

**APPROVED**

**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Minutes**

**Tuesday, November 21, 2023 - 6:00 P.M.  
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

**STAFF PRESENT:** Steven Palmer, General Manager; Jim King, Plant Manager;  
Deleane Mehler, Office Assistant

**OTHERS PRESENT:** Geoffrey O. Evers, General Counsel, by Zoom

**1. Call to Order**

The Regular Meeting of November 21, 2023 of the Donner Summit Public Utility District Board of Directors was called to order at 6:05 p.m. by President Cathy Preis.

**2. Roll Call**

Cathy Preis, President	- Present
Joni Kaufman, Vice President	- Present
Dawn Parkhurst, Secretary	- Absent
Philip Gamick, Director	- Present
Craig Combs, Director	- Present

**3. Clear the Agenda- None**

**4. Public Participation –** *This is time set aside for the public to address the Board on any matter not on the agenda. Comments related to any item already on the agenda should be addressed at the time that that item is considered. Each speaker will be limited to five minutes, but speaker time may be reduced at the discretion of the Board President if there are a large number of speakers on any given subject.* None.

**5. Consent Calendar**

*All items listed under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board requests an item to be removed from the Consent Calendar for a separate action. Any items removed will be considered after the motion to approve the Consent Calendar*

**A. Approve Finance Report for November 2023**

- 1. Cash Disbursements–General**, Month of October
- 2. Cash Disbursements–Payroll**, Month of October
- 3. Schedule of Cash and Reserves**, September
- 4. Accountants Financial Statements**, September

**B. Approve Regular Meeting Minutes for October 17, 2023**

**C. Approve Safety Meeting Minutes for October 2023**

**Motion:** Accept the Consent Calendar  
**By:** Joni Kaufman  
**Second:** Craig Combs  
**Vote:** 4 Ayes, 0 Noes, 1 Absent, 0 Abstain, 0 Vacancy

**Motion Carries**

**6. Department Reports**

- A. Administration - Steven Palmer, General Manager.** Reported.
- B. Operations and Maintenance Summary, September.** Reported.

**7. Action**

- A. Approve Plans and Specifications and Authorize the General Manager to Issue the Notice Inviting Bids for the Sugar Bowl Sewer Extension Project Phase 2A**

**Motion: Approve Resolution 2023-24 of the Board of Directors of the Donner Summit Public Utility District Approving the Plans and Specifications and Authorizing the General Manager to Issue a Notice Inviting Bids for the Sugar Bowl Sewer Extension Project Phase 2A**

**By: Craig Combs**

**Second: Phil Gamick**

**Roll Call Vote:**

<b>Cathy Preis</b>	<b>-</b>	<b>Aye</b>
<b>Phil Gamick</b>	<b>-</b>	<b>Aye</b>
<b>Craig Combs</b>	<b>-</b>	<b>Aye</b>
<b>Joni Kaufman</b>	<b>-</b>	<b>Aye</b>
<b>Dawn Parkhurst</b>	<b>-</b>	<b>Absent</b>

- B. Approve a Revised Organizational Chart and Job Descriptions for Office Assistant and Office Manager**

**Motion: Approve the Revised Organizational Chart and Job Descriptions for Office Assistant and Office Manager**

**By: Joni Kaufman**

**Second: Phil Gamick**

**Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain, 0 Vacancy**

**Motion Carries**

- 8. Director Reports:** *In accordance with Government Code Section 54954.2(a), Directors may make brief announcements or brief reports on their own activities (concerning the District). They may ask questions for clarification make a referral to staff or take action to have staff place a matter of business on a future agenda.*

**9. Adjournment**

**Motion: Adjourn Meeting at 6:51 p.m.**

**By: Joni Kaufman**

**Second: Phil Gamick**

**Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain, 0 Vacancy**

**Motion Carries**

**Schedule of Upcoming Meetings**

Regular Meeting – December 19, 2023  
Regular Meeting – January 16, 2024  
Regular Meeting – February 20, 2024

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant