

**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Agenda  
Tuesday, October 18, 2022 - 6:00 P.M.  
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Regular Meeting (Section 54954), October 18, 2022 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 and Assembly Bill 361. **The Zoom Webinar ID 891 0110 7539 Password 685927 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.

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** – *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.*

**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 October 18, 2022**

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

**B. Approve Regular Meeting Minutes September 20, 2022**

**C. Approve Monthly Safety Meeting Minutes – September 2022**

**6. Department Reports**

**A. Administration - Steven Palmer, General Manager**

**B. Operations and Maintenance Summary, September**

**7. Information Items**

**A. Fiscal Year 2021-2022 Budget to Actual Report**

**8. Action Items**

**A. Adopt Resolution 2022-35 to Continue Remote Board Meetings in Accordance with Assembly Bill 361**

**9. 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.*

**10. Adjournment**

Schedule of Upcoming Meetings


Regular Meeting – November 15, 2022

Regular Meeting – December 20, 2022

Regular Meeting – January 17, 2023

We certify that on October 14, 2022, 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

  
Steven Palmer  
General Manager

**October 18, 2022**  
**Agenda Item: 5A.1**

**Donner Summit Public Utility District  
Check List**

**October 18, 2022  
Agenda Item: 5A.1**

All Bank Accounts

September 1, 2022 - September 30, 2022

| Check Number         | Check Date | Payee                                | Amount    |
|----------------------|------------|--------------------------------------|-----------|
| <b>Vendor Checks</b> |            |                                      |           |
| 11130                | 09/15/22   | 49ER WATER SERVICES                  | 2,865.00  |
| 11131                | 09/15/22   | ALSCO                                | 361.71    |
| 11132                | 09/15/22   | APS ENVIRONMENTAL                    | 16,121.47 |
| 11133                | 09/15/22   | AT&T                                 | 46.43     |
| 11134                | 09/15/22   | CATHERINE HANSFORD                   | 3,722.50  |
| 11135                | 09/15/22   | EMPLOYER DRIVEN SOLUTIONS            | 305.00    |
| 11136                | 09/15/22   | EVERS LAW GROUP                      | 1,221.00  |
| 11137                | 09/15/22   | FED-EX                               | 8.06      |
| 11138                | 09/15/22   | GRAINGER                             | 828.47    |
| 11139                | 09/15/22   | HOLT OF CALIFORNIA                   | 3,576.57  |
| 11140                | 09/15/22   | JUSTIN VOSBURGH                      | 169.00    |
| 11141                | 09/15/22   | KIMBALL MIDWEST                      | 420.57    |
| 11142                | 09/15/22   | MOUNTAIN HARDWARE & SPORTS           | 24.87     |
| 11143                | 09/15/22   | PARAGON PEST CONTROL                 | 65.00     |
| 11144                | 09/15/22   | PIT. BOWES GLOBAL FINANCIAL SERVICES | 225.60    |
| 11145                | 09/15/22   | PITNEY BOWES PURCHASE POWER          | 254.24    |
| 11146                | 09/15/22   | SEAN PATRICK                         | 310.00    |
| 11147                | 09/15/22   | SIERRA MOUNTAIN PIPE & SUPPLY        | 24.25     |
| 11148                | 09/15/22   | SMALL POND MARKETING ARTS & DESIGN   | 36.25     |
| 11149                | 09/15/22   | TAHOE TRUCKEE DISPOSAL               | 3,172.15  |
| 11150                | 09/15/22   | THATCHER COMPANY OF NEVADA, INC.     | 3,254.36  |
| 11151                | 09/15/22   | THE OFFICE BOSS, INC.                | 122.52    |
| 11152                | 09/15/22   | TRUCKEE AUTO PARTS                   | 500.80    |
| 11153                | 09/15/22   | USA BLUEBOOK                         | 649.12    |
| 11154                | 09/15/22   | WELLS FARGO VENDOR FINANCIAL         | 226.83    |
| 11155                | 09/28/22   | 49ER WATER SERVICES                  | 2,790.00  |
| 11156                | 09/28/22   | 49ER WATER SERVICES                  | 120.00    |
| 11157                | 09/28/22   | 49ER WATER SERVICES                  | 1,560.00  |
| 11158                | 09/28/22   | 49ER WATER SERVICES                  | 120.00    |
| 11159                | 09/28/22   | ALHAMBRA & SIERRA SPRINGS            | 137.39    |
| 11160                | 09/28/22   | AT&T                                 | 377.09    |
| 11161                | 09/28/22   | AT&T                                 | 24.87     |
| 11162                | 09/28/22   | BARNARD, VOGLER & CO.                | 8,205.20  |
| 11163                | 09/28/22   | BLUE SHIELD OF CALIFORNIA            | 11,029.39 |
| 11164                | 09/28/22   | CORBIN WILLITS SYSTEMS, INC.         | 431.36    |
| 11165                | 09/28/22   | FED-EX                               | 8.06      |
| 11166                | 09/28/22   | FED-EX                               | 8.06      |
| 11167                | 09/28/22   | GRAINGER                             | 26.56     |
| 11168                | 09/28/22   | GRAINGER                             | 267.43    |
| 11169                | 09/28/22   | GRAINGER                             | 133.02    |
| 11170                | 09/28/22   | HUMANA DENTAL INS. CO.               | 1,456.30  |
| 11171                | 09/28/22   | MAPCOMMUNICATIONS                    | 43.00     |
| 11172                | 09/28/22   | MOUNTAIN HARDWARE & SPORTS           | 86.57     |
| 11173                | 09/28/22   | NATIONAL LIFE INSURANCE CO.          | 62.17     |
| 11174                | 09/28/22   | PARAGON PEST CONTROL                 | 65.00     |
| 11175                | 09/28/22   | PG&E COMPANY                         | 25,795.55 |
| 11176                | 09/28/22   | PG&E COMPANY                         | 758.40    |
| 11177                | 09/28/22   | PRINCIPAL LIFE INSURANCE COMPANY     | 793.47    |
| 11178                | 09/28/22   | ROAD SAFETY INC.                     | 2,380.00  |
| 11179                | 09/28/22   | SIERRA MOUNTAIN PIPE & SUPPLY        | 438.41    |
| 11180                | 09/28/22   | SIERRA MOUNTAIN PIPE & SUPPLY        | 12.67     |
| 11181                | 09/28/22   | THATCHER COMPANY OF NEVADA, INC.     | 894.68    |
| 11182                | 09/28/22   | THE OFFICE BOSS, INC.                | 23.38     |
| 11183                | 09/28/22   | TRANSAMERICA LIFE INSURANCE          | 194.19    |
| 11184                | 09/28/22   | TRUCKEE AUTO PARTS                   | 272.47    |
| 11185                | 09/28/22   | TRUCKEE AUTO PARTS                   | 18.62     |
| 11186                | 09/28/22   | USA BLUEBOOK                         | 1,177.50  |

Check List

All Bank Accounts

September 1, 2022 - September 30, 2022

| Check Number              | Check Date | Payee        | Amount            |
|---------------------------|------------|--------------|-------------------|
| 11187                     | 09/28/22   | USA BLUEBOOK | 3,995.74          |
| <b>Vendor Check Total</b> |            |              | <u>102,218.32</u> |
| <b>Check List Total</b>   |            |              | <u>102,218.32</u> |

Check count = 58

**October 18, 2022**  
**Agenda Item: 5A.2**

# PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

| EMPLOYEE NAME<br>ID                          | HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS |         |          |          | WITHHOLDINGS         | DEDUCTIONS            | NET PAY<br>ALLOCATIONS     |                           |
|--|--|---------|----------|----------|----------------------|-----------------------|----------------------------|---------------------------|
|  | DESCRIPTION                                      | RATE    | HOURS    | EARNINGS |                      |                       |                            | REIMB & OTHER<br>PAYMENTS |
| **** 30 WATER SEWER<br>King, James R<br>49   | Regular  |         | M80:00   | 6,217:69 | Social Security      | 391:69 <sup>457</sup> | 150:00                     | Direct Deposit # 4319     |
|  | Life Ins Reimb Txble                             |         |          | 100:00   | Medicare             | 91:61                 | Garnishment 1,292:31       | Check Amt 0.00            |
|  | Sick   |         | M2:00    |          | Fed Income Tax       | 806:07                |                            | Chkg 730 3,085.87         |
|  | Sick Accr-Memo                                   |         |          |          | M1:85<br>M4:62       | CA Income Tax 430:65  |                            |                           |
|  | Vacation -Memo                                   |         |          |          | CA Disability 69:49  |                       |                            |                           |
|  | EMPLOYEE TOTAL                                   |         | 82:00    | 6,317:69 |                      | 1,789:51              | 1,442:31                   | Net Pay 3,085.87          |
| Patrick, Sean M<br>59                        | Regular  | 48:0500 | 69:25    | 3,327:46 | Social Security      | 258:43 <sup>457</sup> | 50:00                      | Direct Deposit # 4320     |
|  | Overtime   | 72:0750 | 2:00     | 144:15   | Medicare             | 60:44                 | Life Ins EE Post Tax 37:41 | Check Amt 0.00            |
|  | Sick   | 48:0500 | 10:75    | 516:54   | Fed Income Tax       | 458:84                |                            | Chkg 717 2,981.62         |
|  | Stand By   |         |          | 180:00   | CA Income Tax        | 275:56                |                            |                           |
|  | EMPLOYEE TOTAL                                   |         | 82:00    | 4,168:15 | CA Disability 45:85  | 1,099:12              | 87:41                      | Net Pay 2,981.62          |
| Schott, Paul A<br>14                         | Regular  | 51:3300 | 70:00    | 3,593:10 | Social Security      | 303:39 <sup>457</sup> | 850:00                     | Direct Deposit # 4321     |
|  | Standby  |         |          | 225:00   | Medicare             | 70:95                 | Credit Un 2 150:00         | Check Amt 0.00            |
|  | Overtime   | 76:9950 | 6:00     | 461:97   | Fed Income Tax       | 693:16                |                            | Chkg 019 2,504.13         |
|  | Life Ins Reimb Txble                             |         |          | 100:00   | CA Income Tax        | 267:91                |                            |                           |
|  | Sick   | 51:3300 | 10:00    | 513:30   | CA Disability 53:83  |                       |                            |                           |
|  | Sick Accr-Memo                                   |         |          |          | M1:85<br>M6:15       |                       |                            |                           |
|  | Vacation -Memo                                   |         |          |          |                      |                       |                            |                           |
| EMPLOYEE TOTAL                               |  | 86:00   | 4,893:37 |          | 1,389:24             | 1,000:00              | Net Pay 2,504.13           |                           |
| Shelton, Joshua M...<br>64                   | Regular  | 35:0400 | 70:00    | 2,452:80 | Social Security      | 180:00                |                            | Direct Deposit # 4322     |
|  | Life Ins Reimb Txble                             |         |          | 100:00   | Medicare             | 42:10                 |                            | Check Amt 0.00            |
|  | Sick   | 35:0400 | 10:00    | 350:40   | Fed Income Tax       | 253:42                |                            | Chkg 722 2,244.47         |
|  | EMPLOYEE TOTAL                                   |         | 80:00    | 2,903:20 | CA Income Tax 151:27 | 658:73                |                            | Net Pay 2,244.47          |
| Vosburgh, Justin E<br>57                     | Regular  | 51:4300 | 70:00    | 3,600:10 | Social Security      | 397:79 <sup>457</sup> | 200:00                     | Direct Deposit # 4323     |
|  | Overtime   | 77:1450 | 25:75    | 1,986:48 | Medicare             | 93:03                 | Life Ins EE Post Tax 35:00 | Check Amt 0.00            |
|  | Stand By   |         |          | 315:00   | Fed Income Tax       | 811:19                | Loan 2 171:34              | Chkg 400 4,288.89         |
|  | Vacation   | 51:4300 | 10:00    | 514:30   | CA Income Tax 348:07 |                       |                            |                           |
|  | EMPLOYEE TOTAL                                   |         | 105:75   | 6,415:88 | CA Disability 70:57  | 1,720:65              | 406:34                     | Net Pay 4,288.89          |
| **** 40 BOARD MEMBER<br>Gamick, Philip<br>28 | Regular  |         |          | 250:00   | Social Security      | 66:57                 |                            | Direct Deposit # 4324     |
|  | Health Stipend                                   |         |          | 823:76   | Medicare             | 15:57                 |                            | Check Amt 0.00            |
|  |  |         |          |          | Fed Income Tax 57:76 |                       |                            | Chkg 486 910.38           |
|  | EMPLOYEE TOTAL                                   |         |          | 1,073:76 | CA Income Tax 11:67  | 163:38                |                            | Net Pay 910.38            |

# PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

| EMPLOYEE NAME<br>ID                                   | HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS |         |       |               | WITHHOLDINGS    | DEDUCTIONS | NET PAY<br>ALLOCATIONS  |
|---|--|---------|-------|---------------|-----------------|------------|-------------------------|
|   | DESCRIPTION                                      | RATE    | HOURS | EARNINGS      |                 |            |                         |
| **** 40 BOARD MEMBER (cont.)<br>Kaufman, Joan B<br>67 | Regular  |         |       | 275:00        | Social Security | 79:93      | Direct Deposit # 4325   |
|   | Health Stipend                                   |         |       | 1,014:06      | Medicare        | 18:69      | Check Amt 0.00          |
|   |  |         |       |               | Fed Income Tax  | 87:01      | Chkg 974 1,063.31       |
|   |  |         |       |               | CA Income Tax   | 25:94      |                         |
|   |  |         |       | CA Disability | 14:18           |            |                         |
|   | EMPLOYEE TOTAL                                   |         |       | 1,289:06      |                 | 225:75     | Net Pay 1,063.31        |
| Medveczky, Alexan...<br>58                            | Regular  |         |       | 250:00        | Social Security | 54:59      | Direct Deposit # 4326   |
|   | Health Stipend                                   |         |       | 630:41        | Medicare        | 12:77      | Check Amt 0.00          |
|   |  |         |       |               | Fed Income Tax  | 38:23      | Chkg 111 764.70         |
|   |  |         |       |               | CA Income Tax   | 0:44       |                         |
|   |  |         |       | CA Disability | 9:68            |            |                         |
|   | EMPLOYEE TOTAL                                   |         |       | 880:41        |                 | 115:71     | Net Pay 764.70          |
| Parkhurst, Dawn E<br>66                               | Regular  |         |       | 250:00        | Social Security | 54:59      | Direct Deposit # 4327   |
|   | Health Stipend                                   |         |       | 630:41        | Medicare        | 12:77      | Check Amt 0.00          |
|   |  |         |       |               | Fed Income Tax  | 13:43      | Chkg 495 778.58         |
|   |  |         |       |               | CA Income Tax   | 11:36      |                         |
|   |  |         |       | CA Disability | 9:68            |            |                         |
|   | EMPLOYEE TOTAL                                   |         |       | 880:41        |                 | 101:83     | Net Pay 778.58          |
| Preis, Cathy<br>44                                    | Regular  |         |       | 300:00        | Social Security | 56:03      | Direct Deposit # 4328   |
|   | Health Stipend                                   |         |       | 603:71        | Medicare        | 13:10      | Check Amt 0.00          |
|   |  |         |       |               | Fed Income Tax  | 60:62      | Chkg 011 757.61         |
|   |  |         |       |               | CA Income Tax   | 6:41       |                         |
|   |  |         |       | CA Disability | 9:94            |            |                         |
|   | EMPLOYEE TOTAL                                   |         |       | 903:71        |                 | 146:10     | Net Pay 757.61          |
| **** 50 ADMIN<br>Mehler, Deleane<br>51                | Regular  | 42:0400 | 48:00 | 2,017:92      | Social Security | 208:52     | Direct Deposit # 4329   |
|   | Sick   | 42:0400 | 8:00  | 336:32        | Medicare        | 48:77      | Check Amt 0.00          |
|   | Vacation   | 42:0400 | 24:00 | 1,008:96      | Fed Income Tax  | 512:52     | Chkg 963 2,164.51       |
|   |  |         |       |               | CA Income Tax   | 188:10     |                         |
|   |  |         |       |               | CA Disability   | 37:00      |                         |
|   | EMPLOYEE TOTAL                                   |         | 80.00 | 3,363:20      |                 | 994:91     | 203:78 Net Pay 2,164.51 |
| Palmer, Steven V<br>65                                | Regular  |         | 80:00 | 7,080:77      | Social Security | 439:01     | Direct Deposit # 4330   |
|   |  |         |       |               | Medicare        | 102:67     | Check Amt 0.00          |
|   |  |         |       |               | Fed Income Tax  | 1,483:89   | Chkg 779 3,617.40       |
|   |  |         |       |               | CA Income Tax   | 557:98     | Savg 330 600.00         |
|   |  |         |       |               | CA Disability   | 77:89      |                         |
|   | EMPLOYEE TOTAL                                   |         | 80.00 | 7,080:77      |                 | 2,661:44   | 201:93 Net Pay 4,217.40 |



# PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

| EMPLOYEE NAME<br>ID           | HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS |      |        |           | WITHHOLDINGS                | DEDUCTIONS | NET PAY<br>ALLOCATIONS |                           |           |           |
|-------------------------------|--|------|--------|-----------|-----------------------------|------------|------------------------|---------------------------|-----------|-----------|
|                               | DESCRIPTION                                      | RATE | HOURS  | EARNINGS  |                             |            |                        | REIMB & OTHER<br>PAYMENTS |           |           |
| <b>COMPANY TOTALS</b>         |  |      |        |           |                             |            |                        |                           |           |           |
| 12 Person(s)                  | Regular  |      | 487.25 | 29,614.84 | Social Security             | 2,490.54   | 457                    | 1,551.93                  | Check Amt | 0.00      |
| 12 Transaction(s)             | Standby  |      |        | 225.00    | Medicare                    | 582.47     | Credit Un 2            | 150.00                    | Dir Dep   | 25,761.47 |
|                               | Overtime   |      | 33.75  | 2,592.60  | Fed Income Tax              | 5,276.14   | Garnishment            | 1,292.31                  |           |           |
|                               | Health Stipend                                   |      |        | 3,702.35  | CA Income Tax               | 2,275.36   | Life Ins EE Post       | 72.41                     |           |           |
|                               | Life Ins Reimb Txble                             |      |        | 300.00    | CA Disability               | 441.86     | Loan 2                 | 171.34                    |           |           |
|                               | Sick   |      | 40.75  | 1,716.56  |                             |            | Loan Payment           | 103.78                    |           |           |
|                               | Stand By   |      |        | 495.00    |                             |            |                        |                           |           |           |
|                               | Vacation   |      | 34.00  | 1,523.26  |                             |            |                        |                           |           |           |
|                               | Sick Accr-Memo                                   |      |        |           |                             |            |                        |                           |           |           |
|                               | Vacation -Memo                                   |      |        |           | 3.70                        |            |                        |                           |           |           |
|                               |  |      |        |           | 10.77                       |            |                        |                           |           |           |
|                               | COMPANY TOTAL                                    |      | 595.75 | 40,169.61 |                             | 11,066.37  |                        | 3,341.77                  | Net Pay   | 25,761.47 |
|                               |  |      |        |           | <i>Employer Liabilities</i> |            |                        |                           |           |           |
|                               |  |      |        |           | Social Security             | 2,490.53   |                        |                           |           |           |
|                               |  |      |        |           | Medicare                    | 582.47     |                        |                           |           |           |
|                               |  |      |        |           | TOTAL EMPLOYER LIABILITY    | 3,073.00   |                        |                           |           |           |
|                               |  |      |        |           | TOTAL TAX LIABILITY         | 14,139.37  |                        |                           |           |           |
| (IC) = Independent Contractor |  |      |        |           |                             |            |                        |                           |           |           |

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/02/22: \$43,170.20**

**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)                   | 43,170.20        |
|                                      | CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT            | <b>43,170.20</b> |
|                                      | TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES | 2,049.46         |
|                                      | CASH REQUIRED FOR CHECK DATE 09/02/22                   | <b>45,219.66</b> |

## 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>        |                  | <b>BANK DRAFT AMOUNTS<br/>&amp; OTHER TOTALS</b> |
|--------------------|----------------------|-----------------------|----------------|---------------------------|------------------|--|
| 09/01/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Direct Deposit | Net Pay Allocations       | 25,761.47        | <b>25,761.47</b>                                 |
| 09/01/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Readychex®     | Check Amounts             | 3,269.36         | <b>3,269.36</b>                                  |
|                    |                      |                       |                | <b>EFT FOR 09/01/22</b>   |                  | <b>29,030.83</b>                                 |
| 09/02/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Taxpay®        | Employee Withholdings     |                  |  |
|                    |                      |                       |                | Social Security           | 2,490.54         |  |
|                    |                      |                       |                | Medicare                  | 582.47           |  |
|                    |                      |                       |                | Fed Income Tax            | 5,276.14         |  |
|                    |                      |                       |                | CA Income Tax             | 2,275.36         |  |
|                    |                      |                       |                | CA Disability             | 441.86           |  |
|                    |                      |                       |                | <b>Total Withholdings</b> | <b>11,066.37</b> |  |
|                    |                      |                       |                | Employer Liabilities      |                  |  |
|                    |                      |                       |                | Social Security           | 2,490.53         |  |
|                    |                      |                       |                | Medicare                  | 582.47           |  |
|                    |                      |                       |                | <b>Total Liabilities</b>  | <b>3,073.00</b>  | <b>14,139.37</b>                                 |
|                    |                      |                       |                | <b>EFT FOR 09/02/22</b>   |                  | <b>14,139.37</b>                                 |
|                    |                      |                       |                | <b>TOTAL EFT</b>          |                  | <b>43,170.20</b>                                 |

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

| <u>TRANS. DATE</u> | <u>BANK NAME</u>                              | <u>ACCOUNT NUMBER</u> | <u>PRODUCT</u> | <u>DESCRIPTION</u>   |          | <u>TOTAL</u> |
|--------------------|---|-----------------------|----------------|----------------------|----------|--------------|
| 09/02/22           | Refer to your records for account Information |                       | Payroll        | Employee Deductions  |          |              |
|                    |   |                       |                | 457                  | 1,551.93 |              |
|                    |   |                       |                | Credit Un 2          | 150.00   |              |
|                    |   |                       |                | Life Ins EE Post Tax | 72.41    |              |
|                    |   |                       |                | Loan 2               | 171.34   |              |

# PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

| EMPLOYEE NAME<br>ID                        | HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS |          |          |               | WITHHOLDINGS        | DEDUCTIONS | NET PAY<br>ALLOCATIONS |                           |                       |
|--|--|----------|----------|---------------|---------------------|------------|------------------------|---------------------------|-----------------------|
|  | DESCRIPTION                                      | RATE     | HOURS    | EARNINGS      |                     |            |                        | REIMB & OTHER<br>PAYMENTS |                       |
| **** 30 WATER SEWER<br>King, James R<br>49 | Regular  |          | M8:00    | 6,217.69      | Social Security     | 391.70     | 457                    | 150.00                    | Direct Deposit # 4331 |
|  | Holiday  |          | M10:00   |               | Medicare            | 91.61      | Garnishment            | 1,292.31                  | Check Amt 0.00        |
|  | Life Ins Reimb Txble                             |          |          | 100.00        | Fed Income Tax      | 806.07     |                        |                           | Chkg 730 3,085.86     |
|  | Sick Accr-Memo                                   |          |          |               | M1:85 CA Income Tax | 430.65     |                        |                           |                       |
|  | Vacation -Memo                                   |          |          |               | M4:62 CA Disability | 69.49      |                        |                           |                       |
|  | EMPLOYEE TOTAL                                   |          | 90.00    | 6,317.69      |                     | 1,789.52   |                        | 1,442.31                  | Net Pay 3,085.86      |
|  |  |          |          |               |                     |            |                        |                           |                       |
| Patrick, Sean M<br>59                      | Regular  | 48:0500  | 70:00    | 3,363.50      | Social Security     | 342.76     | 457                    | 50.00                     | Direct Deposit # 4332 |
|  | Standby  |          |          | 315.00        | Medicare            | 80.16      | Life Ins EE Post Tax   | 37.41                     | Check Amt 0.00        |
|  | Overtime   | 72:0750  | 17:00    | 1,225.28      | Fed Income Tax      | 758.10     |                        |                           | Chkg 717 3,784.47     |
|  | Double Time                                      | 96:1000  | 1:50     | 144.15        | CA Income Tax       | 414.72     |                        |                           |                       |
|  | Holiday  | 48:0500  | 10:00    | 480.50        | CA Disability       | 60.81      |                        |                           |                       |
|  | EMPLOYEE TOTAL                                   |          | 98.50    | 5,528.43      |                     | 1,656.55   |                        | 87.41                     | Net Pay 3,784.47      |
|  |  |          |          |               |                     |            |                        |                           |                       |
| Schott, Paul A<br>14                       | Regular  | 51:3300  | 80:00    | 4,106.40      | Social Security     | 347.94     | 457                    | 850.00                    | Direct Deposit # 4333 |
|  | Standby  |          |          | 225.00        | Medicare            | 81.38      | Credit Un 2            | 150.00                    | Check Amt 0.00        |
|  | Overtime   | 76:9950  | 8:00     | 615.96        | Fed Income Tax      | 865.63     |                        |                           | Chkg 019 2,913.88     |
|  | Double Time                                      | 102:6600 | 0:50     | 51.33         | CA Income Tax       | 341.43     |                        |                           |                       |
|  | Holiday  | 51:3300  | 10:00    | 513.30        | CA Disability       | 61.73      |                        |                           |                       |
|  | Life Ins Reimb Txble                             |          |          | 100.00        |                     |            |                        |                           |                       |
|  | Sick Accr-Memo                                   |          |          |               | M1:85               |            |                        |                           |                       |
| Vacation -Memo                             |  |          |          | M6:15         |                     |            |                        |                           |                       |
| EMPLOYEE TOTAL                             |  | 98.50    | 5,611.99 |               | 1,698.11            |            | 1,000.00               | Net Pay 2,913.88          |                       |
|  |  |          |          |               |                     |            |                        |                           |                       |
| Shelton, Joshua M...<br>64                 | Regular  | 35:0400  | 80:00    | 2,803.20      | Social Security     | 201.72     |                        |                           | Direct Deposit # 4334 |
|  | Holiday  | 35:0400  | 10:00    | 350.40        | Medicare            | 47.17      |                        |                           | Check Amt 0.00        |
|  | Life Ins Reimb Txble                             |          |          | 100.00        | Fed Income Tax      | 295.47     |                        |                           | Chkg 722 2,486.33     |
|  | EMPLOYEE TOTAL                                   |          | 90.00    | 3,253.60      |                     | 767.27     |                        |                           | Net Pay 2,486.33      |
|  |  |          |          |               |                     |            |                        |                           |                       |
| Vosburgh, Justin E<br>57                   | Regular  | 51:4300  | 69:75    | 3,587.24      | Social Security     | 371.48     | 457                    | 200.00                    | Direct Deposit # 4335 |
|  | Standby  |          |          | 180.00        | Medicare            | 86.88      | Life Ins EE Post Tax   | 35.00                     | Check Amt 0.00        |
|  | Overtime   | 77:1450  | 14:00    | 1,080.03      | Fed Income Tax      | 717.84     | Loan 2                 | 171.34                    | Chkg 400 4,038.48     |
|  | Double Time                                      | 102:8600 | 6:00     | 617.16        | CA Income Tax       | 304.66     |                        |                           |                       |
|  | Holiday  | 51:4300  | 10:00    | 514.30        | CA Disability       | 65.91      |                        |                           |                       |
|  | Sick   | 51:4300  | 0:25     | 12.86         |                     |            |                        |                           |                       |
|  | EMPLOYEE TOTAL                                   |          | 100.00   | 5,991.59      |                     | 1,546.77   |                        | 406.34                    | Net Pay 4,038.48      |
|  |  |          |          |               |                     |            |                        |                           |                       |
| **** 50 ADMIN<br>Mehler, Deleane<br>51     | Regular  | 42:0400  | 67:00    | 2,816.68      | Social Security     | 208.52     | 457                    | 100.00                    | Direct Deposit # 4336 |
|  | Holiday  | 42:0400  | 8:00     | 336.32        | Medicare            | 48.76      | Loan Payment           | 103.78                    | Check Amt 0.00        |
|  | Vacation   | 42:0400  | 5:00     | 210.20        | Fed Income Tax      | 512.52     |                        |                           | Chkg 963 2,164.52     |
|  |  |          |          |               | CA Income Tax       | 188.10     |                        |                           |                       |
|  |  |          |          | CA Disability | 37.00               |            |                        |                           |                       |



# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/16/22: \$37,939.58**

**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)                   | 37,939.58        |
|                                      | CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT            | <b>37,939.58</b> |
|                                      | TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES | 2,049.46         |
|                                      | CASH REQUIRED FOR CHECK DATE 09/16/22                   | 39,989.04        |

**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>        |                  | <b>BANK DRAFT AMOUNTS<br/>&amp; OTHER TOTALS</b> |
|--------------------|----------------------|-----------------------|----------------|---------------------------|------------------|--|
| 09/15/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Direct Deposit | Net Pay Allocations       | 22,690.94        | 22,690.94  |
| 09/15/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Readychex®     | Check Amounts             | 1,292.31         | 1,292.31   |
|                    |                      |                       |                | <b>EFT FOR 09/15/22</b>   |                  | <b>23,983.25</b>                                 |
| 09/16/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Taxpay®        | Employee Withholdings     |                  |  |
|                    |                      |                       |                | Social Security           | 2,303.13         |  |
|                    |                      |                       |                | Medicare                  | 538.63           |  |
|                    |                      |                       |                | Fed Income Tax            | 5,439.52         |  |
|                    |                      |                       |                | CA Income Tax             | 2,424.66         |  |
|                    |                      |                       |                | CA Disability             | 408.62           |  |
|                    |                      |                       |                | <b>Total Withholdings</b> | <b>11,114.56</b> |  |
|                    |                      |                       |                | Employer Liabilities      |                  |  |
|                    |                      |                       |                | Social Security           | 2,303.13         |  |
|                    |                      |                       |                | Medicare                  | 538.64           |  |
|                    |                      |                       |                | <b>Total Liabilities</b>  | <b>2,841.77</b>  | <b>13,956.33</b>                                 |
|                    |                      |                       |                | <b>EFT FOR 09/16/22</b>   |                  | <b>13,956.33</b>                                 |
|                    |                      |                       |                | <b>TOTAL EFT</b>          |                  | <b>37,939.58</b>                                 |

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

| <u>TRANS. DATE</u> | <u>BANK NAME</u>                  | <u>ACCOUNT NUMBER</u> | <u>PRODUCT</u> | <u>DESCRIPTION</u>   |          | <b>TOTAL</b> |
|--------------------|-----------------------------------|-----------------------|----------------|----------------------|----------|--------------|
| 09/16/22           | Refer to your records for account | Information           | Payroll        | Employee Deductions  |          |              |
|                    |                                   |                       |                | 457                  | 1,551.93 |              |
|                    |                                   |                       |                | Credit Un 2          | 150.00   |              |
|                    |                                   |                       |                | Life Ins EE Post Tax | 72.41    |              |
|                    |                                   |                       |                | Loan 2               | 171.34   |              |



# PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

| EMPLOYEE NAME<br>ID   | HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS |         |        |          | WITHHOLDINGS           | DEDUCTIONS | NET PAY<br>ALLOCATIONS       |
|---|--|---------|--------|----------|------------------------|------------|------------------------------|
|   | DESCRIPTION                                      | RATE    | HOURS  | EARNINGS |                        |            |                              |
| **** 30 WATER SEWER (cont.)<br>Vosburgh, Justin E (cont.)<br>57 | CHECK 1 TOTAL                                    |         | 28.50  | 2,275.78 |                        |            | 171:34 Net Pay 1,725.35      |
|   | Regular  | 51:4300 | 64:50  | 3,317.24 | Social Security 274:62 | 457        | 200:00 Direct Deposit # 4344 |
|   | Standby  |         |        | 315:00   | Medicare 64:22         | Loan 2     | 171:34 Check Amt 0.00        |
|   | Sick   | 51:4300 | 3:50   | 180:01   | Fed Income Tax 374:16  |            | Chkg 400 3,139.36            |
|   | Vacation   | 51:4300 | 12:00  | 617:16   | CA Income Tax 156:99   |            |                              |
|   | CHECK 2 TOTAL                                    |         | 80.00  | 4,429.41 | CA Disability 48:72    |            | 371:34 Net Pay 3,139.36      |
|   | EMPLOYEE TOTAL                                   |         | 108.50 | 6,705.19 |                        | 1,297:80   | 542:68 Net Pay 4,864.71      |
| **** 40 BOARD MEMBER<br>Gamick, Philip<br>28                    | Regular  |         |        | 250:00   | Social Security 66:58  |            | Direct Deposit # 4345        |
|   | Health Stipend                                   |         |        | 823:76   | Medicare 15:57         |            | Check Amt 0.00               |
|   |  |         |        |          | Fed Income Tax 57:76   |            | Chkg 486 910.37              |
|   | EMPLOYEE TOTAL                                   |         |        | 1,073:76 | CA Income Tax 11:67    |            | Net Pay 910.37               |
| Kaufman, Joan B<br>67   | Regular  |         |        | 275:00   | Social Security 79:92  |            | Direct Deposit # 4346        |
|   | Health Stipend                                   |         |        | 1,014:06 | Medicare 18:69         |            | Check Amt 0.00               |
|   |  |         |        |          | Fed Income Tax 87:01   |            | Chkg 974 1,063.32            |
|   | EMPLOYEE TOTAL                                   |         |        | 1,289:06 | CA Income Tax 25:94    |            | Net Pay 1,063.32             |
| Medveczky, Alexan...<br>58                                      | Regular  |         |        | 250:00   | Social Security 54:58  |            | Direct Deposit # 4347        |
|   | Health   |         |        | 630:41   | Medicare 12:77         |            | Check Amt 0.00               |
|   |  |         |        |          | Fed Income Tax 38:23   |            | Chkg 111 764.71              |
|   | EMPLOYEE TOTAL                                   |         |        | 880:41   | CA Income Tax 0:44     |            | Net Pay 764.71               |
| Parkhurst, Dawn E<br>66   | Regular  |         |        | 250:00   | Social Security 54:58  |            | Direct Deposit # 4348        |
|   | Health   |         |        | 630:41   | Medicare 12:76         |            | Check Amt 0.00               |
|   |  |         |        |          | Fed Income Tax 13:43   |            | Chkg 495 778.60              |
|   | EMPLOYEE TOTAL                                   |         |        | 880:41   | CA Income Tax 11:36    |            | Net Pay 778.60               |
|   |  |         |        |          | CA Disability 9:68     |            |                              |
|   |  |         |        |          |                        | 101:81     |                              |





# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 09/30/22: \$44,388.53**

**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)                   | 44,388.53        |
|                                      | CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT            | <b>44,388.53</b> |
|                                      | TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES | 2,148.39         |
|                                      | CASH REQUIRED FOR CHECK DATE 09/30/22                   | 46,536.92        |

## 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>        |                  | <b>BANK DRAFT AMOUNTS<br/>&amp; OTHER TOTALS</b> |
|--------------------|----------------------|-----------------------|----------------|---------------------------|------------------|--|
| 09/29/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Direct Deposit | Net Pay Allocations       | 27,146.87        | 27,146.87  |
| 09/29/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Readychex®     | Check Amounts             | 3,269.36         | 3,269.36   |
|                    |                      |                       |                | <b>EFT FOR 09/29/22</b>   |                  | <b>30,416.23</b>                                 |
| 09/30/22           | WELLS FARGO BANK, NA | xxxxxxxxxxxx393       | Taxpay®        | Employee Withholdings     |                  |  |
|                    |                      |                       |                | Social Security           | 2,566.38         |  |
|                    |                      |                       |                | Medicare                  | 600.20           |  |
|                    |                      |                       |                | Fed Income Tax            | 5,052.15         |  |
|                    |                      |                       |                | CA Income Tax             | 2,131.64         |  |
|                    |                      |                       |                | CA Disability             | 455.30           |  |
|                    |                      |                       |                | <b>Total Withholdings</b> | <b>10,805.67</b> |  |
|                    |                      |                       |                | Employer Liabilities      |                  |  |
|                    |                      |                       |                | Social Security           | 2,566.40         |  |
|                    |                      |                       |                | Medicare                  | 600.23           |  |
|                    |                      |                       |                | <b>Total Liabilities</b>  | <b>3,166.63</b>  | 13,972.30  |
|                    |                      |                       |                | <b>EFT FOR 09/30/22</b>   |                  | <b>13,972.30</b>                                 |
|                    |                      |                       |                | <b>TOTAL EFT</b>          |                  | <b>44,388.53</b>                                 |

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

| <u>TRANS. DATE</u> | <u>BANK NAME</u>                              | <u>ACCOUNT NUMBER</u> | <u>PRODUCT</u> | <u>DESCRIPTION</u>  |          | <b>TOTAL</b> |
|--------------------|---|-----------------------|----------------|---------------------|----------|--------------|
| 09/30/22           | Refer to your records for account information |                       | Payroll        | Employee Deductions |          |              |
|                    |   |                       |                | 457                 | 1,551.93 |              |
|                    |   |                       |                | Credit Un 2         | 150.00   |              |
|                    |   |                       |                | Loan 2              | 342.68   |              |

**October 18, 2022**  
**Agenda Item: 5A.3**

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES  
 AUGUST 31, 2022

| <u>Bank Account</u>         | <u>Reserve</u>                | <u>Book Balance</u> | <u>Reserves Restricted</u> |
|-----------------------------|-------------------------------|---------------------|----------------------------|
| Wells Fargo - Checking      |                               | \$ (194,836.91)     |                            |
| Wells Fargo - Deposit       |                               | 1,120,880.82        |                            |
| Wells Fargo - Savings       |                               | 304,784.51          |                            |
| Wells Fargo - Payroll       |                               | -                   |                            |
| LAIF                        |                               | 3,396.10            |                            |
|                             | SWRCB Loan Construction       |                     | 719,191.03                 |
|                             | WTP Loan Construction         |                     | 18,187.00                  |
|                             | Big Bend Water Loan Reserve 1 |                     | 9,019.98                   |
|                             | Big Bend Water Loan Reserve 2 |                     | 3,704.63                   |
|                             | Big Bend Assessment           |                     | 5,694.40                   |
| <b>Totals</b>               |                               | <u>1,234,224.52</u> | <u>755,797.04</u>          |
| Unrestricted Cash Available |                               |                     | <u>\$ 478,427.48</u>       |

**October 18, 2022**  
**Agenda Item: 5A.4**

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
FINANCIAL STATEMENTS  
AND  
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT  
AUGUST 31, 2022

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
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AUGUST 31, 2022

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## INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors  
Donner Summit Public Utility District

Management is responsible for the accompanying financial statements of the business-type activities of Donner Summit Public Utility District (the District) which comprise the statements of activities and changes in net position – budgetary basis for the two months ended August 31, 2022 in accordance with the budgetary basis of accounting, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The accompanying supplementary information contained on page 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The financial statements are prepared on the budgetary basis of accounting, which includes expensing capital outlay purchases and principal payments on long-term debt. The budgetary basis of accounting is a basis of accounting other than accounting principles generally accepted in the United States of America.

*Barnard, Vogler & Co.*

Reno, Nevada  
October 14, 2022

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
COMBINED BUSINESS-TYPE ACTIVITIES  
FOR THE TWO MONTHS ENDED AUGUST 31, 2022

|                                       | Water                | Sewer               | Treatment            | Admin                 | Total                   |
|---------------------------------------|----------------------|---------------------|----------------------|-----------------------|-------------------------|
| <b>Program Revenue</b>                |                      |                     |                      |                       |                         |
| Water fees                            | \$ 156,812.89        | \$ -                | \$ -                 | \$ -                  | \$ 156,812.89           |
| Sewer fees                            | -                    | 118,986.59          | 356,959.78           | -                     | 475,946.37              |
| Connection fees                       | 6,800.00             | -                   | -                    | -                     | 6,800.00                |
| Non-CFD revenue for WWTP loan         | -                    | -                   | 70,274.76            | -                     | 70,274.76               |
| Sierra Lakes service                  | -                    | -                   | 84,382.00            | -                     | 84,382.00               |
| Big Bend service fees                 | 7,543.48             | -                   | -                    | -                     | 7,543.48                |
| Big Bend assessment                   | 5,192.88             | -                   | -                    | -                     | 5,192.88                |
| Total Program Revenue                 | <u>176,349.25</u>    | <u>118,986.59</u>   | <u>511,616.54</u>    | <u>-</u>              | <u>806,952.38</u>       |
| <b>Expenses</b>                       |                      |                     |                      |                       |                         |
| Salaries-operations                   | 20,865.17            | 17,545.70           | 56,430.77            | 41,311.04             | 136,152.68              |
| Employee benefits and taxes           | 7,400.54             | 6,193.45            | 20,851.54            | 11,630.28             | 46,075.81               |
| Board expense                         | -                    | -                   | -                    | 11,761.59             | 11,761.59               |
| Professional fees                     | -                    | 912.18              | -                    | 13,078.42             | 13,990.60               |
| Dues and subscriptions                | -                    | -                   | 970.12               | 1,368.25              | 2,338.37                |
| Fees, permits, certifications, leases | -                    | 351.26              | 353.02               | 1,625.90              | 2,330.18                |
| Training, education, travel           | 150.00               | -                   | 3,065.61             | 847.97                | 4,063.58                |
| Insurance                             | 6,738.21             | 5,666.22            | 18,223.80            | 1,612.01              | 32,240.24               |
| Office supplies and miscellaneous     | -                    | 136.89              | 799.39               | 1,033.78              | 1,970.06                |
| Utilities, communications, telemetry  | 7,422.63             | 3,213.83            | 42,035.94            | 4,723.54              | 57,395.94               |
| Chemicals and lab supplies            | 4,582.87             | -                   | 30,037.06            | -                     | 34,619.93               |
| Laboratory testing                    | 120.00               | -                   | 2,790.00             | -                     | 2,910.00                |
| Equipment maintenance and repair      | 274.38               | -                   | 7,812.34             | -                     | 8,086.72                |
| Small equipment and rental            | -                    | -                   | 168.99               | -                     | 168.99                  |
| Operating supplies                    | 29.75                | 89.24               | -                    | 951.14                | 1,070.13                |
| Sludge removal                        | -                    | -                   | 6,504.30             | -                     | 6,504.30                |
| Vehicle maintenance, repair, fuel     | 1,352.12             | 4,056.37            | 1,530.89             | -                     | 6,939.38                |
| Facility maintenance and repair       | 12,191.46            | -                   | 7,892.24             | 330.00                | 20,413.70               |
| Amortization of land lease            | -                    | -                   | 3,375.00             | -                     | 3,375.00                |
| Debt service                          | -                    | -                   | -                    | -                     | -                       |
| Capital equipment                     | 855.36               | 855.39              | 3,041.34             | -                     | 4,752.09                |
| Capital projects                      | -                    | -                   | -                    | -                     | -                       |
| Total Expenses                        | <u>61,982.49</u>     | <u>39,020.53</u>    | <u>205,882.35</u>    | <u>90,273.92</u>      | <u>397,159.29</u>       |
| <b>Excess (Deficiency) of Program</b> |                      |                     |                      |                       |                         |
| Revenues Over Expenses                | 114,366.76           | 79,966.06           | 305,734.19           | (90,273.92)           | 409,793.09              |
| <b>General Revenues</b>               |                      |                     |                      |                       |                         |
| Interest revenue                      | -                    | -                   | -                    | 213.39                | 213.39                  |
| CFD revenue for WWTP loan             | -                    | -                   | 2,549.90             | -                     | 2,549.90                |
| Property tax                          | -                    | -                   | -                    | -                     | -                       |
| Other income                          | -                    | -                   | -                    | 3,518.32              | 3,518.32                |
| Total General Revenues                | <u>-</u>             | <u>-</u>            | <u>2,549.90</u>      | <u>3,731.71</u>       | <u>6,281.61</u>         |
| Increase (Decrease) in Net Position   | <u>\$ 114,366.76</u> | <u>\$ 79,966.06</u> | <u>\$ 308,284.09</u> | <u>\$ (86,542.21)</u> | <u>\$ 416,074.70</u>    |
| Net Position, Beginning of Year       |                      |                     |                      |                       | 13,495,729.67           |
| Net Position, End of Period           |                      |                     |                      |                       | <u>\$ 13,911,804.37</u> |



DONNER SUMMIT PUBLIC UTILITY DISTRICT  
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
BUDGET AND ACTUAL  
BUSINESS-TYPE ACTIVITY - WATER  
FOR THE TWO MONTHS ENDED AUGUST 31, 2022

|  | Actual<br>Year to Date<br>8/31/22 | Budget<br>Total<br>Fiscal Year 2023 | Budget<br>Percent Complete<br>8/31/22 | Remaining Budget<br>8/31/22 |
|--|-----------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| <b>Program Revenue</b>                 |                                   |                                     |                                       |                             |
| Water fees                             | \$ 156,812.89                     | \$ 622,878.00                       | 25.18%                                | \$ (466,065.11)             |
| Connection fees                        | 6,800.00                          | -                                   | 0.00%                                 | 6,800.00                    |
| Big Bend service fees                  | 7,543.48                          | 30,627.00                           | 24.63%                                | (23,083.52)                 |
| Big Bend assessment                    | 5,192.88                          | 20,772.00                           | 25.00%                                | (15,579.12)                 |
| Total Program Revenue                  | <u>176,349.25</u>                 | <u>674,277.00</u>                   | <u>26.15%</u>                         | <u>(497,927.75)</u>         |
| <b>Expenses</b>                        |                                   |                                     |                                       |                             |
| Salaries-operations                    | 20,865.17                         | 129,244.00                          | 16.14%                                | 108,378.83                  |
| Employee benefits and taxes            | 7,400.54                          | 54,910.00                           | 13.48%                                | 47,509.46                   |
| Professional fees                      | -                                 | 73,000.00                           | 0.00%                                 | 73,000.00                   |
| Dues and subscriptions                 | -                                 | 680.00                              | 0.00%                                 | 680.00                      |
| Fees, permits, certifications, leases  | -                                 | 14,680.00                           | 0.00%                                 | 14,680.00                   |
| Training, education, travel            | 150.00                            | 1,000.00                            | 15.00%                                | 850.00                      |
| Insurance                              | 6,738.21                          | 40,429.00                           | 16.67%                                | 33,690.79                   |
| Office supplies and miscellaneous      | -                                 | 550.00                              | 0.00%                                 | 550.00                      |
| Utilities, communications, telemetry   | 7,422.63                          | 48,470.00                           | 15.31%                                | 41,047.37                   |
| Chemicals and lab supplies             | 4,582.87                          | 22,800.00                           | 20.10%                                | 18,217.13                   |
| Laboratory testing                     | 120.00                            | 2,020.00                            | 5.94%                                 | 1,900.00                    |
| Equipment maintenance and repair       | 274.38                            | 5,600.00                            | 4.90%                                 | 5,325.62                    |
| Small equipment and rental             | -                                 | 2,820.00                            | 0.00%                                 | 2,820.00                    |
| Operating supplies                     | 29.75                             | 3,380.00                            | 0.88%                                 | 3,350.25                    |
| Vehicle maintenance, repair, fuel      | 1,352.12                          | 9,106.00                            | 14.85%                                | 7,753.88                    |
| Facility maintenance and repair        | 12,191.46                         | 24,380.00                           | 50.01%                                | 12,188.54                   |
| Angela WTP loan principal and interest | -                                 | 18,188.00                           | 0.00%                                 | 18,188.00                   |
| Big Bend debt service                  | -                                 | 21,655.00                           | 0.00%                                 | 21,655.00                   |
| Capital equipment                      | 855.36                            | 8,760.00                            | 9.76%                                 | 7,904.64                    |
| Capital projects                       | -                                 | 32,473.00                           | 0.00%                                 | 32,473.00                   |
| Total Expenses                         | <u>61,982.49</u>                  | <u>514,145.00</u>                   | <u>12.06%</u>                         | <u>452,162.51</u>           |
| <b>Excess of Program</b>               |                                   |                                     |                                       |                             |
| Revenues Over Expenses                 | 114,366.76                        | 160,132.00                          | 71.42%                                | (45,765.24)                 |
| <b>General Revenues</b>                |                                   |                                     |                                       |                             |
| Property tax                           | -                                 | 30,213.00                           | 0.00%                                 | 30,213.00                   |
| Grants                                 | -                                 | 15,000.00                           | 100.00%                               | 15,000.00                   |
| Total General Revenues                 | <u>-</u>                          | <u>45,213.00</u>                    | <u>100.00%</u>                        | <u>45,213.00</u>            |
| Increase in Net Position               | <u>\$ 114,366.76</u>              | <u>\$ 205,345.00</u>                | <u>55.69%</u>                         | <u>\$ (552.24)</u>          |

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
 BUDGET AND ACTUAL  
 BUSINESS-TYPE ACTIVITY - SEWER  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2022

|                                       | Actual<br>Year to Date<br>8/31/22 | Budget<br>Total<br>Fiscal Year 2023 | Budget<br>Percent Complete<br>8/31/22 | Remaining Budget<br>8/31/22 |
|---------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| Program Revenue                       |                                   |                                     |                                       |                             |
| Sewer fees                            | \$ 118,986.59                     | \$ 459,844.00                       | 25.88%                                | \$ (340,857.41)             |
| Total Program Revenue                 | <u>118,986.59</u>                 | <u>459,844.00</u>                   | <u>25.88%</u>                         | <u>(340,857.41)</u>         |
| Expenses                              |                                   |                                     |                                       |                             |
| Salaries-operations                   | 17,545.70                         | 108,683.00                          | 16.14%                                | 91,137.30                   |
| Employee benefits and taxes           | 6,193.45                          | 46,173.00                           | 13.41%                                | 39,979.55                   |
| Professional fees                     | 912.18                            | -                                   | 0.00%                                 | (912.18)                    |
| Fees, permits, certifications, leases | 351.26                            | 3,460.00                            | 10.15%                                | 3,108.74                    |
| Training, education and travel        | -                                 | 300.00                              | 0.00%                                 | 300.00                      |
| Insurance                             | 5,666.22                          | 33,997.00                           | 16.67%                                | 28,330.78                   |
| Office supplies and miscellaneous     | 136.89                            | 550.00                              | 24.89%                                | 413.11                      |
| Utilities, communications, telemetry  | 3,213.83                          | 30,293.00                           | 10.61%                                | 27,079.17                   |
| Chemicals and lab supplies            | -                                 | 500.00                              | 0.00%                                 | 500.00                      |
| Small equipment and rental            | -                                 | -                                   | 0.00%                                 | -                           |
| Operating supplies                    | 89.24                             | 3,500.00                            | 2.55%                                 | 3,410.76                    |
| Sludge removal                        | -                                 | -                                   | 0.00%                                 | -                           |
| Infiltration - inflow                 | -                                 | 15,000.00                           | 0.00%                                 | 15,000.00                   |
| Equipment maintenance and repair      | -                                 | 1,600.00                            | 0.00%                                 | 1,600.00                    |
| Vehicle maintenance, repair, fuel     | 4,056.37                          | 19,026.00                           | 21.32%                                | 14,969.63                   |
| Facility maintenance and repair       | -                                 | 2,000.00                            | 0.00%                                 | 2,000.00                    |
| Capital equipment                     | 855.39                            | 1,263.00                            | 67.73%                                | 407.61                      |
| Capital projects                      | -                                 | 90,678.00                           | 0.00%                                 | 90,678.00                   |
| Total Expenses                        | <u>39,020.53</u>                  | <u>357,023.00</u>                   | <u>10.93%</u>                         | <u>318,002.47</u>           |
| Excess (Deficiency) of Program        |                                   |                                     |                                       |                             |
| Revenues Over Expenses                | 79,966.06                         | 102,821.00                          | 77.77%                                | (22,854.94)                 |
| General Revenues                      |                                   |                                     |                                       |                             |
| Property tax                          | -                                 | 20,353.00                           | 0.00%                                 | (20,353.00)                 |
| Total General Revenues                | <u>-</u>                          | <u>20,353.00</u>                    | <u>0.00%</u>                          | <u>(20,353.00)</u>          |
| Increase (Decrease) in Net Position   | <u>\$ 79,966.06</u>               | <u>\$ 123,174.00</u>                | <u>64.92%</u>                         | <u>\$ (43,207.94)</u>       |

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
 BUDGET AND ACTUAL  
 BUSINESS-TYPE ACTIVITY - WASTEWATER TREATMENT  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2022

|                                       | Actual<br>Year to Date<br>8/31/22 | Budget<br>Total<br>Fiscal Year 2023 | Budget<br>Percent Complete<br>8/31/22 | Remaining Budget<br>8/31/22 |
|---------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| <b>Program Revenue</b>                |                                   |                                     |                                       |                             |
| Sewer fees                            | \$ 356,959.78                     | \$ 1,456,174.00                     | 24.51%                                | \$ (1,099,214.22)           |
| Recycled water sales                  | -                                 | 50,000.00                           | 0.00%                                 | (50,000.00)                 |
| Non-CFD revenue for WWTP loan         | 70,274.76                         | 281,044.00                          | 25.00%                                | (210,769.24)                |
| Sierra Lakes service                  | 84,382.00                         | 381,152.00                          | 22.14%                                | (296,770.00)                |
| Total Program Revenue                 | <u>511,616.54</u>                 | <u>2,168,370.00</u>                 | <u>23.59%</u>                         | <u>(1,656,753.46)</u>       |
| <b>Expenses</b>                       |                                   |                                     |                                       |                             |
| Salaries-operations                   | 56,430.77                         | 349,545.00                          | 16.14%                                | 293,114.23                  |
| Employee benefits and taxes           | 20,851.54                         | 148,502.00                          | 14.04%                                | 127,650.46                  |
| Professional fees                     | -                                 | 42,070.00                           | 0.00%                                 | 42,070.00                   |
| Dues and subscriptions                | 970.12                            | 1,200.00                            | 80.84%                                | 229.88                      |
| Fees, permits, certifications, leases | 353.02                            | 16,600.00                           | 2.13%                                 | 16,246.98                   |
| Training, education and travel        | 3,065.61                          | 2,800.00                            | 109.49%                               | (265.61)                    |
| Insurance                             | 18,223.80                         | 109,343.00                          | 16.67%                                | 91,119.20                   |
| Office supplies and miscellaneous     | 799.39                            | 500.00                              | 159.88%                               | (299.39)                    |
| Utilities, communications, telemetry  | 42,035.94                         | 429,390.00                          | 9.79%                                 | 387,354.06                  |
| Chemicals and lab supplies            | 30,037.06                         | 172,406.00                          | 17.42%                                | 142,368.94                  |
| Laboratory testing                    | 2,790.00                          | 45,840.00                           | 6.09%                                 | 43,050.00                   |
| Small equipment and rental            | 168.99                            | 6,340.00                            | 2.67%                                 | 6,171.01                    |
| Operating supplies                    | -                                 | 2,100.00                            | 0.00%                                 | 2,100.00                    |
| Equipment maintenance and repair      | 7,812.34                          | 56,210.00                           | 13.90%                                | 48,397.66                   |
| Vehicle maintenance, repair, fuel     | 1,530.89                          | 9,300.00                            | 16.46%                                | 7,769.11                    |
| Sludge removal                        | 6,504.30                          | 14,510.00                           | 44.83%                                | 8,005.70                    |
| Facility maintenance and repair       | 7,892.24                          | 43,675.00                           | 18.07%                                | 35,782.76                   |
| Amortization of land lease            | 3,375.00                          | 20,250.00                           | 16.67%                                | 16,875.00                   |
| WWTP loan                             | -                                 | 719,191.00                          | 0.00%                                 | 719,191.00                  |
| Capital equipment                     | 3,041.34                          | 4,477.00                            | 67.93%                                | 1,435.66                    |
| Total Expenses                        | <u>205,882.35</u>                 | <u>2,194,249.00</u>                 | <u>9.38%</u>                          | <u>1,988,366.65</u>         |
| <b>Excess (Deficiency) of Program</b> |                                   |                                     |                                       |                             |
| Revenues Over Expenses                | 305,734.19                        | (25,879.00)                         | --                                    | 331,613.19                  |
| <b>General Revenues</b>               |                                   |                                     |                                       |                             |
| CFD revenue for WWTP loan             | 2,549.90                          | 282,392.00                          | 0.90%                                 | (279,842.10)                |
| Property tax                          | -                                 | 86,767.00                           | 0.00%                                 | (86,767.00)                 |
| Total General Revenues                | <u>2,549.90</u>                   | <u>369,159.00</u>                   | <u>0.69%</u>                          | <u>(366,609.10)</u>         |
| Increase in Net Position              | <u>\$ 308,284.09</u>              | <u>\$ 343,280.00</u>                | <u>89.81%</u>                         | <u>\$ 34,995.91</u>         |

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
 BUDGET AND ACTUAL  
 BUSINESS-TYPE ACTIVITY - ADMIN  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2022

|                                       | Actual<br>Year to Date<br>8/31/22 | Budget<br>Total<br>Fiscal Year 2023 | Budget<br>Percent Complete<br>8/31/22 | Remaining Budget<br>8/31/22 |
|---------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| Program Revenue                       |                                   |                                     |                                       |                             |
| Service Fees                          | -                                 | -                                   | -                                     | -                           |
| Total Program Revenue                 | -                                 | -                                   | -                                     | -                           |
| Expenses                              |                                   |                                     |                                       |                             |
| Salaries-operations                   | 41,311.04                         | 271,529.00                          | 15.21%                                | 230,217.96                  |
| Employee benefits and taxes           | 11,630.28                         | 116,941.00                          | 9.95%                                 | 105,310.72                  |
| Board expense                         | 11,761.59                         | 67,907.00                           | 17.32%                                | 56,145.41                   |
| Professional fees                     | 13,078.42                         | 115,680.00                          | 11.31%                                | 102,601.58                  |
| Dues and subscriptions                | 1,368.25                          | 7,100.00                            | 19.27%                                | 5,731.75                    |
| Fees, permits, certifications, leases | 1,625.90                          | 20,650.00                           | 7.87%                                 | 19,024.10                   |
| Training, education and travel        | 847.97                            | 1,500.00                            | 56.53%                                | 652.03                      |
| Insurance                             | 1,612.01                          | 9,672.00                            | 16.67%                                | 8,059.99                    |
| Office supplies and miscellaneous     | 1,033.78                          | 9,000.00                            | 11.49%                                | 7,966.22                    |
| Utilities, communications, telemetry  | 4,723.54                          | 35,035.00                           | 13.48%                                | 30,311.46                   |
| Equipment maintenance and repair      | -                                 | 6,660.00                            | 0.00%                                 | 6,660.00                    |
| Operating supplies                    | 951.14                            | -                                   | 0.00%                                 | (951.14)                    |
| Facility maintenance and repair       | 330.00                            | 3,000.00                            | 11.00%                                | 2,670.00                    |
| Total Expenses                        | 90,273.92                         | 664,674.00                          | 13.58%                                | 574,400.08                  |
| Deficiency of Program                 |                                   |                                     |                                       |                             |
| Revenues Over Expenses                | (90,273.92)                       | (664,674.00)                        | 13.58%                                | 574,400.08                  |
| General Revenues                      |                                   |                                     |                                       |                             |
| Interest revenue                      | 213.39                            | -                                   | 0.00%                                 | 213.39                      |
| Other income                          | 3,518.32                          | 6,500.00                            | 54.13%                                | (2,981.68)                  |
| Total General Revenues                | 3,731.71                          | 6,500.00                            | 57.41%                                | (2,768.29)                  |
| Decrease in Net Position              | \$ (86,542.21)                    | \$ (658,174.00)                     | 13.15%                                | \$ 571,631.79               |

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
SCHEDULE OF BIG BEND TRANSACTIONS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2022

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|                                 |    |                         |
|---------------------------------|----|-------------------------|
| Revenue                         | \$ | 12,736.36               |
| Expenses                        |    |                         |
| Fees and permits                |    | -                       |
| Telephone                       |    | -                       |
| Interest                        |    | -                       |
| Electricity                     |    | -                       |
| Repairs and maintenance         |    | <u>274.38</u>           |
| Total expenses                  |    | <u>274.38</u>           |
| Excess of revenue over expenses | \$ | <u><u>12,461.98</u></u> |

**October 18, 2022**  
**Agenda Item: 5B**

**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Minutes  
Tuesday, September 20, 2022 - 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; Craig Combs, Andrew  
Becker

**1. Call to Order**

For the Regular Meeting (Section 54954), September 20, 2022 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 and Assembly Bill 361.

The Regular Meeting of September 20, 2022 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 |
| Philip Gamick, Director   | - Present |
| Alex Medveczky, Secretary | - Present |
| Joni Kaufman, Director    | - Present |
| Dawn Parkhurst, 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 September 20, 2022**

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

**B. Approve Regular Meeting Minutes August 2022**

**C. Approve Monthly Safety Meeting Minutes – August 2022**



**Motion: Accept the Consent Calendar**  
By: Joni Kaufman  
Second: Phil Gamick  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy  
**Motion Carries**

**6. Department Reports**

**A. Administration - Steven Palmer, General Manager-** the General Manger reported:

The Online GIS map of District infrastructure is in draft form and being reviewed by Staff.

The application for recycled water on any construction project has been submitted to the State Water Board.

Attended the Gold Country CSDA Chapter Meeting “Preparing our Community for Wildfire”.

**Winter Storm Update:** All paperwork is in process with CalOES for reimbursement.

**B. Operations and Maintenance Summary, August-** Reported

**7. Action Items**

**A. Adopt a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361**

**Motion: Adopt Resolution 2022-32 to Continue Remote Board Meetings in Accordance with Assembly Bill 361**

By Phil Gamick  
Second: Joni Kaufman

Roll Call Vote

|                |   |     |
|----------------|---|-----|
| Cathy Preis    | - | Aye |
| Phil Gamick    | - | Aye |
| Alex Medveczky | - | Aye |
| Joni Kaufman   | - | Aye |
| Dawn Parkhurst | - | Aye |

**Motion Carries**

**B. Appointment to Vacant Director Position-** There were three interested parties in the Board of Directors vacant seat. It was decided to appoint Craig Combs to fill the vacancy

**Motion: Appoint Craig Combs to fill the Vacancy on the Donner Summit Public Utility District’s Board of Directors**

By Phil Gamick  
Second: Joni Kaufman

Roll Call Vote

Cathy Preis - Aye  
Phil Gamick - Aye  
Alex Medveczky - Aye  
Joni Kaufman - Aye  
Dawn Parkhurst - Aye

**Motion Carries**

**C. Vote for Alternate Special District Representative on Placer County LAFCO**

**Motion: To Cast the Ballot for an Alternate Special District Representative on the Placer LAFCO Selecting William Kahr**

By: Phil Gamick  
Second: Alex Medveczky  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

**Motion Carries**

**D. Adopt a Reserve Policy-** Steven Palmer, General Manager presented the Reserve Policy.

**Motion: Adopt Resolution 2022-33 Approving Reserve Policy**

By Alex Medveczky  
Second: Joni Kaufman

Roll Call Vote

Cathy Preis - Aye  
Phil Gamick - Aye  
Alex Medveczky - Aye  
Joni Kaufman - Aye  
Dawn Parkhurst - Aye

**Motion Carries**

**E. Approve Purchase of Replacement Ultraviolet Lamps for Wastewater Treatment Plant Disinfection System**

**Motion: Adopt Resolution 2022-34 Waiving Formal Bidding and Approving the Purchase of Replacement Ultraviolet Lamps for the Wastewater Treatment Plant Disinfection System from XYLEM**

By Dawn Parkhurst  
Second: Phil Gamick

Roll Call Vote

Cathy Preis - Aye  
Phil Gamick - Aye  
Alex Medveczky - Aye  
Joni Kaufman - Aye  
Dawn Parkhurst - Aye

**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: Adourn Meeting at 7:28 p.m.**  
By: Alex Medveczky  
Second: Phil Gamick  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy  
**Motion Carries**

Schedule of Upcoming Meetings  
Regular Meeting – October 18, 2022  
Regular Meeting – November 15, 2022  
Regular Meeting – December 20, 2022

Respectfully Submitted,

*Deleane Mehler*

Deleane Mehler  
Administrative Assistant

**October 18, 2022**  
**Agenda Item: 5C**

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

**Safety Topic(s): September 2022**  
Portable Standby Generator

**Training Notes:**

Hands On Training

Attendance:

1. Jim K:



2. Steve Palmer:

3. Paul Schott:



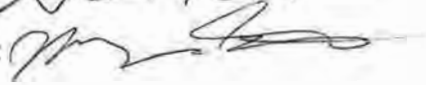
4. Justin V:

5. Deleane M:

6. Sean Patrick:



7. Josh Shelton:



**October 18, 2022**  
**Agenda Item: 6A**



## STAFF REPORT

**TO:** Board of Directors

**PREPARED BY:** Steven Palmer, PE, General Manager *SP*

**SUBJECT:** General Manager Report

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### Project Updates

Online GIS map of District infrastructure is in draft form and being reviewed by Staff.

Processing application to State Water Board to use recycled water on any construction project.

Received two proposals for Supply Resilience/Drought Contingency Plan.

Nevada County Board of Supervisors will appoint Phil Gamick and Craig Combs to DSPUD Board for four-year terms on October 25, 2022.

Auditor completed their field work during week of September 26.

### Winter Storm Update

All paperwork is in process with CalOES for reimbursement.

### Upcoming Board Items

- Agreement for Supply Resilience/Drought Contingency Plan
- Sugar Bowl Sewer Extension Agreements
- Sewer Connection/Capacity Fee Update
- Personnel Manual Update
- Water Theft Ordinance
- Recycled Water Fee
- Debt Policy

**October 18, 2022**  
**Agenda Item: 6B**



**DONNER SUMMIT**  
**PUBLIC UTILITY DISTRICT**  
**WASTEWATER AND FRESH WATER**  
**TREATMENT PLANTS**  
**END OF MONTH OPERATIONS AND MAINTENANCE**  
**SUMMARY**

**September 2022**

## Donner Summit Public Utility District Waste Water Flow Data

| MONTH OF<br>SEPTEMBER<br>2022 |     | DSPUD<br>Influent | SLCWD<br>Influent | Total Plant<br>Influent | Total Plant<br>Influent | Total Plant<br>EFF River | Total Plant<br>EFF Irr | DSPUD<br>Fresh Water<br>Treated | SLCWD<br>Fresh Water<br>Treated | Weather     | Lake Angela<br>Water Level |
|-------------------------------|-----|-------------------|-------------------|-------------------------|-------------------------|--------------------------|------------------------|---------------------------------|---------------------------------|-------------|----------------------------|
| DATE                          | DAY | MGD               | MGD               | MGD                     | Totalizer               | MGD                      | MGD                    | MGD                             | MGD                             | Cond        | Elevation                  |
| 09/01/22                      | THU | 0.10367           | 0.05133           | 0.15500                 | 1.79624                 |                          | 0.1750                 | 0.149                           | 0.124                           | Clear       | 7,189.4                    |
| 09/02/22                      | FRI | 0.13629           | 0.08171           | 0.21800                 |                         |                          | 0.1540                 | 0.076                           | 0.182                           | Clear       |                            |
| 09/03/22                      | SAT | 0.14345           | 0.09555           | 0.23900                 |                         |                          | 0.1940                 | 0.242                           | 0.108                           | Clear       |                            |
| 09/04/22                      | SUN | 0.13666           | 0.09834           | 0.23500                 |                         |                          | 0.2440                 | 0.163                           | 0.071                           | Clear       |                            |
| 09/05/22                      | MON | 0.14221           | 0.09379           | 0.23600                 |                         |                          | 0.1130                 | 0.141                           | 0.142                           | Clear       |                            |
| 09/06/22                      | TUE | 0.10925           | 0.06075           | 0.17000                 |                         |                          | 0.1660                 | 0.178                           | 0.122                           | Clear       |                            |
| 09/07/22                      | WED | 0.11323           | 0.06177           | 0.17500                 |                         |                          | 0.2310                 | 0.021                           | 0.131                           | Clear       |                            |
| 09/08/22                      | THU | 0.12143           | 0.05657           | 0.17800                 |                         |                          | 0.1890                 | 0.111                           | 0.123                           | Clear       |                            |
| 09/09/22                      | FRI | 0.11392           | 0.04608           | 0.16000                 |                         |                          | 0.1900                 | 0.121                           | 0.000                           | Clear       |                            |
| 09/10/22                      | SAT | 0.11005           | 0.04895           | 0.15900                 |                         |                          | 0.2170                 | 0.158                           | 0.105                           | Smokey      | 7,189.0                    |
| 09/11/22                      | SUN | 0.12116           | 0.04184           | 0.16300                 |                         |                          | 0.2110                 | 0.113                           | 0.000                           | Smokey      |                            |
| 09/12/22                      | MON | 0.12123           | 0.03977           | 0.16100                 |                         |                          | 0.2370                 | 0.126                           | 0.122                           | Smokey      |                            |
| 09/13/22                      | TUE | 0.09535           | 0.04065           | 0.13600                 |                         |                          | 0.0000                 | 0.092                           | 0.081                           | Smokey      |                            |
| 09/14/22                      | WED | 0.07584           | 0.04316           | 0.11900                 |                         |                          | 0.1590                 | 0.121                           | 0.114                           | Smokey      |                            |
| 09/15/22                      | THU | 0.09612           | 0.03388           | 0.13000                 |                         |                          | 0.1820                 | 0.143                           | 0.041                           | Smokey      |                            |
| 09/16/22                      | FRI | 0.09548           | 0.04452           | 0.14000                 |                         |                          | 0.2110                 | 0.151                           | 0.103                           | Smokey      |                            |
| 09/17/22                      | SAT | 0.07989           | 0.04311           | 0.12300                 |                         |                          | 0.2030                 | 0.112                           | 0.067                           | Rain        | 7,188.6                    |
| 09/18/22                      | SUN | 0.08338           | 0.03562           | 0.11900                 |                         |                          | 0.2030                 | 0.142                           | 0.000                           | Rain        |                            |
| 09/19/22                      | MON | 0.09279           | 0.05921           | 0.15200                 |                         |                          | 0.0000                 | 0.089                           | 0.071                           | Rain        |                            |
| 09/20/22                      | TUE | 0.09952           | 0.03948           | 0.13900                 |                         |                          | 0.0000                 | 0.138                           | 0.000                           | Cloudy      |                            |
| 09/21/22                      | WED | 0.07982           | 0.04418           | 0.12400                 |                         |                          | 0.2140                 | 0.261                           | 0.087                           | Clear       |                            |
| 09/22/22                      | THU | 0.09306           | 0.04194           | 0.13500                 |                         |                          | 0.2940                 | 0.201                           | 0.050                           | Clear       |                            |
| 09/23/22                      | FRI | 0.09742           | 0.04358           | 0.14100                 |                         |                          | 0.2000                 | 0.121                           | 0.046                           | Clear       |                            |
| 09/24/22                      | SAT | 0.09132           | 0.04968           | 0.14100                 |                         |                          | 0.0000                 | 0.111                           | 0.070                           | Clear       |                            |
| 09/25/22                      | SUN | 0.12028           | 0.04772           | 0.16800                 |                         |                          | 0.2470                 | 0.130                           | 0.000                           | Clear       | 7,188.3                    |
| 09/26/22                      | MON | 0.07814           | 0.03986           | 0.11800                 |                         |                          | 0.2410                 | 0.221                           | 0.115                           | Clear       |                            |
| 09/27/22                      | TUE | 0.04063           | 0.03637           | 0.07700                 |                         |                          | 0.1800                 | 0.105                           | 0.045                           | Clear       |                            |
| 09/28/22                      | WED | 0.12209           | 0.03891           | 0.16100                 |                         |                          | 0.0000                 | 0.097                           | 0.084                           | Clear       |                            |
| 09/29/22                      | THU | 0.09501           | 0.03299           | 0.12800                 |                         |                          | 0.0000                 | 0.161                           | 0.000                           | Clear       |                            |
| 09/30/22                      | FRI | 0.05778           | 0.03422           | 0.09200                 |                         |                          | 0.2700                 | 0.168                           | 0.000                           | Clear       |                            |
|                               |     |                   |                   |                         | 1.80102                 |                          |                        |                                 |                                 |             |                            |
| 9/2022 Daily Totals           |     | <b>3.06648</b>    | <b>1.52552</b>    | <b>4.59200</b>          | <b>N/A</b>              | <b>0.0000</b>            | <b>4.9250</b>          | <b>4.1632</b>                   | <b>2.2047</b>                   | <b>Drop</b> | <b>(1.1')</b>              |
| 9/2022 Totalizer Total        |     | <b>3.25550</b>    | <b>1.52550</b>    | <b>4.78100</b>          | <b>4.781</b>            | <b>0.0000</b>            | <b>4.9250</b>          | <b>4.1632</b>                   | <b>2.1347</b>                   |             |                            |
| Difference                    |     | <b>0.18902</b>    | <b>-0.00002</b>   | <b>0.18900</b>          | <b>N/A</b>              | <b>0.0000</b>            | <b>0.0000</b>          | <b>0.0000</b>                   | <b>-0.0700</b>                  |             |                            |
| Percentage Difference         |     | <b>5.81%</b>      | <b>-0.001%</b>    | <b>3.953%</b>           | <b>N/A</b>              | <b>#DIV/0!</b>           | <b>0.000%</b>          | <b>0.000%</b>                   | <b>-3.277%</b>                  |             |                            |
| 9/2022 AVG/DAY                |     | <b>108,517</b>    | <b>50,850</b>     | <b>159,367</b>          | <b>159,367</b>          | <b>0</b>                 | <b>164,167</b>         | <b>138,773</b>                  | <b>71,157</b>                   |             |                            |
| 9/2021 Totalizer Total        |     | <b>3.46757</b>    | <b>0.85243</b>    | <b>4.32000</b>          | <b>4.320</b>            | <b>0.0000</b>            | <b>4.657</b>           | <b>5.1370</b>                   | <b>1.6392</b>                   |             |                            |
| 9/2021 AVG/DAY                |     | <b>115,586</b>    | <b>28,414</b>     | <b>144,000</b>          | <b>144,000</b>          | <b>0</b>                 | <b>155,233</b>         | <b>171,233</b>                  | <b>54,640</b>                   |             |                            |

# Donner Summit Public Utility District WWTP & WTP End of Month Operations and Maintenance Summary

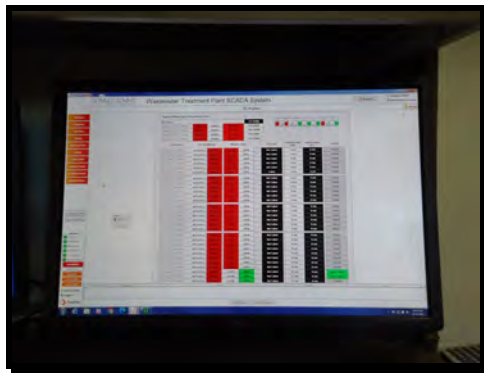
Prepared for: Steve Palmer, General Manager

Prepared by: Jim King, Plant Manager

Date: September 2022

## Operations WWTP

- ◆ Flows to irrigation 4.9 MG.
- ◆ Continued increasing the lime slurry feed to reach desired hardness of the effluent.
- ◆ Continued feeding ammonia to prepare the plants for winter operation.
- ◆ Staff assisted APS Environmental with the sewer lateral locating on Snow Lab Rd.
- ◆ Had Control Point Engineering reload and test the irrigation system programming in SCADA.



- ◆ Staff gathered more information for Cal OES for possible reimbursement for the winter storms.
- ◆ Staff assisted APS with the sewer line cleaning and inspection on Donner Pass Rd and T-Bar Dr.
- ◆ Staff processed 3 USA dig ticket.

## Operations Water Plant

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Made the switch from tablet chlorine disinfection to liquid bleach to handle the lake's algae issues.



- ◆ Staff spend many hours working and making chemical and flow adjustments to keep up with the changing conditions of lake Angela.



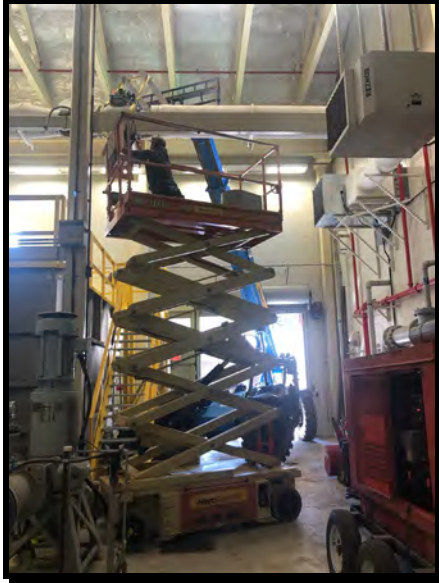
- ◆ Continued tracking the active water level of Lake Angela.

| ◆ Date    | Water Surface Elevation (FT MSL) | Storage (MG) |
|-----------|----------------------------------|--------------|
| 7/18/2022 | 7191.24                          | 86           |
| 8/16/2022 | 7190.75                          | 80           |
| 9/13/2022 | 7188.30                          | 78           |
| 9/28/2022 | 7187.80                          | 72           |
|           |                                  |              |
|           |                                  |              |
|           |                                  |              |

- ◆ Staff member Sean P. completed a continuing education course in water distribution.

## **Repairs and Maintenance WWTP**

- ◆ Trouble shot problems and repaired exhaust fan in membrane building.



- ◆ Cleaned floor drain line in the soda ash silo.
- ◆ Conducted the annual cleaning of sewer line hot spots around the district.
- ◆ Reattached the high-level indicator warning light out at sewer lift station N-1.



- ◆ Trouble shot problems with the temperature sensor on membrane skid #1 and replaced.



- ◆ Removed for repair a failed solids tank blower motor #4213.



- ◆ Rebuilt both ammonia feed injectors.



- ◆ Repaired flat tire on the portable standby generator.

## **Repairs and Maintenance WTP**

- ◆ Replaced the UPS battery for the level controls at R-2.
- ◆ Replaced failed combined turbidity meter.

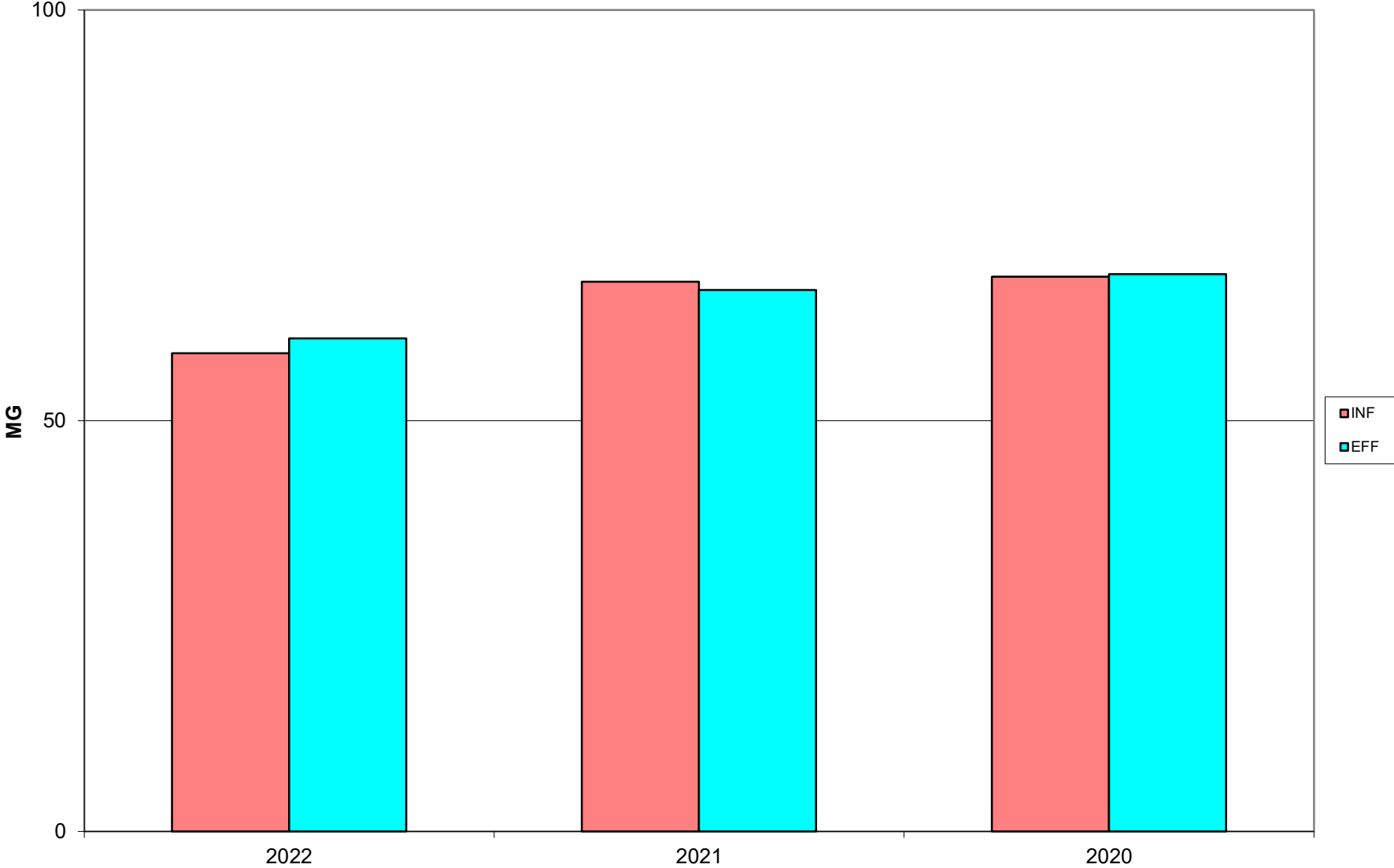


- ◆ Staff took Advanced Marine around to look at dive sites for the Big Bend tank and Lake Angela dam inlet structure.

## **Laboratory**

- ◆ Continued land discharge and water quality testing.
- ◆ Collected the first quarter priority pollutant samples for testing.

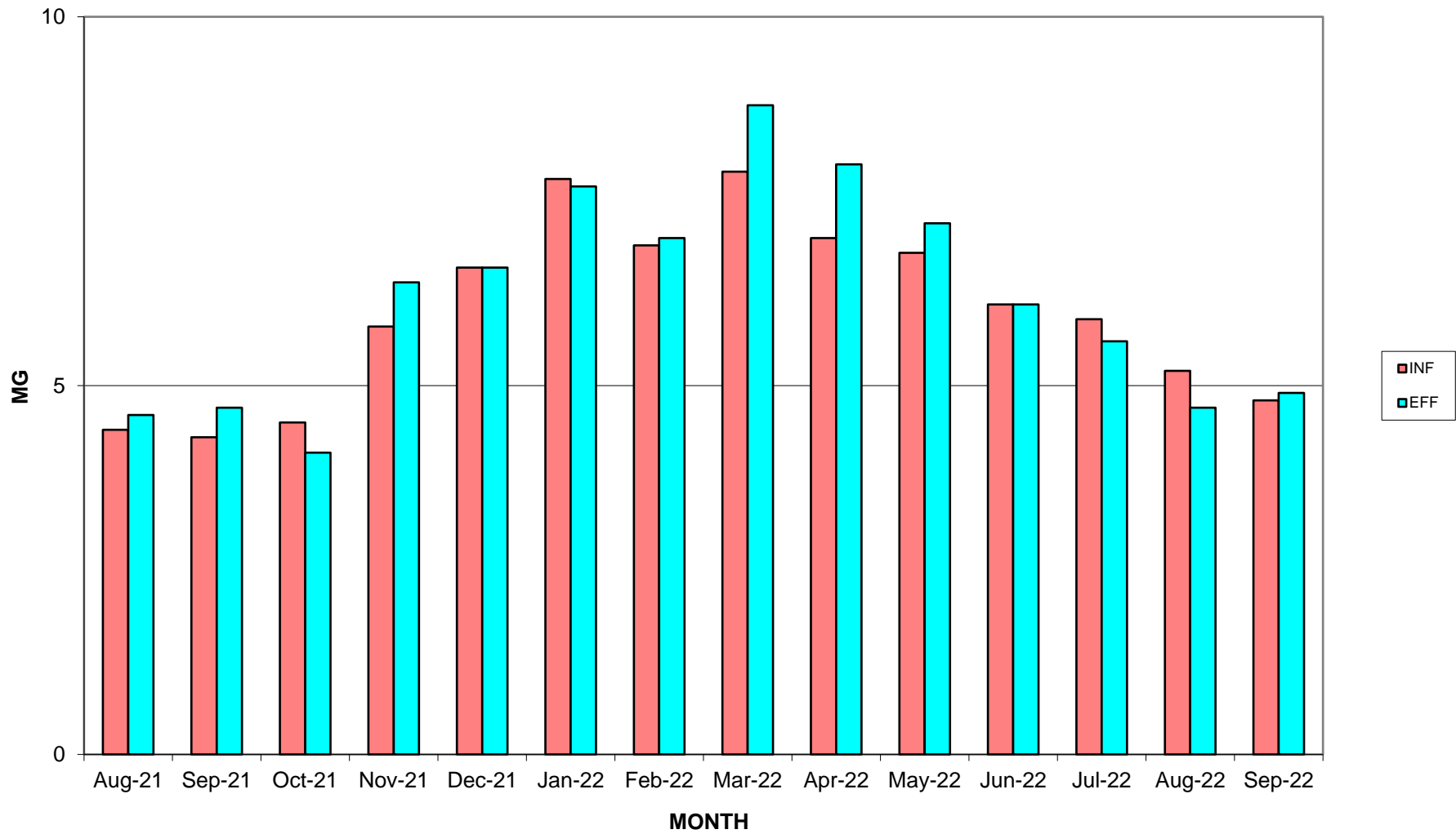
**DONNER SUMMIT PUD WWTP ANNUAL TOTAL INFLUENT FLOW TO TOTAL EFFLUENT FLOW  
2022 DATA THROUGH SEPTEMBER**





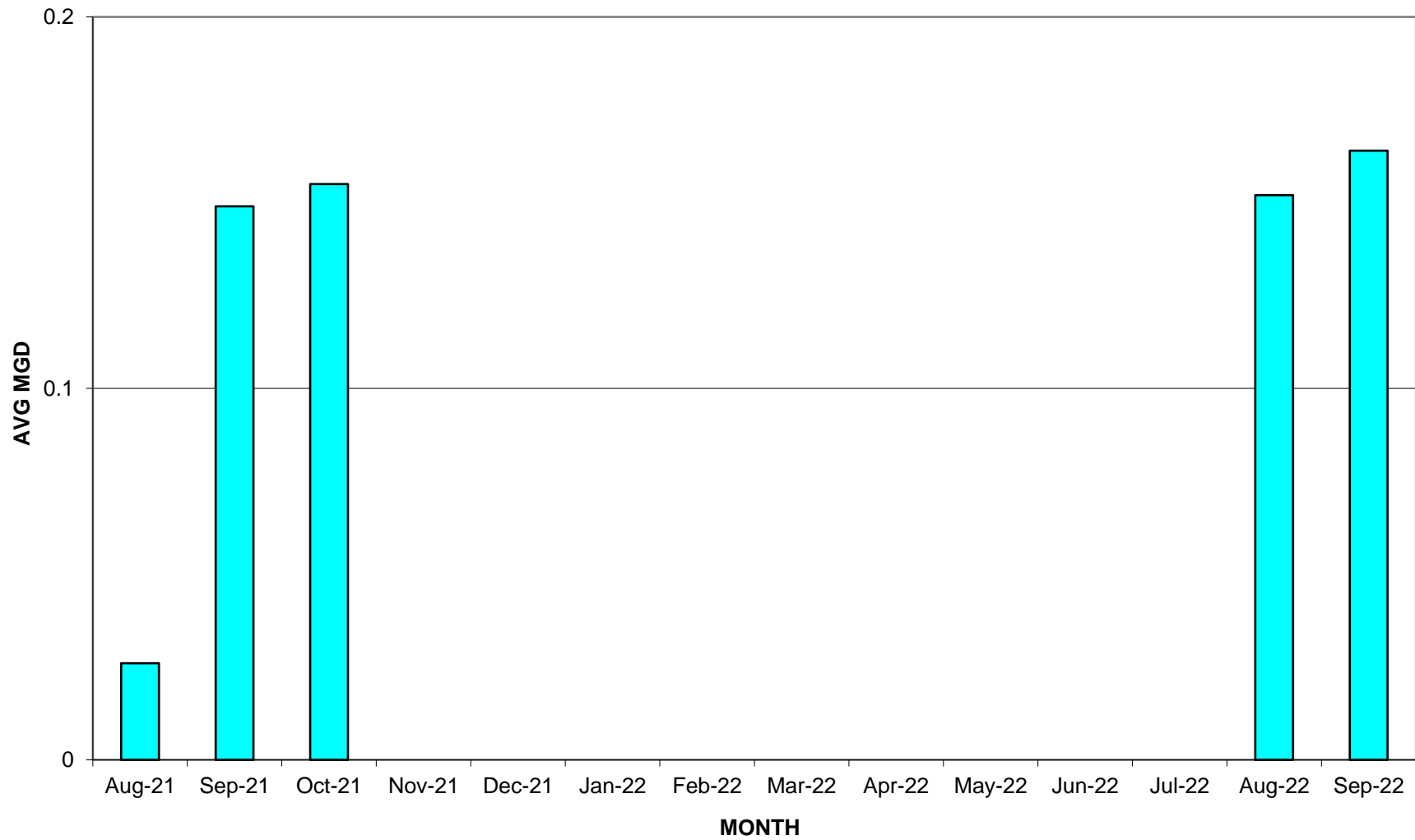
**DONNER SUMMIT PUD WWTP**

**TOTAL INFLUENT FLOW TO TOTAL  
EFFLUENT FLOW YEAR 2021/2022**



**DONNER SUMMIT PUD WWTP**

**AVG EFFLUENT FLOW TO LAND IRRIGATION  
YEARS 2021/2022**



**October 18, 2022**  
**Agenda Item: 7A**



**STAFF REPORT**

**TO:** Board of Directors  
**PREPARED BY:** Steven Palmer, PE, General Manager *SP*  
**SUBJECT:** Year End FY2021-2022 Budget to Actual Report

**RECOMMENDATION**

Receive Year End FY2021-2022 Budget to Actual Report from the General Manager.

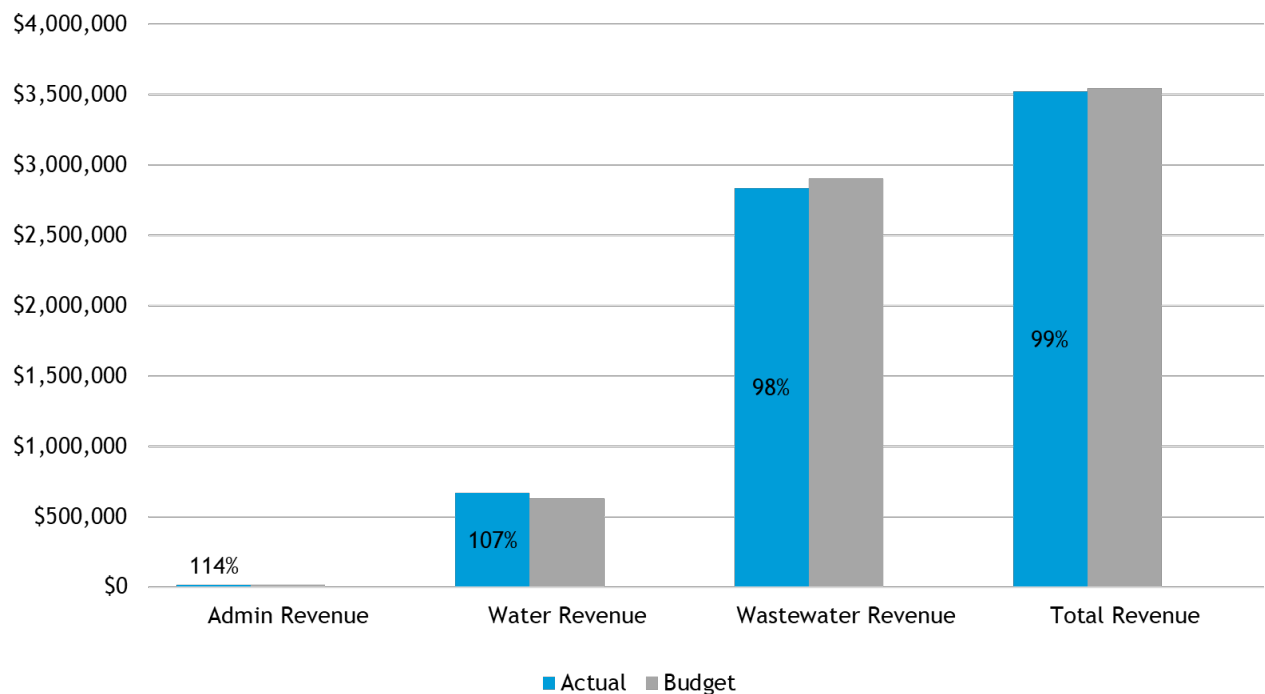
**BACKGROUND**

This report provides a comparison of approved operating budget to actual revenues and expenditures for the Fiscal Year 2021-2022. The comparison is presented in Attachment 1, and any material differences are discussed in this Staff Report. The Board adopted a revised budget in November 2021, so all data is compared to that Revised Budget. The values presented in this report and attachments have not been audited. The auditor is currently working on the audit for FY2021-2022, and those results will be presented to the Board at a future meeting.

**DISCUSSION**

While actual revenues and expenses were close to the budgeted amounts, unplanned occurrences caused total revenues to be 1% (\$24,798) less than budgeted, and total expense to be 2% (\$65,681) higher than budgeted. Charts and discussions are provided below.

**Revenue**

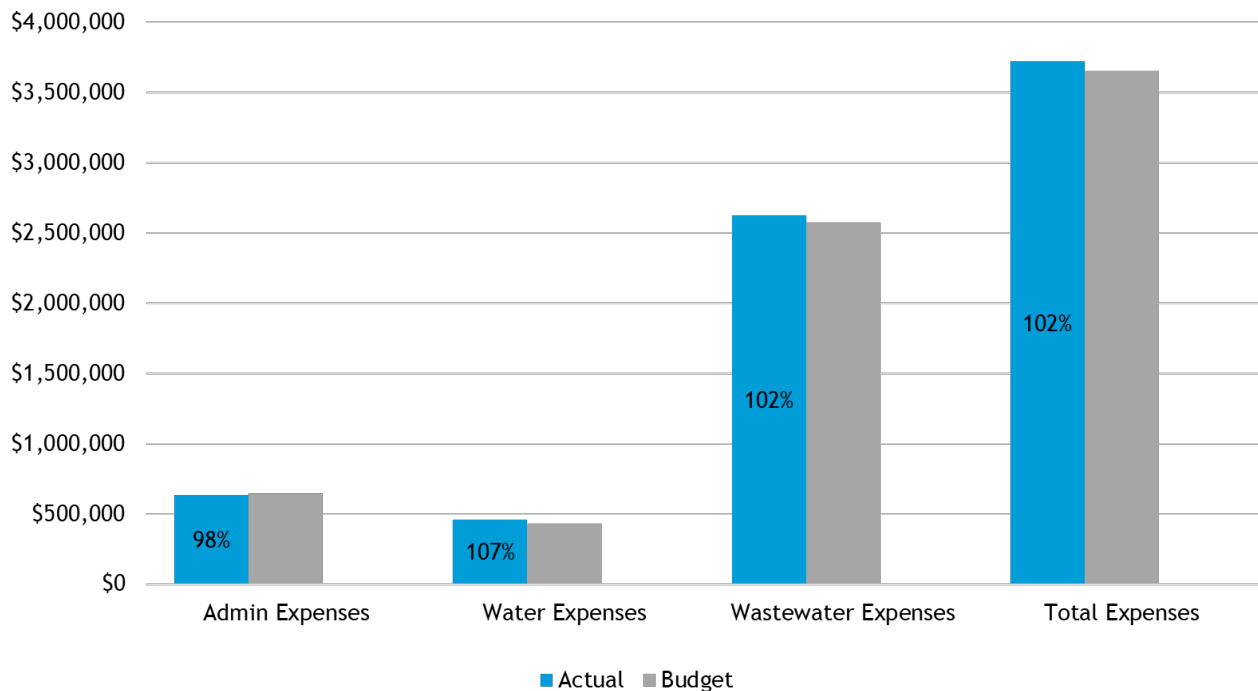


Administration revenue is comprised mainly of utility (propane and electricity) reimbursements received from Truckee Fire Department, and late fees. These revenues were higher than budgeted because propane and utility costs were higher than expected.

Actual water revenue exceeds the budget by \$42,307 (7%). This is due to the property tax revenue exceeding the forecast, and grant revenue that was received from the State's water arrearage program. Because the State arrearage grant was passed on to District customers as bill credits, the District will experience a corresponding revenue reduction over time as those credits are used by customers instead of paying their bills.

Actual wastewater revenue was \$67,105 (2%) less than budgeted. The primary reason for this difference is due to the treatment of recycled water sales. Wastewater department included a budget of \$50,000 for recycled water sales, however a portion of this revenue was recognized in the water department. Also, a significant portion of recycled water sales were invoice after June 30, 2022. Recycled water invoices totaling \$45,202.80 were sent in August 2022 and payment in full is expected.

Expenses



Across all divisions there was significant increase in the cost of utilities and fuel this fiscal year. These increases significantly impacted District operations. We were able to absorb some of these costs through savings in other categories.

Administration expenses were \$13,923 (2%) less than budgeted, with the savings coming entirely from reduced cost of salaries and benefits. Some of these savings were used to develop a web based sewer and water system map (GIS), obtain outside professional review of the proposed updates to the employee handbook, and begin work updating the sewer fees charged to new connections.

Water expenses exceeded the budgeted amount by \$30,122 (7%). The water division experienced utility expenses, facility maintenance expenses, and vehicle operating expenses that were much higher than planned. This was partially offset by delaying the installation of telemetry equipment.

Wastewater expenses exceeded the budgeted amount by \$49,532 (2%). This overage was due to expenses from the winter storms that damaged lift stations 4, 7, and 8; increased utility expenses, facility maintenance expenses, and vehicle operating expenses. This was partially offset by delaying the installation of telemetry equipment.

### **ANALYSIS**

Several items of concern that were presented during the First and Second Quarter Budget Review at the February 2022 Board meeting were experienced and caused expenses to exceed the budgeted amount. These items are listed below:

1. The District hired a contractor to seal the asphalt parking areas at the wastewater treatment facility during July 2021. The cost of this work of \$12,925 was paid during FY2021-2022 and it was not included in the budget. This work was categorized as wastewater treatment plant facility maintenance.
2. In 2019, the District sent a letter to Nevada County stating that the District would pay for the cost of raising sewer manhole lids that were affected by the Soda Springs Road bridge reconstruction project. An invoice for that work in the amount of \$13,600 was received and paid during FY2021-2022 and it was not included in the budget. This work was categorized as sewer facility maintenance.
3. The winter storms and related power outages in December caused damage to Sewer Lift Stations 4, 7, and 8. Additionally, the District operated under generator power for several days which resulted in additional fuel costs. The direct costs for responding to the storm and repairing damaged equipment is \$52,905.69. Staff is pursuing reimbursement of these costs plus eligible staff time compensation of \$8,255.36 from CalOES.

### **FISCAL IMPACT**

The increased expenses and reduced revenue for this fiscal year which has the impact of reducing unrestricted cash balance on July 1, 2022 to a lower amount than projected. The Adopted Revised Budget projected that expenses would exceed revenue by \$107,814 during the fiscal year. During the fiscal year, expenses actually exceeded revenue by \$196,299, reducing the unrestricted cash available on July 1, 2022 to \$84,258.97.

There are two mitigating factors that will offset the increased expenses and reduced revenue. First of all, Staff expects to receive reimbursement from CalOES for at least a portion of the winter storm damage costs during FY2022-2023. The maximum that the District can receive is 75% of the costs submitted; this equates to \$45,870.78 (75% x \$61,161.05). Second of all, the revenue from recycled water sales that was budgeted but not received in FY2021-2022 will be received in FY2022-23. Recycled water invoices totaling \$45,202.80 were sent in August 2022 and payment in full is expected. These two factors will increase cash available by up to \$91,073.58 and offset the increased expenses and reduced revenue recognized in FY2021-2022.

**CEQA ASSESSMENT**

This is not a CEQA Project

**ATTACHMENTS**

1. FY2021-2022 Budget to Actual Comparison
2. Presentation

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual  
 Fourth Quarter FY 2021-2022

ALL DEPARTMENTS SUMMARY

|                                      | Actual<br>6/30/2022    | Revised<br>Budget   | Percent<br>Complete | Remaining<br>Budget |
|--------------------------------------|------------------------|---------------------|---------------------|---------------------|
| <b>Water Revenue</b>                 |                        |                     |                     |                     |
| Water Program Revenue                | \$ 607,446.97          | \$ 598,015          | 102%                | \$ (9,432)          |
| Water General Revenue                | 62,575.28              | 29,700              | 211%                | (32,875)            |
| <u>Total Water Revenue</u>           | <u>\$ 670,022.25</u>   | <u>\$ 627,715</u>   | <u>107%</u>         | <u>\$ (42,307)</u>  |
| <b>Wastewater Revenue</b>            |                        |                     |                     |                     |
| Wastewater Program Revenue           | \$ 2,345,131.67        | \$ 2,417,112        | 97%                 | \$ 71,980           |
| Wastewater General Revenue           | 491,328.31             | 486,453             | 101%                | (4,875)             |
| <u>Total Wastewater Revenue</u>      | <u>\$ 2,836,459.98</u> | <u>\$ 2,903,565</u> | <u>98%</u>          | <u>\$ 67,105</u>    |
| <b>Administration Revenue</b>        |                        |                     |                     |                     |
| Admin Program Revenue                | \$ -                   | \$ -                | 0%                  | \$ -                |
| Admin General Revenue                | 16,493.40              | 14,500              | 114%                | (1,993)             |
| <u>Total Administration Revenue</u>  | <u>\$ 16,493.40</u>    | <u>\$ 14,500</u>    | <u>114%</u>         | <u>\$ (1,993)</u>   |
| <b>Total Revenues</b>                | <b>\$ 3,522,975.63</b> | <b>\$ 3,545,780</b> | <b>99%</b>          | <b>\$ 24,798</b>    |
| <b>Water Expenses</b>                |                        |                     |                     |                     |
| Salaries and Benefits                | \$ 185,716.51          | \$ 181,193          | 102%                | \$ (4,524)          |
| Board Expenses                       | -                      | -                   | 0%                  | \$ -                |
| Operating Expenses                   | 179,849.45             | 146,140             | 123%                | \$ (33,709)         |
| Debt Service                         | 38,157.28              | 31,005              | 123%                | \$ (7,152)          |
| Capital Equipment                    | 56,616.63              | 71,880              |                     | \$ 15,263           |
| Capital Projects                     | -                      | -                   | -                   | \$ -                |
| <u>Total Water Expenses</u>          | <u>\$ 460,339.87</u>   | <u>\$ 430,218</u>   | <u>107%</u>         | <u>\$ (30,122)</u>  |
| <b>Wastewater Expenses</b>           |                        |                     |                     |                     |
| Salaries and Benefits                | \$ 652,987.56          | \$ 656,095          | 100%                | \$ 3,107            |
| Board Expenses                       | -                      | -                   | 0%                  | \$ -                |
| Operating Expenses                   | 984,551.92             | 942,142             | 105%                | \$ (42,410)         |
| Debt Service                         | 807,051.45             | 739,441             | 109%                | \$ (67,610)         |
| Capital Equipment                    | 70,505.38              | 133,423             | 53%                 | \$ 62,918           |
| Capital Projects                     | 110,536.79             | 105,000             | 105%                | (5,537)             |
| <u>Total Wastewater Expenses</u>     | <u>2,625,633.10</u>    | <u>\$ 2,576,101</u> | <u>102%</u>         | <u>\$ (49,532)</u>  |
| <b>Administration Expenses</b>       |                        |                     |                     |                     |
| Salaries and Benefits                | \$ 369,265.57          | \$ 430,082          | 86%                 | \$ 60,816           |
| Board Expenses                       | 68,152.88              | 61,846              | 110%                | \$ (6,307)          |
| Operating Expenses                   | 195,883.34             | 155,347             | 126%                | \$ (40,536)         |
| Debt Service                         | -                      | -                   | 0%                  | \$ -                |
| Capital Equipment                    | -                      | -                   | 0%                  | \$ -                |
| Capital Projects                     | -                      | -                   | -                   | \$ -                |
| <u>Total Administration Expenses</u> | <u>\$ 633,301.79</u>   | <u>\$ 647,275</u>   | <u>98%</u>          | <u>\$ 13,973</u>    |
| <b>Total Expenses</b>                | <b>\$ 3,719,274.76</b> | <b>\$ 3,653,594</b> | <b>102%</b>         | <b>\$ (65,681)</b>  |



DONNER SUMMIT PUBLIC UTILITY DISTRICT

October 18, 2022  
 Agenda Item: 7A  
 ATTACHMENT 1

Budget to Actual  
 Fourth Quarter FY 2021-2022

WATER SUMMARY

|                                       | Actual<br>6/30/2022  | Revised<br>Budget | Percent<br>Complete | Remaining<br>Budget |
|---------------------------------------|----------------------|-------------------|---------------------|---------------------|
| <b>Program Revenue</b>                |                      |                   |                     |                     |
| Water fees                            | \$ 541,444.55        | \$ 547,511        | 99%                 | \$ 6,066            |
| Connection fees                       | 6,800.00             | -                 | 0%                  | \$ (6,800)          |
| Recycled water sales                  | 8,696.02             | -                 | 0%                  | \$ (8,696)          |
| Big Bend Service Fees                 | 29,734.88            | 29,732            | 100%                | (3)                 |
| <b>Total Program Revenue</b>          | <b>586,675.45</b>    | <b>\$ 577,243</b> | <b>102%</b>         | <b>\$ (9,432)</b>   |
| <i>Big Bend Assessment</i>            | 20,771.52            | \$ 20,772         | 100%                | \$ 0                |
| <b>General Revenues</b>               |                      |                   |                     |                     |
| Property tax                          | 39,932.90            | \$ 29,700         | 134%                | \$ (10,233)         |
| Grants                                | 22,642.38            | -                 | -                   | (22,642)            |
| <b>Total General Revenues</b>         | <b>62,575.28</b>     | <b>\$ 29,700</b>  | <b>\$ 2</b>         | <b>\$ (32,875)</b>  |
| <b>Total Revenues</b>                 | <b>\$ 649,250.73</b> | <b>\$ 627,715</b> | <b>103%</b>         | <b>\$ (42,308)</b>  |
| <b>Expenses</b>                       |                      |                   |                     |                     |
| Salaries-Operations                   | \$ 122,313.98        | \$ 123,535        | 99%                 | \$ 1,221            |
| Employee benefits                     | 63,402.53            | 57,658            | 110%                | (5,745)             |
| <i>Salaries &amp; Benefits</i>        | \$ 185,716.51        | \$ 181,193        | 102%                | \$ (4,524)          |
| Professional fees                     | 6,342.75             | 15,000            | 42%                 | 8,657               |
| Dues and subscriptions                | 731.16               | 379               | 193%                | (352)               |
| Fees, permits, certifications, leases | 14,679.08            | 11,743            | 125%                | (2,936)             |
| Training, education, travel           | 402.00               | 942               | 43%                 | 540                 |
| Travel                                | -                    | -                 | 0%                  | -                   |
| Insurance                             | 30,967.96            | 31,281            | 99%                 | 313                 |
| Office supplies and miscellaneous     | -                    | 549               | 0%                  | 549                 |
| Utilities, communications, telemetry  | 49,739.01            | 27,593            | 180%                | (22,146)            |
| Chemicals and lab supplies            | 20,612.52            | 26,379            | 78%                 | 5,766               |
| Laboratory testing                    | 1,000.00             | 5,000             | 20%                 | 4,000               |
| Equipment maintenance and repair      | 5,068.78             | 8,000             | 63%                 | 2,931               |
| Small equipment and rental            | 2,347.70             | 6,750             | 35%                 | 4,402               |
| Interest expense                      | -                    | -                 | 0%                  | -                   |
| Operating supplies                    | 3,232.67             | 5,000             | 65%                 | 1,767               |
| Vehicle maintenance, repair, fuel     | 6,592.50             | 2,524             | 261%                | (4,069)             |
| Facility maintenance and repair       | 38,133.32            | 5,000             | 763%                | (33,133)            |
| <i>Operating Expenses</i>             | \$ 179,849.45        | \$ 146,140        | 123%                | \$ (33,709.45)      |
| Angela WTP Loan P&I                   | \$ 18,187.28         | \$ 9,350          | 195%                | \$ (8,837)          |
| Big Bend Debt Service                 | \$ 19,970.00         | \$ 21,655         | 92%                 | \$ 1,685            |
| <i>Debt Service</i>                   | \$ 38,157.28         | \$ 31,005         | 123%                | \$ (7,152)          |
| <b>Capital Equipment</b>              | <b>\$ 56,616.63</b>  | <b>\$ 71,880</b>  | <b>79%</b>          | <b>\$ 15,263</b>    |
| Capital Projects                      | -                    | -                 |                     | \$ -                |
| <i>Capital Expenses</i>               | \$ 56,616.63         | \$ 71,880.00      | 79%                 | \$ 15,263           |
| <b>Total Expenses</b>                 | <b>\$ 460,339.87</b> | <b>\$ 430,218</b> | <b>107%</b>         | <b>\$ (30,122)</b>  |

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual  
 Fourth Quarter FY 2021-2022

SEWER SUMMARY

|                                       | Actual<br>6/30/2022  | Revised<br>Budget    | Percent<br>Complete | Budget<br>Remaining |
|---------------------------------------|----------------------|----------------------|---------------------|---------------------|
| <b>Program Revenue</b>                |                      |                      |                     |                     |
| Sewer rates                           | \$ 448,072.60        | 450,919              | 99.37%              | \$ 2,846            |
| Sewer rates for debt service          |                      |                      |                     |                     |
| Special Tax Revenue                   |                      |                      |                     |                     |
| Recycled Water Sales                  |                      |                      |                     |                     |
| Connection fees                       | -                    | -                    |                     | \$ -                |
| <b>Total Program Revenue</b>          | <b>448,072.60</b>    | <b>450,919</b>       | <b>99.37%</b>       | <b>\$ 2,846</b>     |
| <b>General Revenues</b>               |                      |                      |                     |                     |
| Sierra Lakes                          |                      |                      |                     |                     |
| Property tax                          | 22,937.10            | 19,481               | 117.74%             | \$ (3,456)          |
| Other income                          | -                    | -                    | -                   | \$ -                |
| <b>Total General Revenues</b>         | <b>22,937.10</b>     | <b>19,481</b>        | <b>117.74%</b>      | <b>\$ (3,456)</b>   |
| <b>Total Revenues</b>                 | <b>471,009.70</b>    | <b>470,400</b>       | <b>100.13%</b>      | <b>\$ (610)</b>     |
| <b>Expenses</b>                       |                      |                      |                     |                     |
| Salaries-Operations                   | \$ 102,854.87        | 103,882              | 99.01%              | \$ 1,027            |
| Employee benefits                     | 49,874.73            | 52,453               | 95.08%              | 2,578               |
| <i>Salaries &amp; Benefits</i>        | <i>\$ 152,729.60</i> | <i>\$ 156,335</i>    | <i>97.69%</i>       | <i>\$ 3,605</i>     |
| Professional fees                     | \$ 266.19            | 7,000                | 3.80%               | \$ 6,734            |
| Dues and subscriptions                | -                    | -                    |                     | -                   |
| Fees, permits, certifications, leases | 3,757.58             | 3,376                | 111.30%             | (382)               |
| Training, education and travel        | -                    | 273                  | 0.00%               | 273                 |
| Insurance                             | 26,041.24            | 31,281               | 83.25%              | 5,240               |
| Office supplies and miscellaneous     | 461.08               | 563                  | 81.90%              | 102                 |
| Utilities, communications, telemetry  | 29,709.65            | 29,149               | 101.92%             | (561)               |
| Chemicals and lab supplies            | 313.75               | 565                  | 55.53%              | 251                 |
| Laboratory testing                    | -                    | -                    |                     | -                   |
| Small equipment and rental            | -                    | 2,400                | 0.00%               | 2,400               |
| Interest expense                      | -                    | -                    |                     | -                   |
| Operating supplies                    | 3,467.87             | 1,000                | 346.79%             | (2,468)             |
| Sludge removal                        | -                    | 1,200                | 0.00%               | 1,200               |
| Infiltration - inflow                 | -                    | 26,000               | 0.00%               | 26,000              |
| Fresh water treatment plant           | -                    | -                    |                     | -                   |
| Equipment maintenance and repair      | 1,167.23             | 10,178               | 11.47%              | 9,011               |
| Vehicle maintenance, repair, fuel     | 8,530.38             | 3,794                | 224.84%             | (4,736)             |
| Facility maintenance and repair       | 2,362.82             | 8,000                | 29.54%              | 5,637               |
| <b>2021 Winter Emergency</b>          | <b>44,399.88</b>     | <b>-</b>             | <b>0.00%</b>        | <b>(44,400)</b>     |
| <i>Operating Expenses</i>             | <i>\$ 120,477.67</i> | <i>\$ 124,779</i>    | <i>96.55%</i>       | <i>\$ 4,301</i>     |
| Interest                              | -                    | -                    |                     | -                   |
| Long Term Debt                        | -                    | -                    |                     | -                   |
| Land Lease for Spray Irrigation       | -                    | -                    |                     | -                   |
| <i>Debt Service</i>                   | <i>\$ -</i>          | <i>\$ -</i>          |                     |                     |
| Capital Equipment                     | \$ 53,755.38         | 133,423              | 40%                 | 79,668              |
| Capital Projects - SB Sewer Ext.      | 110,536.79           | 105,000              | 105%                | (5,537)             |
| <b>Capital Expenses</b>               | <b>\$ 164,292.17</b> | <b>\$ 238,423.00</b> | <b>69%</b>          | <b>\$ 74,131</b>    |
| <b>Total Expenses</b>                 | <b>\$ 437,499.44</b> | <b>\$ 519,537</b>    | <b>84.21%</b>       | <b>\$ 82,038</b>    |

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual  
 Fourth Quarter FY 2021-2022

WASTEWATER TREATMENT PLANT SUMMARY

|   | Actual<br>6/30/2022    | Revised<br>Budget   | Percent<br>Complete | Budget<br>Remaining |
|---|------------------------|---------------------|---------------------|---------------------|
| <b>Program Revenue</b>                      |                        |                     |                     |                     |
| Sewer rates                                 | \$ 1,344,217.80        | 1,352,757           | 99.37%              | \$ 8,539            |
| Sewer rates for debt service                |                        | -                   |                     | -                   |
| Special Tax Revenue                         |                        | -                   |                     | -                   |
| Recycled Water Sales                        |                        | 50,000              | -                   | 50,000              |
| Connection fees                             | -                      | -                   |                     | -                   |
| <b>Total Program Revenue</b>                | <b>\$ 1,344,217.80</b> | <b>\$ 1,402,757</b> | <b>95.83%</b>       | <b>\$ 58,539</b>    |
| <i>CFD Revenue for WWTP Loan</i>            | <i>\$ 274,745.48</i>   | <i>\$ 282,392</i>   | <i>97.29%</i>       | <i>\$ 7,647</i>     |
| <i>Non CFD Revenue for WWTP Loan</i>        | <i>\$ 278,095.79</i>   | <i>\$ 281,044</i>   | <i>98.95%</i>       | <i>2,948</i>        |
| <b>General Revenues</b>                     |                        |                     |                     |                     |
| Sierra Lakes                                | \$ 367,344.00          | 381,152             | 96.38%              | \$ 13,808           |
| Property tax                                | 101,047.21             | 85,820              | 117.74%             | (15,227)            |
| Other income                                | -                      | -                   | -                   | -                   |
| <b>Total General Revenues</b>               | <b>\$ 468,391.21</b>   | <b>466,972</b>      | <b>100.30%</b>      | <b>\$ (1,419)</b>   |
| <b>Total Revenues</b>                       | <b>\$ 2,365,450.28</b> | <b>\$ 2,433,165</b> | <b>97.22%</b>       | <b>\$ 67,715</b>    |
| <b>Expenses</b>                             |                        |                     |                     |                     |
| Salaries-Operations                         | \$ 330,803.45          | 334,107             | 99.01%              | \$ 3,304            |
| Employee benefits                           | 169,454.51             | 165,653             | 102.29%             | (3,802)             |
| <i>Salaries &amp; Benefits</i>              | <i>\$ 500,257.96</i>   | <i>\$ 499,760</i>   | <i>100.10%</i>      | <i>\$ (498)</i>     |
| Professional fees                           | \$ 51,853.89           | 81,250              | 63.82%              | \$ 29,396           |
| Dues and subscriptions                      | 3,434.96               | 1,200               | 286.25%             | (2,235)             |
| Fees, permits, certifications, leases       | 18,603.26              | 17,623              | 105.56%             | (980)               |
| Training, education and travel              | 1,676.78               | 2,745               | 61.08%              | 1,068               |
| Insurance                                   | 83,754.26              | 86,022              | 97.36%              | 2,268               |
| Office supplies and miscellaneous           | 1,352.85               | 823                 | 164.38%             | (530)               |
| <b>Utilities, communications, telemetry</b> | <b>394,080.88</b>      | <b>285,896</b>      | <b>137.84%</b>      | <b>(108,185)</b>    |
| Chemicals and lab supplies                  | 143,122.30             | 175,497             | 81.55%              | 32,375              |
| Laboratory testing                          | 36,350.00              | 41,910              | 86.73%              | 5,560               |
| Small equipment and rental                  | 8,256.81               | 7,200               | 114.68%             | (1,057)             |
| Interest expense                            | -                      | -                   |                     | -                   |
| Operating supplies                          | 871.50                 | 7,632               | 11.42%              | 6,761               |
| Sludge removal                              | 19,483.58              | 43,000              | 45.31%              | 23,516              |
| Infiltration - inflow                       | -                      | -                   |                     | -                   |
| Fresh water treatment plant                 | -                      | -                   |                     | -                   |
| Equipment maintenance and repair            | 45,955.36              | 34,240              | 134.22%             | (11,715)            |
| Vehicle maintenance, repair, fuel           | 17,577.13              | 12,325              | 142.61%             | (5,252)             |
| Facility maintenance and repair             | 37,700.69              | 20,000              | 188.50%             | (17,701)            |
| <b>Operating Expenses</b>                   | <b>\$ 864,074.25</b>   | <b>\$ 817,363</b>   | <b>105.71%</b>      | <b>\$ (46,711)</b>  |
| Interest                                    | \$ -                   | \$ -                |                     | \$ -                |
| Long Term Debt                              | 786,801.45             | 719,191             | 109.40%             | (67,610)            |
| Land Lease for Spray Irrigation             | 20,250.00              | 20,250              | 100.00%             | -                   |
| <i>Debt Service</i>                         | <i>\$ 807,051.45</i>   | <i>\$ 739,441</i>   | <i>109.14%</i>      | <i>\$ (67,610)</i>  |
| Capital Equipment                           | 16,750.00              | -                   |                     | (16,750)            |
| Capital Projects                            | -                      | -                   |                     | -                   |
| <i>Capital Expenses</i>                     | <i>\$ 16,750.00</i>    | <i>\$ -</i>         |                     | <i>\$ (16,750)</i>  |
| <b>Total Expenses</b>                       | <b>\$ 2,188,133.66</b> | <b>\$ 2,056,564</b> | <b>106.40%</b>      | <b>\$ (131,570)</b> |

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual  
 Fourth Quarter FY 2021-2022

ADMINISTRATION SUMMARY

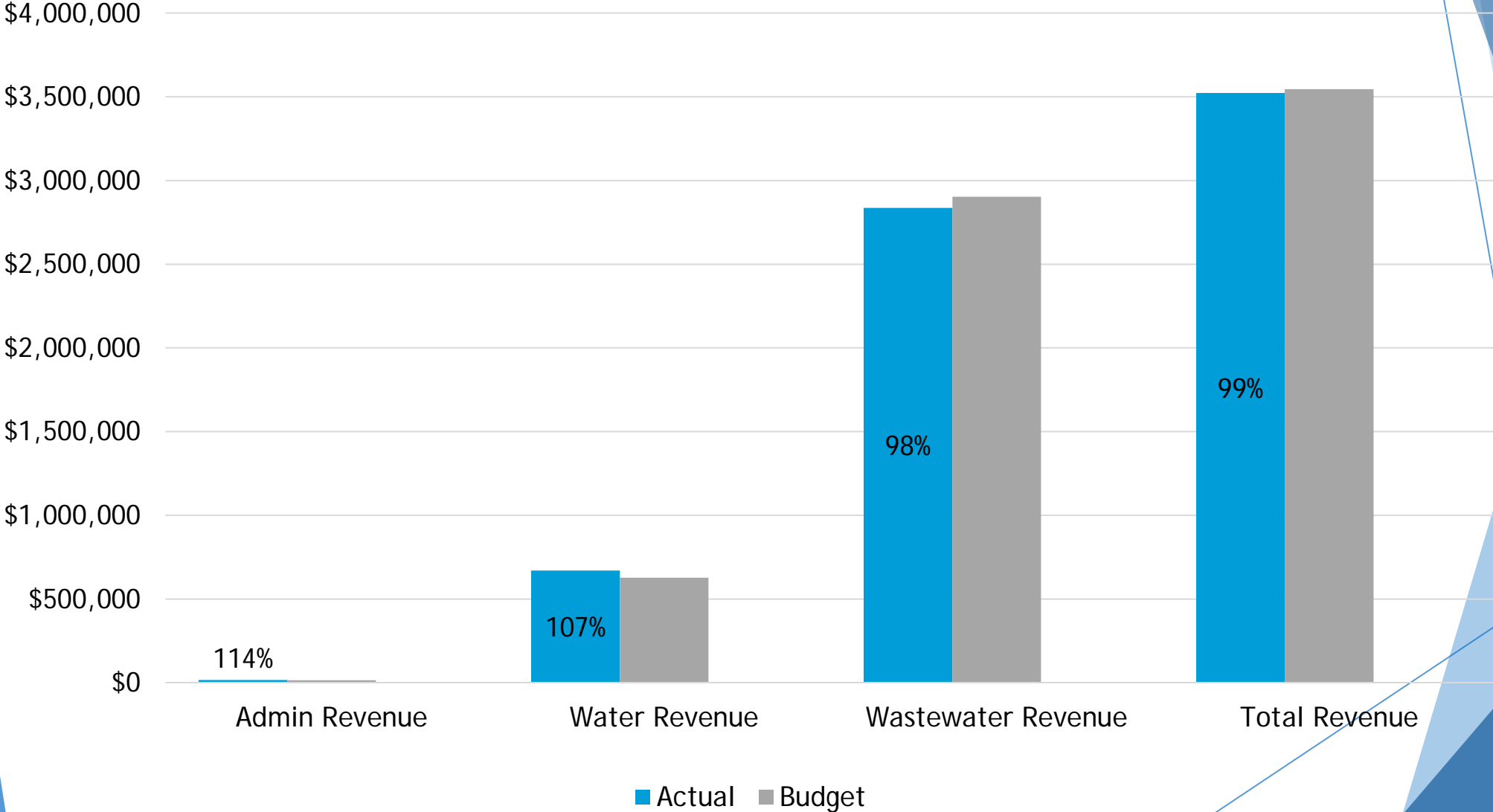
|                                       | Actual<br>6/30/2022  | Revised<br>Budget | Percent<br>Complete | Remaining<br>Budget |
|---------------------------------------|----------------------|-------------------|---------------------|---------------------|
| <b>Program Revenue</b>                |                      |                   |                     |                     |
| Service Fees                          | 0.00                 | 0                 |                     | -                   |
| <b>Total Program Revenue</b>          | <b>\$ -</b>          | <b>\$ -</b>       |                     | <b>-</b>            |
| <b>General Revenues</b>               |                      |                   |                     |                     |
| Interest revenue                      | \$ 378.43            | \$ -              |                     | \$ (378)            |
| Other income                          | 16,114.97            | 14,500            | 111.14%             | (1,615)             |
| <b>Total General Revenues</b>         | <b>\$ 16,493.40</b>  | <b>\$ 14,500</b>  | <b>113.75%</b>      | <b>\$ (1,993)</b>   |
| <b>Total Revenues</b>                 | <b>\$ 16,493.40</b>  | <b>\$ 14,500</b>  | <b>113.75%</b>      | <b>\$ (1,993)</b>   |
| <b>Expenses</b>                       |                      |                   |                     |                     |
| Salaries-operations                   | \$ 277,783.74        | \$ 324,358        | 85.64%              | \$ 46,574           |
| Employee benefits                     | 91,481.83            | 105,724           | 86.53%              | 14,242              |
| <b>Salaries &amp; Benefits</b>        | <b>\$ 369,265.57</b> | <b>\$ 430,082</b> | <b>85.86%</b>       | <b>\$ 60,816</b>    |
| Board Expense                         | 68,152.88            | 61,846            | 110.20%             | (6,307)             |
| <i>Board Expense</i>                  | <i>\$ 68,152.88</i>  | <i>\$ 61,846</i>  | <i>110.20%</i>      | <i>(6,307)</i>      |
| Professional fees                     | \$ 119,945.11        | \$ 73,800         | 162.53%             | \$ (46,145)         |
| Dues and subscriptions                | 6,381.89             | 7,062             | 90.37%              | 680                 |
| Fees, permits, certifications, leases | 9,556.10             | 20,593            | 46.40%              | 11,037              |
| Training, education and travel        | 377.22               | 1,500             | 25.15%              | 1,123               |
| Travel                                | -                    | -                 |                     | -                   |
| Immunizations                         | -                    | -                 |                     | -                   |
| Insurance                             | 15,640.38            | 7,820             | 200.00%             | (7,820)             |
| Office supplies and miscellaneous     | 9,862.78             | 7,000             | 140.90%             | (2,863)             |
| Utilities, communications, telemetry  | 27,683.57            | 28,420            | 97.41%              | 736                 |
| Chemicals and lab supplies            | -                    | -                 |                     | -                   |
| Equipment maintenance and repair      | -                    | 6,552             | 0.00%               | 6,552               |
| Small equipment and rental            | 902.40               | -                 |                     | (902)               |
| Operating supplies                    | 2,343.83             | -                 |                     | (2,344)             |
| Vehicle maintenance, repair, fuel     | -                    | -                 |                     | -                   |
| I&I program                           | -                    | -                 |                     | -                   |
| Sludge removal                        | -                    | -                 |                     | -                   |
| Facility maintenance and repair       | 3,190.06             | 2,600             | 122.69%             | (590)               |
| <b>Operating Expenses</b>             | <b>\$ 195,883.34</b> | <b>\$ 155,347</b> | <b>126.09%</b>      | <b>\$ (40,536)</b>  |
| Principal and interest                | -                    | -                 |                     | -                   |
| Nevada County payments                | -                    | -                 |                     | -                   |
| Amortization of land lease            | -                    | -                 |                     | -                   |
| <i>Debt Service</i>                   | <i>-</i>             | <i>-</i>          |                     | <i>-</i>            |
| Capital Equipment                     | -                    | -                 |                     | \$ -                |
| Capital Projects                      | -                    | -                 |                     | -                   |
| <i>Capital Expenses</i>               | <i>-</i>             | <i>-</i>          |                     | <i>\$ -</i>         |
| <b>Total Expenses</b>                 | <b>\$ 633,301.79</b> | <b>\$ 647,275</b> | <b>97.84%</b>       | <b>\$ 13,973</b>    |

# YEAR END FY2021-2022 BUDGET TO ACTUAL COMPARISON

Steven Palmer, General Manager  
**Donner Summit Public Utility District**  
October 18, 2022

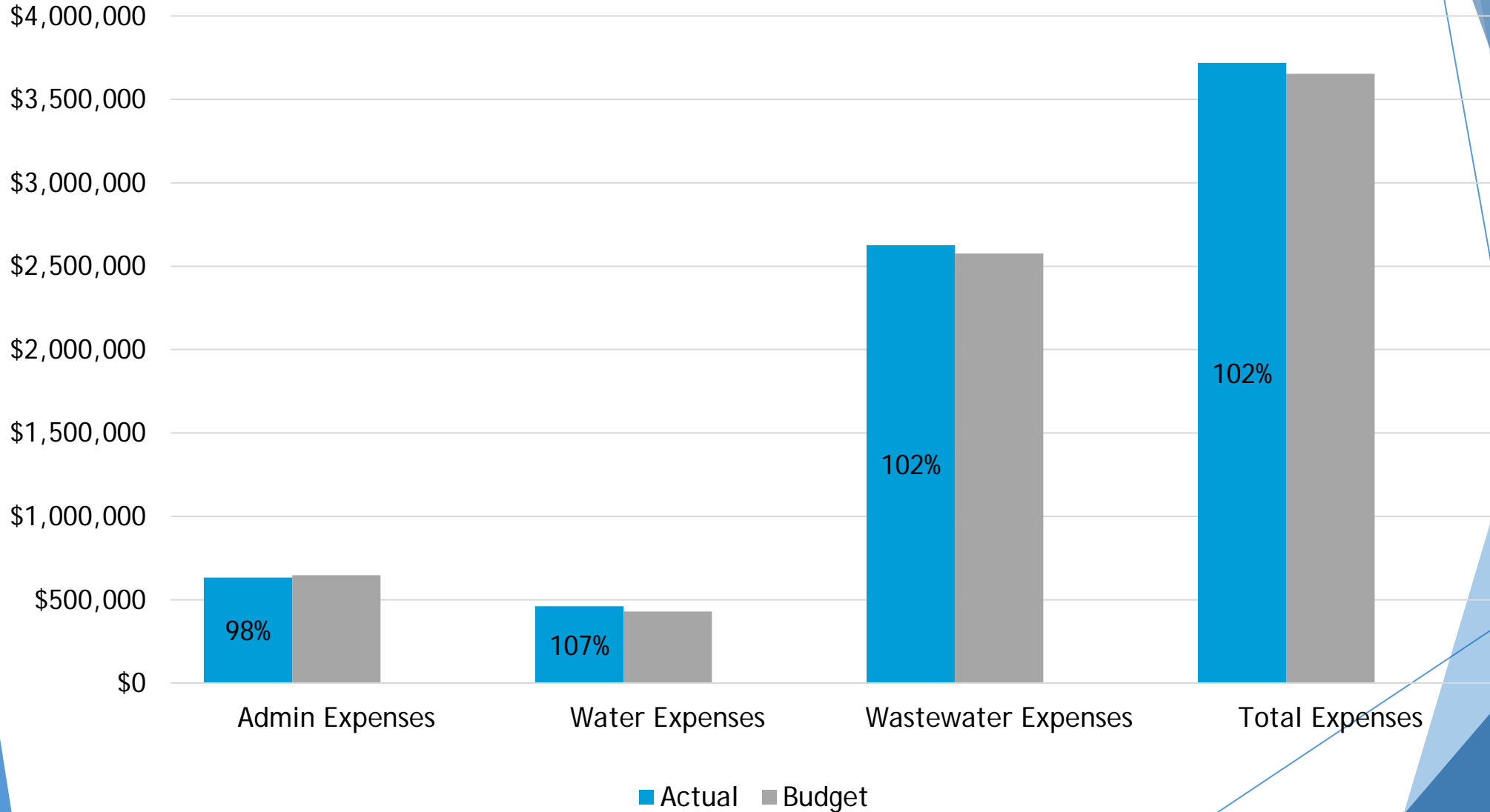
# Budget to Actual - Revenue

October 18, 2022  
Agenda Item: 7A  
ATTACHMENT 2



# Budget to Actual - Expenses

October 18, 2022  
Agenda Item: 7A  
ATTACHMENT 2



# Analysis

- Total Revenue shortfall of 1% (\$24,798)
  - Unrealized recycled water revenue
    - \$45,202 invoice after June 30, 2022
  - Offset by State Water Board arrearage funds
- Total Expense exceedance of 2% (\$65,681)
  - Utilities - 4% (\$130,155)
  - Offset by deferring capital improvement



# Analysis

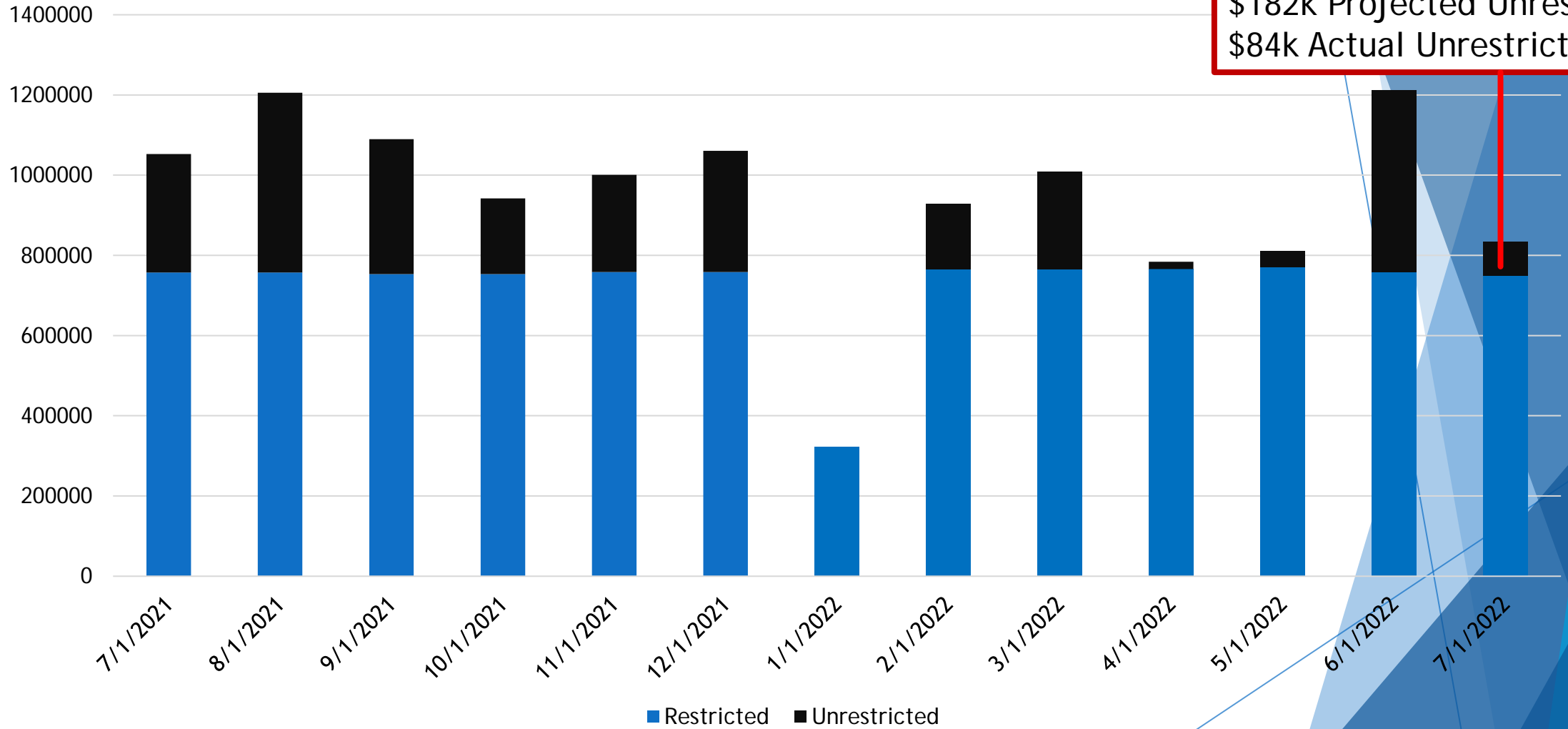
- Expenses (continued)
  - Facility maintenance
    - 2021 Parking lot paving - \$12,925
    - Soda Springs Road Bridge Project - \$13,600
  - Winter Storm Damage
    - Direct costs - \$52,906
    - Indirect costs - \$8,255

# Fiscal Impact

- Budget
  - Projected expenses exceed revenue by \$107,814
- Actual
  - Expenses exceed revenue by \$196,299
- Unrestricted cash reduction
  - July 1, 2022 - \$84,258.97

# Fiscal Impact

## CASH BALANCE



**6/30/2022**  
\$182k Projected Unrestricted  
\$84k Actual Unrestricted

# Fiscal Impact

- Mitigating Factors
  - Revenue
    - Recycled water revenue in FY2022-2023
    - \$45,203
  - Expenses
    - CalOES Reimbursement in FY2022-2023
    - Up to \$45,870

**October 18, 2022**  
**Agenda Item: 8A**



## STAFF REPORT

**TO:** Board of Directors

**PREPARED BY:** Steven Palmer, PE, General Manager *SP*

**SUBJECT:** Adopt a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361

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### **RECOMMENDATION**

Consider adopting a resolution that will allow the Board to continue meeting remotely.

### **BACKGROUND**

Starting in March 2020 California Governor Gavin Newsom issued a series of Executive Orders (N-25-20, N-29-20, N-35-20) aimed at containing the novel coronavirus. These Executive Orders collectively modified certain requirements created by the Ralph M. Brown Act (“the Brown Act”). The effect of these modifications was to allow legislatively bodies to meet without requiring the physical presence of members of the legislative body, staff, or of the public. Since that time, The Board has been conducting its’ meetings over Zoom, in compliance with the Executive Orders.

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds those Brown Act modifications effective on September 30, 2021. After that date, local agencies are required to observe all the usual Brown Act requirements such as providing a physical location with public access for the meeting, publishing the location of teleconferencing board members, posting meeting notices and agendas in those teleconference locations, and making those locations available to the public.

In response the California legislature passed Assembly Bill 361 (AB361), which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar to the procedures established by the Governor’s Executive Orders. AB361 allows local agencies to meet remotely if any of the following conditions exist:

1. The legislative body holds a meeting during a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

In order to continue to hold virtual meetings the legislative body shall, not later than 30 days after teleconferencing for the first time in compliance with AB361, and every 30 days thereafter must make the following findings by majority vote:

1. The legislative body has reconsidered the circumstances of the state of emergency.
2. Any of the following circumstances exist:
  - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

AB 361 shall remain in effect only until January 1, 2024.

### **DISCUSSION AND ANALYSIS**

Since the October meeting, the Board has taken action at each meeting to adopt a resolution to allow the continuation of remote meetings.

The State of California still has an active emergency declaration. Nevada County recently took action to revert to the State of California Department of Public Health guidance which, beginning on March 1, 2022, includes a strong recommendation to wear masks in all indoor public setting and businesses and a mask requirement for certain high-risk situations.

Due to the State declaration and Public Health guidance, the Board can continue to meet remotely without the typical Brown Act teleconference notifications (Government Code 54953(e)(1)(A)). If the Board wishes to continue to meet remotely, they will need to adopt the attached resolution that makes the findings required by AB361. To continue meeting remotely, the Board will need to make the required findings every 30 days (Government Code 54953(e)(3)).

If the Board does not adopt the attached resolution at this meeting, then the November meeting will need to take place in person.

### **FISCAL IMPACT**

There is no direct fiscal impact to this action.

### **CEQA ASSESSMENT**

This is not a CEQA Project

### **ATTACHMENTS**

1. Resolution

**RESOLUTION NO. 2022-35**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS IN RESPONSE TO THE NOVEL CORONAVIRUS (COVID19) FOR ALL LEGISLATIVE BODIES OF THE DISTRICT FOR THE PERIOD NOVEMBER 1, 2022 THROUGH NOVEMBER 30, 2022 AS THIS IS THE TIME PERIOD THAT ENCOMPASSES THE NEXT SCHEDULED BOARD MEETING PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, the Donner Summit Public Utility District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Donner Summit Public Utility District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board of Directors previously adopted Resolution Number 2021-07 on October 19, 2021, finding that the requisite conditions exist for the legislative bodies of the Donner Summit Public Utility District to conduct remote teleconference meetings without compliance of paragraph (f) of subdivision (b) of section 54953; and

**WHEREAS**, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

**WHEREAS**, emergency conditions now exist in the District, specifically, as proclaimed in the Proclamation of a State of Emergency regarding the Novel Coronavirus (COVID19) issued on March 4, 2020 by the Governor of the State of California; and

**WHEREAS**, the County of Nevada Public Health Officer issued guidance regarding COVID19 on February 11, 2022 which reverted to the State Public Officer Guidance which includes a



strong recommendation for wearing masks in indoor public settings indoors and businesses, and requires masks in certain high-risk situations; and

**WHEREAS**, the Board of Directors does hereby find that the Governor of the State of California's Proclamation of Emergency, and the Nevada County Public Health Officer guidance indicate that the outbreak of COVID19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California, and ratify the California Public Health Order; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Donner Summit Public Utility District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the next scheduled meeting of a legislative body of the Donner Summit Public Utility District is November 15, 2022; and

**WHEREAS**, public access to meetings will be ensured by posting the agenda with meeting links, and allowing public comment in real time during the meeting.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF DONNER SUMMIT PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. Affirmation that Local Emergency Persists.** The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and the County of Nevada Public Health Officer issued an Health Officer issued guidance regarding COVID19 on February 11, 2022 which reverted to the State Public Officer Guidance which includes a strong recommendation for wearing masks in indoor public settings indoors and businesses, and requires masks in certain high-risk situations.

**Section 3. Re-Ratification of Governor's Proclamation of a State of Emergency.** The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency and the State of California Public Health Order.

**Section 4. Remote Teleconference Meetings.** The General Manager and legislative bodies of Donner Summit Public Utility District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**Section 5. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption and shall be effective until the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during

which the legislative bodies of Donner Summit Public Utility District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND ADOPTED** by the Board of Directors of Donner Summit Public Utility District, this 18<sup>th</sup> day of October 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: \_\_\_\_\_  
Joni Kaufman  
Vice President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Alex Medveczky  
Secretary of the Board