



**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.

**Guests Present:** Bridget Harris and Brian Burris, representatives from the Rural Community Assistance Corporation (RCAC).

**Others Present:**

Robert Felton, William Zeller via Zoom: Nackey Scagliotti, Nancy Gilbert.

**Approval of agenda:** K. Gerken **motioned** to approve the agenda with the addition of scheduling the next meeting and inviting the Elk Point Country Club (EPCC) Board to attend. **Seconded** by A. Harry. The vote was **unanimous**.

**Public Comment:**

**Nancy Gilbert** asked the EPSD Board if there is any discussion to have a survey done of the common roadways at EPCC and to reach out the EPCC Board to ask that the EPCC Board remove encroachments where the new sewer equipment will be installed.

**Approval of September 23, 2024 minutes:** D. Andriacchi **motioned** to approve the September 23, 2024 Minutes. **Seconded** by K. Gerken. Andriacchi thanked Kylie Gerken for promptly posting all the drafts and all the minutes and agendas on the website. The vote was **unanimous**.

**Rural Community Assistance Corporation (RCAC) presented by Bridget Harris and Brian Burris**

Bridget Harris and Brian Burris work for a non-profit called Rural Community Assistance Corporation (RCAC) which provides training and technical assistance to small water and waste water systems in the West. RCAC services are paid for through grants and Federal and State funds. Brian is helping create an operating manual for the existing system. Bridget is assisting EPSD to write grant and loan applications and develop a rate study. The rate study is essential to the grant/loan applications. EPSD current rates are close to where they need to be to qualify for funding. EPSD is considered residential based on information from the American Water Works Association (AWWA) or the Water Environment Federation (WEF). Most rate study are based on the quality of waste.

A. Harry asked if EPSD qualifies for a HUD grant under an urgent threat exemption. Bridget explained HUD grants are difficult to get, but it would be worth looking in to. State Revolving Fund (SRF) and the US Department of Agriculture (USDA) are loan funding options. Bridget will be attending a funder coordination meeting on October 17 with funding agencies to collect more information about best options for EPSD.

Maintenance costs are not covered by either SRF or USDA loans. Currently, EPSD pays Douglas County Lake Tahoe Sewer Authority (DCLTSA) about \$60K annually for waste disposal. DCLTSA is providing maintenance

with two daily visits at a nominal cost. Maintenance costs of the existing system are estimated to be about \$100K annually once DCLTSA transfers operation of system to EPSD in June 2025. The new system is expected to reduce maintenance costs by half. Bridget recommends EPSD carry liability and Directors & Officers insurance and keep an operating manual on site. Estimated costs for a waste water operator are based on the Preliminary Engineering Report (PER). EPSD will need to build a reserve fund.

RCAC can provide a short-term bridge loan to sustain EPSD until loan/grants come in. RCAC interest rates are about 5%.

Brian Burris is working on an operations manual and an emergency response plan for the existing system including troubleshooting and maintenance. An emergency management plan is a critical part of the manual. Operations in the event of flooding, fire, snow, or power outages are part of the manual. Containment supplies need to be onsite in the event of a spill with instructions for use. Draft of plan should be available by the end of the month for review and feedback. RCAC needs a list of installed components to complete plan.

An Operating & Maintenance (O & M) plan for the new system cannot be completed until the new system is installed. RCAC can provide assistance in creating an O & M manual. RCAC offers waste water education courses.

Plans provided by RCAC may be exempt from the Freedom of Information Act for security purposes. Recommends not posting plan on website.

There is a free collaborative Water/Wastewater Agency Response Network (WARN) to coordinate emergency assistance from neighboring sewer districts.

### **New Business**

The Board invited the EPCC Board to attend the next EPSD meeting to ask questions about the new sewer system. October 29 was suggested as a possible date pending confirmation from the EPCC Board.

The next DCLTSA meeting is on 10/16/2024 at 9:30 am

The next EPSD meeting is tentatively scheduled for 10/29/2024 at 3:00 pm

### **Public Comment:**

**Robert Felton** communicated to EPCC Board members the importance of the sewer upgrade project. EPCC agreed to cooperate with EPSD.

**William Zeller** asked for the EPSD attorney to contact the EPCC attorney.

**Nackey Scagliotti** has been to all EPSD meetings. She is impressed with the progress made. Hopes the community appreciates the effort.

**Nancy Gilbert** echoed Nackey Scagliotti's comments.

**Adjournment:** D. Andriacchi **motioned** to adjourn the meeting which was **seconded** by K. Gerken. The vote was unanimous. The meeting was adjourned at 4:44 pm.

Respectfully submitted:

Doreen Andriacchi  
Elk Point Sanitation District Board Secretary

Approved by:



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Doreen Andriacchi

Attachment(s): none