website regularly and adding information as I get it.

D. USDA Update

A. Harry stated that the USDA inquiry is going well. I've been talking with two people there that are extremely helpful and great to work with. It's yet another process of filling out forms and getting set up. I'm currently waiting to be authorized by the government to do this formally. In talking directly with the gentleman at the USDA, he seems confident that there will be loan money for us. He also solidified from the information received that we are loan candidates, not grant candidates, because of our median household income. We're consistently hearing that everywhere we go. The USDA loan is typically 100% of a project at 3.5% interest rate and typically a 40-year program. That includes the construction, engineering, and legal. The State Revolving Fund isn't so set in stone. If we were to go that route, it would be more likely be a 30-year loan at a lesser interest rate. Their interest rates fluctuate based on the economy. Both groups talk to each other, so it all gets taken care of in the best way for everybody – for their funding and for us. We are in a holding pattern with the Rural Community Assistance Corporation (RCAC). They are all set to start working with us in full force starting in July. They have people that will be working with us on finance, funding, technical assistance (which is the rate study), the bylaws, and all the managerial stuff that we need to do moving forward.

E. Website Update

Trustee Gerken reported that the website is live and waiting for any content information. The EPCC general meeting will be a good time to let people know of the website and how we're going to utilize that going forward. B. Oneto stated that the website is going to be a valuable tool to get information out to residents. Other possible information would be the progress on the upgrade to EP1 and EP2 and the billing rate structure. A. Harry indicated that all communications should go through the secretary. If there was a question on the billing rates or anything else submitted to the secretary, the secretary would then bring it to the board to determine if it requires a board evaluation or approval. Trustee Andriacchi suggested emails for trustees and protocols. She will compose an announcement for the EPCC general meeting. B. Oneto discussed a pattern of formality for meeting minutes.

F. Other Updates

A. Harry reported that the next Sewer Authority meeting is June 26th at 9:30 AM.

6. PUBLIC COMMENT: None.

7. ACTION ITEM: Adjournment. The meeting was adjourned at 4:02 P.M. with a motion made by D. Andriacchi and seconded by K. Gerken; the vote was unanimous.

Respectfully submitted:
Karen Andrews

Attachment: Preliminary Engineering Report – Status

June 20, 2024

Via E-mail and U.S. Mail

Bradley Oneto
ELK POINT SANITATION DISTRICT
P.O. Box 531
Zephyr Cove, NV 89448

**Elk Point Lift Station Replacement Project
Preliminary Engineering Report - Status**

Dear Bradley,

Thank you, again, for your confidence and the opportunity to assist the district with this important project. The following paragraphs provide a brief summary of the services we've undertaken to date toward the subject Preliminary Engineering Report.

With the help of representatives of DCLTSA and yourself, we have collected available mapping of the existing collection system including the design drawings for the two lift stations. Additionally, we have made a couple site visits to review and compare those drawings to current conditions at the site and initiated our efforts to analyze and verify operating conditions (e.g., pumping head and flow rates) of these two facilities. To date this analysis has been based on operating data provided by DCLTSA's operators. We are currently comparing the information provided to the design data when the pump stations were constructed. Any difference in these operating parameters will be instructive as to the current condition of the force mains that serve these facilities. Finally, based on the data collected to date, we are in the process of assembling our figures and exhibits that will be incorporated into the final report.

From the information collected to date and available to us, the design flow rate for the existing air lift sewer pumps was set at 20 gallons per minute (GPM). The existing force mains are four-inch (4") diameter steel pipelines. Therefore, as constructed, the existing sewer pumps do not discharge at a rate that produces a cleansing velocity in the existing force main. To address this, one probable recommendation will be to replace the existing pumps with submersible, grinder pumps capable of producing a minimum discharge rate of 78 GPM. This will also increase each pump's operating head due to the increased velocities and resulting friction losses within the force main. Additional energy will probably be required as a result of increasing the total pumping head; however, I expect that this will not be material due to the improved efficiency of today's submersible pumps versus the air lift pumps from circa 1970.

As we work to develop those portions of the report that address sustainability considerations and life-cycle costs, we need to understand the operating costs of the

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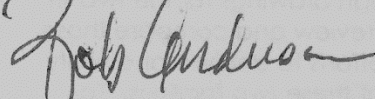
existing lift stations. To that end, I have contacted Ms. Paula East-Janicki at DCLTSA to obtain copies of the monthly NV Energy invoices for these two lift stations.

Regarding our schedule, we are hoping to complete our draft report on or before July 12th. I will send it to you directly when it is completed. If it would be helpful, we will be available to present the report and our findings at the Board of Directors' meeting in either July or August at your election.

Thank you again for your continued confidence and assistance to date in accomplishing this assignment. During your review of this summary should you have any questions or require further clarifications, I trust you won't hesitate to contact me directly.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.



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

cc: Sean Zimmerman, PE