



Pursuant to Section #241 of the Nevada Revised Statutes and the Laws of the State of Nevada, the Elk Point Sanitation District hereby notifies all interested parties that the Board of Trustees will conduct business of the district as noted:

The meeting will be held on **Thursday, September 26, 2024 at 10:00 AM**

Location: In-person at 423 Elks Avenue office, Zephyr Cove, NV and electronically (Zoom)

Call-in: 669-900-6833 **Meeting ID:** 831 3818 1842 **Pass Code:** 116003

Join Zoom Meeting:

<https://us02web.zoom.us/j/83138181842?pwd=c5ZssN32yg3ArC2Ssfd6pkbFsj7os.1>

Public Comment: *During the public comment period, speakers may address matters listed or not listed on the agenda as long as those matters are within the jurisdiction and control of Elk Point Sanitation District – limited to three minutes per speaker. However, responses from the Board to unlisted topics could become deliberation on a matter without notice to the public. On the advice of legal counsel, the board may choose not to respond except to correct factual inaccuracies, ask clarifying questions, or to ask that a matter be listed on a future agenda. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient, or safe conduct of the meeting.*

AGENDA

1. Call Meeting to Order **Action**
2. Roll Call
3. Approval of Agenda **Action**
4. Public Comment
Public comment may be accepted, but not acted upon until it is scheduled for a subsequent meeting (limited to three minutes per speaker).
5. Rural Community Assistance Corporation (RCAC) presentation **Discussion**
6. Approval of August 22, 2024 Minutes. **Action**
7. Unfinished Business
 - a. Bitler's Road Sewer Connection Hookups, Fees, and Assessments **Action**
8. Officer Reports/Discussion/Possible Action
 - a. Chairman's Report
 - b. Treasurer's Report
 - c. Secretary's Report
9. Presentation/Discussion/Possible Action
 - a. Engineering Update
 - b. Legal Update

c. Website Update

d. Other Updates

10. Public Comment

Public comment may be accepted, but not acted upon until it is scheduled for a subsequent meeting (limited to three minutes per speaker).

11. Adjournment **Action**

I hereby certify that the above-mentioned information is true and correct to the best of my knowledge and complies with the provision of NRS 241 and the laws of the State of Nevada. I also certify that this notice has been posted at least three working days prior to the convening of the meeting.

Reasonable efforts will be made to assist and accommodate physically handicapped persons attending the meeting. Please call (775) 588-6244 ext. #2 in advance so that arrangements may be made.

This Agenda has been posted at the following locations:

462 Elks - bulletin board in the ante room to the EPCC caretaker's residence; Information Board at Elk Point entrance; Zephyr Cove Post Office, Zephyr Cove, Douglas County, Nevada.

Board of Trustees: Bradley Oneto, Chairman; Anne Harry, Treasurer; Doreen Andriacchi, Secretary; Kylie Gerken, Trustee; Bill Olin, Trustee

dba



Call to Order: The meeting was called to order at 3:00 P.M. by Chairman Brad Oneto.

Board Members Present: Bradley Oneto, Chairman; Anne Harry, Treasurer; Doreen Andriacchi, Secretary; Kylie Gerken, Trustee; Bill Olin, Trustee.

Others Present:

Jeremy Weston, Summit Plumbing; Paul Kerney, Summit Plumbing; Steve McVicar, CPA; via Zoom: Nackey Scagliotti

Approval of agenda: No opposition.

Public Comment: None

Estimated operating and maintenance budgets for existing and upgraded sewer system presented by Summit Plumbing and McVicar Accounting. Presentation and Discussion.

B. Oneto EPSD asked Summit Plumbing and accountant Steve McVicar to estimate costs for operating & maintaining the existing system vs. the costs for maintaining the system specified in the Preliminary Engineering Report (PER). The PER specifies diesel will be used for backup generators; natural gas will be used instead. The O & M estimate will need to be adjusted for the change to natural gas. Main lines are the responsibility of EPSD up to the point where the flux meter will be installed. Lateral lines are the responsibility of the homeowner. The O & M cost estimate is necessary to complete the rate study for funding applications.

S. McVicar Summit put together a rough draft maintenance schedule with estimated monthly costs, including hourly rates for additional services. Summit Plumbing estimated service costs for one year would be about \$70,000 to \$80,000. More accurate estimates can be generated when engineering plans are available.

B. Oneto described the proposed system in the PER. USDA funding will not cover Operating & Maintenance (O&M) costs. Users will need to be accessed for the O&M costs once the Douglas County Lake Tahoe Sewer Authority (DCLTSA) maintenance agreement ends.

B. Olin Contingency funding will need to be added to the O & M budget.

B. Oneto Requests for Proposals (RFPs) for O & M can specify conditions such as response time and available equipment. Due to our proximity to the lake, service provider would need to be on call 24/7. Waiting for final engineering plan to go out to bid.

A. Harry reminded Board that Rob Anderson stated at our last meeting that it is realistic that we will be able to break ground by May 2025. DCLTSA maintenance will end 6/30/2025. NDEP requires EPSD to have a reserve fund.

S. McVicar Reserve would be funded by a special assessment.

B. Oneto We need the environmental study, the required amount of reserve fund and the engineering plans to move forward.

Approval of July 23, 2024 minutes: Hearin no corrections, the 7/23/2024 minutes are approved.

Bitler's Road Sewer Connection Hookups, Fees, and Assessments

K. Gerken found 2016 correspondence regarding the number of connections being reduced from 12 to 7 at Wavedance. She will email 2016 correspondence to Trustees. Discussion ensued to evaluate a fair number of service fees to be charged. Wavedance has seven buildings, not all buildings are residential dwellings. **B. Olin** suggested charging for only one connection since Wavedance is listed as a single-family residence on their deed. Discussion/Action was tabled to the next meeting. Trustees were encouraged to do their own research.

Secretary's Report Correspondence

1. Voicemail received from Laurie James at 436 Nevada St. She would like to know if sewer is billed per house or per lot. **D. Andriacchi** will respond.
2. Deb Moretto asked **D. Andriacchi** to read the following report for her since she was unable to attend the meeting.

"Deb received a call from Senator Jackie Rosen's office. The Senator has compiled a list of grants that may fund the EPSD upgrade project. They will send the list to Deb for review. Deb would like Anne to review the list with her to select the best option(s) for EPSD. Once EPSD submits an application to the chosen agency(s), Jackie Rosen's office will send a letter to the Grantor in support of the application. Deb asked A. Harry to email her to coordinate the review."

3. **B. Oneto** received an email from Richard Rowe asking for any agreement documents between Elk Point Country Club (EPCC) and EPSD. Oneto explained that EPSD has an agreement, 1969 06 23 Ordinance EP-3, which is our originating ordinance and still in effect. EPSD is a public agency governed by NRS 318. **D. Andriacchi** will send documents to Rowe.

B. Oneto discussed the need to develop an operating document which will inform user of their responsibility to maintain their lateral lines. The operating document will be developed at noticed public meetings and will be posted on the EPSD website.

D. Andriacchi got consent to use an EPSD logo on future documents created.

Treasurer's Report

A. Harry is in constant contact with various agencies such as US Department of Agriculture (USDA) and Rural Community Assistance Corporation (RCAC). Submitted PER to the State Revolving Fund (SRF), USDA and RCAC. USDA is reviewing the document and is waiting for the EPSD environmental report. USDA sent EPSD regulations for trenching to install flux meter. RCAC representative, working on rate study, will attend next meeting on 9/26/2024 at 10:00 am. Not sure if RCAC representative, working on technical support, will be able to attend meeting. **A. Harry** attended the 8/21/2024 DCLTSA meeting with Oneto. **A. Harry** got positive feedback from DCLTSA on the progress being made at EPSD.

Chairman's Report

B. Oneto reported Laurie James at 436 Nevada Street is consolidating their lot and would like to know if there are any easement issues with EPSD. James provided a form for the response. **D. Andriacchi** will send form to James.

We have about 20 users on the delinquency list. Ask Karen at McVicar Accounting to send a courtesy letter to delinquent accounts.

There was a clerical error on the EPCC invoice which incorrectly labeled the connection at the ion exchange filter as 423 Elks Ave. A corrected invoice was sent.

B. Oneto provided a sample of an operating document to use as a framework to create the EPSD operating document.

The next DCLTSA meeting is on 9/18/2024 at 9:30 am

The next EPSD meeting is on 9/26/2024 at 10:00 am.

Public Comment:

Robert Felton noted that he arrived at 3:02 pm and the meeting was well underway. K. Gerken noted the meeting was called to order promptly at 3:00 pm. Felton stated the importance of arriving on time.

Mike Harry would like to see an agenda item for creating a program for collecting funds and imposing penalties on delinquent accounts.

Adjournment: A. Harry moved to adjourn the meeting which was seconded by B. Olin. Hearing no opposition. The meeting was adjourned at 5:43 pm.

Respectfully submitted:

Approved by:

Doreen Andriacchi
Elk Point Sanitation District Board Secretary

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Elk Point Sanitation District Board Secretary

Attachment(s):
None