

**Donner Summit Public Utility District  
Board of Directors Special Meeting  
Agenda  
Tuesday, March 23, 2021 - 6:00 P.M.  
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Special Meeting (Section 54956), March 23, 2021 at 6:00 P.M., the meeting will be conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20. **The Zoom Meeting ID 94712269536 Password 358434** **If your computer does not have audio or visual capabilities, you may participate in the meeting by phone 1 669-900-6833.**

Any member of the public desiring to address the Board on any matter within the Jurisdictional Authority of the District or on a matter on the Agenda before or during the Boards consideration of that item may do so **by logging into Zoom and using the meeting ID and password or dial in only number referenced above.** After receiving recognition from the Board President, please give your Name and Address (City) and your comments or questions. In order that all interested parties have an opportunity to speak, please limit your comments to the specific topics of discussion.

Unless specifically noted, the Board of Directors may act upon all items on the Agenda.

- 1. Call to Order**
- 2. Roll Call**
- 3. Clear the Agenda**
- 4. Public Participation** – please limit your comments to 5 minutes.
- 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. Cash Disbursements–General, Month of February \$108,662.03**
- B. Cash Disbursements–Payroll, Month of February \$86,694.00**
- C. Regular Meeting Minutes of February 16, 2021**
- D. Financials through January 2021**

**6. Department Reports**

- A. Administration: Tom Skjelstad, General Manager**
  - 1. District 2021 DRAFT Utility Rates Study-** presentation by Catherine Hansford of Hansford Economic Consulting LLC. Projected and recommended water and wastewater rates increase. Discussion and possible action.

**2. Draft Rate Postcard-** notice of future rate study meeting. Schaelene Rollins, Pando Public Relations.

**B. Sewer and Water Department – Jim King, Chief Plant Operator**

- 1. Waste Water Flow Data – for February**
- 2. Fresh Water Flow Data – for February**

**3. Operations and Maintenance Summary –** activities during the month of February.

**C. Monthly Safety Committee Meeting Minutes, Month of February.**

**7. Correspondence: None**

**8. President Report- None**

**9. Closed Session: Pursuant to California Government Code §54957. Performance Evaluation: General Manager.**

**10. Informational:** 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.

**11. Adjournment:**

Schedule of Upcoming Meetings

Special Meeting - April 6, 2021  
Regular Meeting – April 20, 2021  
Regular Meeting – May 18, 2021  
Regular Meeting – June 15, 2021

We certify that on March 19, 2021 a copy of this agenda was posted in public view at 53823 Sherritt Lane Soda Springs, California and the Soda Springs/Norden Post Office.

Deleane Mehler  
Administrative Assistant

Tom Skjelstad  
General Manager

**Donner Summit Public Utility District  
Check List**

All Bank Accounts

February 1, 2021 - February 28, 2021

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
9931	02/11/21	GIBSON & COMPANY, INC.	6,072.00
9932	02/11/21	EASYPERMIT POSTAGE	178.51
9933	02/11/21	ENVIROKEM Engineering Services	1,794.66
9934	02/11/21	FED-EX	72.02
9935	02/11/21	GRAINGER	777.90
9936	02/11/21	NV5, INC.	2,049.00
9937	02/11/21	SIERRA BACKFLOW	515.00
9938	02/11/21	SUBURBAN PROPANE	5,760.94
9939	02/11/21	SUMMIT HOME CARE	180.00
9940	02/11/21	THATCHER COMPANY OF NEVADA, INC.	1,415.14
9941	02/11/21	USA BLUEBOOK	737.83
9942	02/11/21	49ER WATER SERVICES	3,010.00
9943	02/11/21	ALSCO	177.43
9944	02/11/21	EMCOR SERVICES INC.	2,492.50
9945	02/11/21	MOUNTAIN HARDWARE & SPORTS	40.02
9946	02/11/21	PANDO PUBLIC RELATIONS	180.00
9947	02/11/21	SEAN PATRICK	175.00
9948	02/11/21	SMALL POND MARKETING ARTS & DESIGN	187.50
9949	02/11/21	TRUCKEE AUTO PARTS	157.61
9950	02/11/21	WESTERN NEVADA SUPPLY COMPANY	224.12
9951	02/11/21	49ER WATER SERVICES	280.00
9952	02/26/21	AT&T MOBILITY	77.13
9953	02/26/21	BARNARD, VOGLER & CO.	4,596.20
9954	02/26/21	CALIFORNIA WATER ENVIRONMENT	192.00
9955	02/26/21	ENERGY SYSTEMS	14,039.65
9956	02/26/21	ENVIROKEM Engineering Services	1,794.76
9957	02/26/21	GIBSON & COMPANY, INC.	5,719.50
9958	02/26/21	TAHOE TRUCKEE DISPOSAL	553.48
9960	02/26/21	PDM STEEL SERVICE CENTERS, INC.	189.79
9961	02/26/21	PG&E COMPANY	22,463.16
9962	02/26/21	PRINCIPAL LIFE GROUP, GRAND ISLAND	853.50
9963	02/26/21	SUBURBAN PROPANE	17,932.09
9964	02/26/21	THE OFFICE BOSS	74.34
9965	02/26/21	TRANSAMERICA LIFE INSURANCE	157.37
9966	02/26/21	TRUCKEE AUTO PARTS	307.19
9967	02/26/21	WELLS FARGO VENDOR FINANCIAL SRVCS	297.40
9968	02/26/21	CORBIN WILLITS SYSTEMS, INC.	422.90
9969	02/26/21	EMPLOYER DRIVEN SOLUTIONS	741.75
9970	02/26/21	HUMANA DENTAL INS. CO.	1,162.76
9971	02/26/21	JACOBSON, JAMES & ASSOCIATES, INC.	1,998.00
9972	02/26/21	KIMBALL MIDWEST	955.88
9973	02/26/21	MOUNTAIN HARDWARE & SPORTS	199.73
9974	02/26/21	THE OFFICE BOSS	28.88
9975	02/26/21	ALHAMBRA & SIERRA SPRINGS	35.00
9976	02/26/21	BLUE SHIELD OF CALIFORNIA	7,245.61
9977	02/26/21	SUBURBAN PROPANE	146.78
<b>Vendor Check Total</b>			<u>108,662.03</u>
<b>Check List Total</b>			<u>108,662.03</u>

Check count = 46

**Donner Summit Public Utility District**

**Check List**

All Bank Accounts  
February 26, 2021

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
9952	02/26/21	AT&T MOBILITY	77.13
9953	02/26/21	BARNARD, VOGLER & CO.	4,596.20
9954	02/26/21	CALIFORNIA WATER ENVIRONMENT	192.00
9955	02/26/21	ENERGY SYSTEMS	14,039.65
9956	02/26/21	ENVIROKEM Engineering Services	1,794.76
9957	02/26/21	GIBSON & COMPANY, INC.	5,719.50
9958	02/26/21	TAHOE TRUCKEE DISPOSAL	553.48
9960	02/26/21	PDM STEEL SERVICE CENTERS, INC.	189.79
9961	02/26/21	PG&E COMPANY	22,463.16
9962	02/26/21	PRINCIPAL LIFE GROUP, GRAND ISLAND	853.50
9963	02/26/21	SUBURBAN PROPANE	17,932.09
9964	02/26/21	THE OFFICE BOSS	74.34
9965	02/26/21	TRANSAMERICA LIFE INSURANCE	157.37
9966	02/26/21	TRUCKEE AUTO PARTS	307.19
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9970	02/26/21	HUMANA DENTAL INS. CO.	1,162.76
9971	02/26/21	JACOBSON, JAMES & ASSOCIATES, INC.	1,998.00
9972	02/26/21	KIMBALL MIDWEST	955.88
9973	02/26/21	MOUNTAIN HARDWARE & SPORTS	199.73
9974	02/26/21	THE OFFICE BOSS	28.88
9975	02/26/21	ALHAMBRA & SIERRA SPRINGS	35.00
9976	02/26/21	BLUE SHIELD OF CALIFORNIA	7,245.61
9977	02/26/21	SUBURBAN PROPANE	146.78
<b>Vendor Check Total</b>			<u>82,184.85</u>
<b>Check List Total</b>			<u><u>82,184.85</u></u>

Check count = 25

# PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 30 WATER SEWER King, James R 49	Regular		M8:00	5,668.80	Social Security	351.47	Direct Deposit # Unknown
	Holiday		M1:00		Medicare	82.19	Check Amt
	Vacation				Fed Income Tax	661.17	Chkg 8730
	Sick Accr-Memo				CA Income Tax	372.53	
	Vacation -Memo				CA Disability	68.03	
	EMPLOYEE TOTAL		9.00	5,668.80		1,535.29	Net Pay
	43.6900		70.00	3,055.30	Social Security	260.37	Direct Deposit # Unknown
Patrick, Sean M 59	Standby			180.00	Medicare	60.89	Check Amt
Overtime		8:00	524.28		Fed Income Tax	493.62	Chkg 1717
Holiday		10:00	436.90		CA Income Tax	290.02	
	EMPLOYEE TOTAL		88.00	4,199.48	CA Disability	50.39	Net Pay
	47.6100		3,285.09		Social Security	1,155.29	Net Pay
Schott, Paul A 14	Regular		69:00	3,150.00	Medicare	66.89	Direct Deposit # Unknown
Standby		10:00	476.10		Fed Income Tax	693.55	Check Amt
Holiday		11:00	523.71		CA Income Tax	269.61	Chkg 2019
Sick					CA Disability	55.20	
Sick Accr-Memo							
Vacation -Memo							
	CHECK 1 TOTAL		90.00	4,599.90		1,370.25	Net Pay
	71.4150		946.25		Social Security	58.67	Direct Deposit # Unknown
Overtime		13:25			Medicare	13.73	Check Amt
Sick Accr-Memo					Fed Income Tax	87.67	Chkg 2019
Vacation -Memo					CA Income Tax	13.15	
	CHECK 2 TOTAL		13.25	946.25	CA Disability	11.36	Net Pay
	EMPLOYEE TOTAL		103.25	5,546.15		1,84.58	Net Pay
	28.0000		2,240.00		Social Security	1,554.83	Direct Deposit # Unknown
Overtime		0:75	31.50		Medicare	158.19	Check Amt
Holiday		10:00	280.00		Fed Income Tax	37.00	Chkg 5722
	EMPLOYEE TOTAL		90.75	2,551.50	CA Income Tax	215.41	Net Pay
	46.0800		3,225.60		CA Disability	121.43	Net Pay
Shelton, Joshua M... 64.	Regular		70:00	2,250.00	Social Security	563.65	Direct Deposit # Unknown
Overtime		4:50	311.04		Medicare	261.79	Check Amt
Holiday		10:00	460.80		Fed Income Tax	61.23	Chkg 9400
	EMPLOYEE TOTAL		70.00	2,551.50	CA Income Tax	157.43	Net Pay
	69.1200		3,110.40		CA Disability	50.67	Net Pay
	46.0800		460.80				Direct Deposit # Unknown
	EMPLOYEE TOTAL		70.00	3,225.60		112.73	Check Amt
	69.1200		3,110.40				Chkg 9400
	46.0800		460.80				Net Pay
	EMPLOYEE TOTAL		70.00	3,225.60		1,988.85	Net Pay
	46.0800		460.80				Direct Deposit # Unknown
	69.1200		3,110.40				Check Amt
	46.0800		460.80				Chkg 9400
	EMPLOYEE TOTAL		70.00	3,225.60		1,988.85	Net Pay

# PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS				EARNINGS	REIMB & OTHER PAYMENTS	
**** 30 WATER SEWER Vosburgh, Justin E (cont.) 57	EMPLOYEE TOTAL			84.50	4,222.44	895.63	212.73	Net Pay	3,111.08
	Regular				125.00	7.75 1.82 1.50		Direct Deposit # Unknown Check Amt Chkg 9011	0.00 0.00 113.93
	EMPLOYEE TOTAL				125.00	11.07		Net Pay	113.93
**** 40 BOARD MEMBER Preis, Cathy 44	EMPLOYEE TOTAL				4,353.28	269.90 63.12	850.00	Direct Deposit # Unknown Check Amt Chkg 1206	0.00 0.00 2,361.82
	Regular				3,119.20	537.40 218.80 52.24		Direct Deposit # Unknown Check Amt Chkg 1206	0.00 0.00 2,361.82
	EMPLOYEE TOTAL			80.00	4,353.28	1,141.46		Net Pay	2,361.82
**** 50 ADMIN Bartolini, Julie 43	EMPLOYEE TOTAL				3,119.20	193.39 45.23	100.00	Direct Deposit # Unknown Check Amt Chkg 8963	0.00 0.00 2,020.82
	Regular				3,119.20	467.28 169.28 37.43	85.97	Direct Deposit # Unknown Check Amt Chkg 8963	0.00 0.00 2,020.82
	EMPLOYEE TOTAL			80.00	3,119.20	912.61		Net Pay	2,020.82
Mehler, Deleane 51	EMPLOYEE TOTAL				779.80	96.70 22.61	185.97	Direct Deposit # Unknown Check Amt Chkg 8963	0.00 0.00 1,219.02
	Sick				779.80	41.28 18.72		Direct Deposit # Unknown Check Amt Chkg 8963	0.00 0.00 1,219.02
	EMPLOYEE TOTAL			40.00	1,559.60	340.58		Net Pay	1,219.02
Skjelstad, Thomas G 50	EMPLOYEE TOTAL				4,678.80	1,253.19	185.97	Direct Deposit # Unknown Check Amt Chkg 1914	0.00 0.00 4,975.90
	Regular				8,336.80	516.88 120.88	250.00	Direct Deposit # Unknown Check Amt Chkg 1914	0.00 0.00 4,975.90
	EMPLOYEE TOTAL			120.00	8,336.80	3,110.90		Net Pay	4,975.90

# PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	HOURS	EARNINGS	REIMB & OTHER PAYMENTS						
<b>COMPANY TOTALS</b> 9 Person(s) 11 Transaction(s)	Regular	369.00	33,412.07		Social Security	2,460.31	2,050.00	Check Amt	0.00	
	Standby		720.00		Medicare	575.39	150.00	Dir Dep	24,292.80	
	Overtime	26.50	1,813.07		Fed Income Tax	5,380.77	1,292.31			
	Holiday	48.00	1,653.80		CA Income Tax	2,330.74	120.35			
	Sick	8.00	1,303.51		CA Disability	476.20	553.88			
	Vacation	21.00	779.80							
	Sick Accr-Memo			9.25						
	Vacation -Memo			24.62						
	<b>COMPANY TOTAL</b>	545.50	39,682.25			11,223.41	4,166.54	4,166.54	Net Pay	24,292.30
						<i>Employer Liabilities</i>				
					Social Security	2,460.30				
					Medicare	575.39				
					Fed Unemploy	20.44				
					CA Unemploy	211.21				
					<b>TOTAL EMPLOYER LIABILITY</b>	3,267.34				
					<b>TOTAL TAX LIABILITY</b>	14,490.75				

(IC) = Independent Contractor

# CASH REQUIREMENTS

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/05/21: \$42,949.59**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION SUMMARY**

<b>SUMMARY BY TRANSACTION TYPE -</b>	
TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	42,949.59
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	42,949.59
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,874.23
CASH REQUIRED FOR CHECK DATE 02/05/21	45,823.82

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER -** Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	BANK DRAFT AMOUNTS & OTHER TOTALS
02/04/21	WELLS FARGO BANK, NA	xxxxxx8393	Direct Deposit	Net Pay Allocations	24,292.30
02/04/21	WELLS FARGO BANK, NA	xxxxxx8393	Readychex®	Check Amounts	4,166.54
02/05/21	WELLS FARGO BANK, NA	xxxxxx8393	Taxpay®	Employee Withholdings	<b>EFT FOR 02/04/21</b>
				Social Security	2,460.31
				Medicare	575.39
				Fed Income Tax	5,380.77
				CA Income Tax	2,330.74
				CA Disability	476.20
				Total Withholdings	11,223.41
				Employer Liabilities	
				Social Security	2,460.30
				Medicare	575.39
				Fed Unemploy	20.44
				CA Unemploy	211.21
				Total Liabilities	3,267.34
				<b>EFT FOR 02/05/21</b>	<b>14,490.75</b>
				<b>TOTAL EFT</b>	<b>42,949.59</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES -** Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	TOTAL
02/05/21	Refer to your records for account information		Payroll	Employee Deductions	2,050.00
				457	150.00
				Credit Un 2	



# PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 30 WATER SEWER King, James R 49	Regular		M5:00	5,668.80	Social Security 351.46	150.00	Direct Deposit # 3896
	Vacation				Medicare 82.20	1,292.31	Check Amt 0.00
	Sick Accr-Memo				Fed Income Tax 661.17	120.35	Chkg 8730 2,570.75
	Vacation -Memo				CA Income Tax 372.53		
		EMPLOYEE TOTAL		5.00	5,668.80	CA Disability 68.03	1,562.66
Patrick, Sean M 59	Regular	43.6900	77.75	3,396.90	Social Security 279.91	200.00	Direct Deposit # 3897
	Standby			315.00	Medicare 65.47	97.28	Check Amt 0.00
	Overtime	65.5350	10.75	704.50	Fed Income Tax 518.96		Chkg 1717 2,997.09
	Sick	43.6900	2.25	98.30	CA Income Tax 301.81		
		EMPLOYEE TOTAL		90.75	4,514.70	CA Disability 54.18	297.28
Schott, Paul A 14	Regular	47.6100	80.00	3,808.80	Social Security 297.90	600.00	Direct Deposit # 3898
	Standby			270.00	Medicare 69.67	150.00	Check Amt 0.00
	Overtime	71.4150	6.50	464.20	Fed Income Tax 742.74	257.90	Chkg 2019 2,338.42
	Double Time	95.2200	2.75	261.86	CA Income Tax 290.57		
	Sick Accr-Memo				CA Disability 57.66		
	EMPLOYEE TOTAL		89.25	4,804.86		1,007.90	Net Pay 2,338.42
Shelton, Joshua M... 64	Regular	28.0000	80.00	2,240.00	Social Security 145.54		Direct Deposit # 3899
					Medicare 138.88		Check Amt 0.00
					Fed Income Tax 32.48		Chkg 5722 1,771.41
					CA Income Tax 178.03		
					CA Disability 92.32		
	EMPLOYEE TOTAL		80.00	2,240.00			Net Pay 1,771.41
Vosburgh, Justin E 57	Regular	46.0800	80.00	2,240.00	Social Security 468.59		Direct Deposit # 3900
	Standby				Medicare 271.21	100.00	Check Amt 0.00
	Overtime	69.1200	51.50	2,373.12	Fed Income Tax 63.43	112.73	Chkg 9400 3,202.77
	Sick	46.0800	8.00	552.96	CA Income Tax 400.94		
	Vacation	46.0800	8.50	391.68	CA Disability 170.79		
	EMPLOYEE TOTAL		88.00	4,374.36		212.73	Net Pay 3,202.77
**** 40 BOARD MEMBER Gamicck, Philip 28	Health Stipend			753.79	Social Security 46.74		Direct Deposit # 3901
					Medicare 10.93		Check Amt 0.00
					CA Income Tax 6.35		Chkg 0486 680.72
					CA Disability 9.05		
		EMPLOYEE TOTAL			753.79		
Medveczky, Alexan... 58	Health Stipend			576.66	Social Security 35.76		Direct Deposit # 3902
					Medicare 8.36		Check Amt 0.00

# PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS			
**** 40 BOARD MEMBER (cont.) Medveczky, Alexander J (cont.) 58						
Preis, Cathy 44	EMPLOYEE TOTAL			576:66		
	Regular Health Stipend			125:00		
				552:67		
						Chkg 3111 516:22
						Net Pay 516:22
						Direct Deposit # 3903
						Check Amt 0:00
						Chkg 9011 579:68
Schrlichte, Sara L 55	EMPLOYEE TOTAL			677:67		
	Health Stipend			528:33		
						Net Pay 579:68
						Direct Deposit # 3904
						Check Amt 0:00
						Chkg 2506 481:58
Sherwood, Robert W 18	EMPLOYEE TOTAL			528:33		
	Regular Health Stipend			125:00		
				384:10		
						Net Pay 481:58
						Direct Deposit # 3905
						Check Amt 0:00
						Chkg 2258 444:35
**** 50 ADMIN Bartolini, Julie 43	EMPLOYEE TOTAL			509:10		
	Regular Sick Accr-Memo Vacation -Memo			4,353:28		
						Direct Deposit # 3906
						Check Amt 0:00
						Chkg 1206 2,361:82
						Net Pay 444:85
						Direct Deposit # 3907
						Check Amt 0:00
						Chkg 8963 2,020:62
Mehler, Deleane 51	EMPLOYEE TOTAL			3,119:20		
	Regular		80:00	4,353:28		
						Net Pay 2,361:82
						Direct Deposit # 3907
						Check Amt 0:00
						Chkg 8963 2,020:62
Skjelstad, Thomas G 50	EMPLOYEE TOTAL			3,119:20		
	Regular Sick Sick Accr-Memo Vacation -Memo		1M32:00	8,336:80		
						Net Pay 2,020:62
						Direct Deposit # 3908
						Check Amt 0:00
						Chkg 1914 4,975:89

0085 0085-T591 Donner Summit Public Utility  
Run Date 02/17/21 03:47 PM

Period Start - End Date 02/01/21 - 02/14/21

# PAYROLL JOURNAL

EMPLOYEE NAME	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	HOURS	EARNINGS	REIMB & OTHER PAYMENTS			
D							
*** 50 ADMIN (cont.) Skjelstad, Thomas G (cont.) 50			8,336.80		3,110.91	250.00	4,975.89
<b>EMPLOYEE TOTAL</b>		32.00					
<b>COMPANY TOTALS</b>							
13 Person(s)	Regular	369.25	33,546.90		Social Security	2,508.37	0.00
13 Transaction(s)	Standby		720.00		Medicare	586.64	24,941.82
	Double Time	2.75	261.86		Fed Income Tax	5,267.03	
	Overtime	25.25	1,721.66		CA Income Tax	2,301.65	
	Health Stipend		2,795.55		CA Disability	485.50	
	Sick	42.75	489.98		Loan Payment		
	Vacation	25.00	921.60	7.40			
	Sick Accr-Memo			18.47			
	Vacation -Memo						
	<b>COMPANY TOTAL</b>	465.00	40,457.55		11,149.19	4,366.54	24,941.82
					Employer Liabilities		
					Social Security	2,508.36	
					Medicare	586.63	
					Fed Unemploy	18.27	
					CA Unemploy	170.55	
					CA Emp Train	3.05	
					<b>TOTAL EMPLOYER LIABILITY</b>	3,286.86	
					<b>TOTAL TAX LIABILITY</b>	14,436.05	
(C) = Independent Contractor							

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/19/21: \$43,744.41**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your form 941 is accurate.

**TRANSACTION SUMMARY**

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	43,744.41
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	43,744.41
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	3,074.23
	CASH REQUIRED FOR CHECK DATE 02/19/21	46,818.64

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER -** Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</u>
02/18/21	WELLS FARGO BANK, NA	xxxxxx8393	Direct Deposit	Net Pay Allocations	24,941.82
02/18/21	WELLS FARGO BANK, NA	xxxxxx8393	Readychex®	Check Amounts	4,366.54
02/19/21	WELLS FARGO BANK, NA	xxxxxx8393	Taxpay@	Employee Withholdings	<b>EFT FOR 02/18/21</b>
				Social Security	2,508.37
				Medicare	586.64
				Fed Income Tax	5,267.03
				CA Income Tax	2,301.65
				CA Disability	485.50
				<b>Total Withholdings</b>	<b>11,149.19</b>
				Employer Liabilities	
				Social Security	2,508.36
				Medicare	586.63
				Fed Unemploy	18.27
				CA Unemploy	170.55
				CA Emp Train	3.05
				<b>Total Liabilities</b>	<b>3,286.86</b>
					<b>14,436.05</b>
					<b>EFT FOR 02/19/21</b>
					<b>14,436.05</b>
					<b>TOTAL EFT</b>
					<b>43,744.41</b>

**DONNER SUMMIT PUBLIC UTILITY DISTRICT**  
**P.O. BOX 610 – SODA SPRINGS – CALIFORNIA – 95728**  
**TELEPHONE (530) 426-3456 – FAX (530) 426-3460**  
**Minutes of the Regular Meeting of the Board of Directors**  
**Held: February 16, 2021**

**STAFF PRESENT:** Tom Skjelstad, General Manager; Jim King, Plant Manager; Julie Bartolini, Office Manager

**OTHERS PRESENT:** Geoffrey O. Evers, General Counsel by telephone from 8732 Casa Del Rio, Fair Oaks CA, Wally Auerbach, Auerbach Engineering; Catherine Hansford, Hansford Economic Consulting LLC. Chris Parker, Sugar Bowl

**1. Call to Order**

For the Regular Meeting (Section 54954), February 16, 2021 at 6:00 P.M., the meeting was conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20.

The Regular Meeting of February 16, 2021 of the Donner Summit Public Utility District Board of Directors was called to order at 6:01 p.m. by President Cathy Preis.

**2. Roll Call**

Cathy Preis, President	- Present
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky, Director	- Present

**3. Clear the Agenda- No Changes**

**4. Public Participation- 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. Cash Disbursements–General, Month of January \$108,260.38**
- B. Cash Disbursements–Payroll, Month of January \$88,564.28**
- C. Regular Meeting Minutes of January 12, 2021**

**Motion: Accept the Consent Calendar**

**By: Bob Sherwood**

**Second: Alex Medveczky**

**Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain**

**Motion Carries**

## 6. Department Reports

### A. Administration: Tom Skjelstad, General Manager

1. **Sugar Bowl West and East Village Property Owners Sewer Project-**
  - a. Geoffrey O. Evers, District legal counsel reviewed the Placer LAFCo District annexation of Sugar Bowl properties from 2009.
  - b. Walter Auerbach of Auerbach Engineering Corp. Presentation Scope of Work. Walley Auerbach reviewed the Scope of Work for the Sugar Bowl project.
  - c. Catherine Hansford, Hansford Economic Consulting, LLC. reviewed the financing options for the project.
  - d. Schaelene Rollins, Pando Public Relations discussed the Public outreach options.
2. **Rates Increase Schedule-** schedule of tasks leading up to and through the proposed rate increase. Schaelene Rollins, Pando Public Relations Presented the Task list.
3. **California Department of Finance Audit of the District-** Tom Skjelstad reported that the audit should be complete by March of 2021.

### B. Sewer and Water Department – Jim King, Chief Plant Operator

1. **Waste Water Flow Data – for January.** Reported.
2. **Fresh Water Flow Data – for January.** Reported.
3. **Operations and Maintenance Summary –** activities during the month of January. Jim King reported the following:

#### Operations WWTP

- Discontinued discharge to Soda Springs Ski Area. Drained feed lines and begun draining the storage tank.
- Shut down the ammonia feed system due to a faulty flow control valve. Sent the valve to be repaired.
- Continued lime slurry feed and adjustments.
- Staff assisted Donner Ski Ranch with locating their lateral and trying to figure out why they had sewer backing up into their building. It was found that the common lateral the shared with the condos was plugged with grease.
- Sent into SDRMA the districts insurance provider information on the standby generators at the sewer lift stations.

#### Repairs and maintenance WTP

- Installed an instant water heater system to the chlorine tablet system to insure proper operation.

**C. Monthly Safety Committee Meeting Minutes, Month of January.**

**Motion: Accept the Safety Committee Meeting Minutes for January**  
By: Alex Medveczky  
Second: Bob Sherwood  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain  
**Motion Carries**

**7. Correspondence: None**

**8. President Report- None**

**9. Resolutions: None**

**10. Informational:** 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.

**11. Adjournment:**

**Motion: Adjourn Meeting at 7:39 p.m.**  
By: Bob Sherwood  
Second: Alex Medveczky  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain  
**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting – March 16, 2021  
Regular Meeting – April 20, 2021  
Regular Meeting – May 18, 2021

Respectfully Submitted,


Deleane Mehler  
Administrative Assistant

Cathy Preis  
*President*  
Sara Schrichte  
*Vice President*  
Robert Sherwood  
*Secretary*  
Phil Gamick  
*Director*  
Alex Medveczky  
*Director*



**MEMORANDUM**

**To:** DSPUD Board of Directors

**From:** Tom Skjelstad, General Manager 

**Date:** March 18, 2021

**Re:** Manager's Report for the March 23 Special Board Meeting

**District 2021 DRAFT Utility Rates Study**

Hopefully you've all had the opportunity to read the 2021 Utility Rates Study, produced by Hansford Economic Consulting LLC.

Staff identified the categories that have caused the District's cash reserves to be drawn down by approximately \$2.5M over the past five years. They remain the same issues that we've discussed in the last three years:

- Budget overruns,
- DSPUD Revenue shortfalls,
- Capital Expenditures,
- SLCWD flow percentages less than anticipated.

Catherine Hansford will share with you the dollar amounts at the Special Meeting. Staff and Catherine will also be prepared to answer your questions.



## Attention Donner Summit Public Utilities District Customers!

A rate study is currently being conducted for both water and wastewater utilities. Rate studies are typically conducted every three-to-five years to review the financial stability of the District and to make adjustments as needed to account for fluctuations in projected revenue and expenditures.

The rate study will be presented to Donner Summit Public Utilities District (DSPUD/District) Board of Directors in a special meeting on Tuesday, April 6 at 6 p.m. Customers are encouraged to participate. Virtual attendance instructions are posted in advance at [www.DSPUD.com](http://www.DSPUD.com).

### Rate Process Timeline At-A-Glance

April 6, 2021 - Final presentation to DSPUD Board of Directors and approval to proceed with notification under Proposition 218

\*April 16, 2021 – Distribute Proposition 218 notifications to property owners

May 18, 2021 – Receive public input during DSPUD Board of Directors meeting

\*June 1, 2021 – Public Hearing to adopt proposed rate increases per Proposition 218 process

1<sup>st</sup> Quarter FY 2021/22 – New rates go into effect

*\*Note: some adjustments may be made to the schedule to accommodate additional review by the Board of Directors. Updates and announcements will be posted to the website. There is a mandatory 45-day comment period from the time the notices are distributed and the public hearing is held per Proposition 218 requirements.*

Questions? Please visit [www.DSPUD.com](http://www.DSPUD.com) and click the green contact button on the homepage.

**Safety/Plant Training**  
**Donner Summit PUD WWTP**

**Safety Topic(s): February 2021**  
Asbestos Cement Pipe (ACP) Safety  
Silica Dust Safety

**Training Notes:**  
Outside Trainer

Attendance:

1. Jim K: **Attended**
2. Tom S:
3. Paul Schott:
4. Justin V: **Attended**
5. Julie B:
6. Deleane M:
7. Sean Patrick: **Attended**
8. Josh Shelton: **Attended**