

**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Agenda  
Tuesday, January 17, 2023 - 6:00 P.M.  
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Regular Meeting (Section 54954), January 17, 2023 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 894 0719 5023 Password 215403 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 January 17, 2023**

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

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

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

**6. Department Reports**

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

**7. Action Items**

**A. Adopt Resolution 2023-04 to Continue Remote Board Meetings in Accordance with Assembly Bill 361**

**8. Closed Session:** Public Employee Performance Evaluation (Government Code Section 54957) Title: General Manager

**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 – February 21, 2023

Regular Meeting – March 21, 2023

Regular Meeting – April 18, 2023

We certify that on January 13, 2023, 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

**January 17, 2023**  
**Agenda Item: 5A.1**

**Donner Summit Public Utility District**

**Check List**

All Bank Accounts

December 1, 2022 - December 31, 2022

**January 17, 2023  
Agenda Item: 5A1**

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
11294	12/14/22	AT&T	93.86
11295	12/14/22	AUTOGLASS EXPRESS	321.91
11296	12/14/22	AUTOGLASS EXPRESS	392.28
11297	12/14/22	BARNARD, VOGLER & CO.	5,483.20
11298	12/14/22	BLUE SHIELD OF CALIFORNIA	11,990.95
11299	12/14/22	CPS HR CONSULTING	713.75
11300	12/14/22	CSDA MEMBER SERVICES	8,186.00
11301	12/14/22	EMCOR SERVICES INC.	2,696.00
11302	12/14/22	EMCOR SERVICES INC.	1,429.26
11303	12/14/22	EMPLOYER DRIVEN SOLUTIONS	305.00
11304	12/14/22	EVERS LAW GROUP	1,221.00
11305	12/14/22	FED-EX	8.05
11306	12/14/22	HANSFORD ECONOMIC CONSULTING, LLC	4,207.50
11307	12/14/22	HOLT OF CALIFORNIA	2,702.70
11308	12/14/22	HOLT OF CALIFORNIA	9,770.27
11309	12/14/22	HUMANA DENTAL INS. CO.	1,456.30
11310	12/14/22	JENFITCH INC.	3,438.44
11311	12/14/22	JIM KING	120.00
11312	12/14/22	JOSH SHELTON	120.00
11313	12/14/22	JUSTIN VOSBURGH	120.00
11314	12/14/22	KIMBALL MIDWEST	323.75
11315	12/14/22	MOUNTAIN HARDWARE & SPORTS	25.96
11316	12/14/22	MOUNTAIN HARDWARE & SPORTS	208.06
11317	12/14/22	PAUL SCHOTT	120.00
11318	12/14/22	PG&E COMPANY	30,415.53
11319	12/14/22	PG&E COMPANY	758.40
11320	12/14/22	PG&E COMPANY	23,062.95
11321	12/14/22	PG&E COMPANY	758.40
11322	12/14/22	PIT. BOWES GLOBAL FINANCIAL SERVICES	225.60
11323	12/14/22	PRINCIPAL LIFE INSURANCE COMPANY	793.46
11324	12/14/22	ROAD SAFETY INC.	774.00
11325	12/14/22	SEAN PATRICK	120.00
11326	12/14/22	SMALL POND MARKETING ARTS & DESIGN	36.25
11327	12/14/22	STATE WATER RESOURCES CONTROL BOARD	719,191.03
11328	12/14/22	STATE WATER RESOURCES CONTROL BOARD	9,738.00
11329	12/14/22	SUBURBAN PROPANE	13,682.91
11330	12/14/22	TAHOE TRUCKEE SIERRA DISPOSAL	1,196.30
11331	12/14/22	TAHOE TRUCKEE SIERRA DISPOSAL-BIN	932.19
11332	12/14/22	THATCHER COMPANY OF NEVADA, INC.	7,562.74
11333	12/14/22	THE OFFICE BOSS, INC.	29.20
11334	12/14/22	TRANSAMERICA LIFE INSURANCE	194.19
11335	12/14/22	TRUCKEE AUTO PARTS	71.06
11336	12/14/22	TRUCKEE AUTO PARTS	158.45
11337	12/14/22	ULINE	647.76
11338	12/14/22	UNIVAR SOLUTIONS	11,822.28
11339	12/14/22	USA BLUEBOOK	1,139.45
11340	12/14/22	USA BLUEBOOK	139.14
11341	12/14/22	USA BLUEBOOK	91.94
11342	12/14/22	USA BLUEBOOK	43.00
11343	12/14/22	USA BLUEBOOK	672.56
11344	12/14/22	USDA FOREST SERVICE	421.95
11345	12/14/22	USDA FOREST SERVICE	6,679.35
11346	12/14/22	VARIED PRODUCT LINES	438.89
11347	12/14/22	WESTERN NEVADA SUPPLY COMPANY	210.37
11348	12/14/22	WOODARD & CURRAN	1,932.50
<b>Vendor Check Total</b>			<b>889,394.09</b>

**Donner Summit Public Utility District**

**Check List**

All Bank Accounts

December 1, 2022 - December 31, 2022

**January 17, 2023**

**Agenda Item: 5A1**

Check Number	Check Date	Payee	Amount
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Check List Total 889,394.09

Check count = 55

**January 17, 2023**  
**Agenda Item: 5A.2**

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 12/09/22: \$37,266.80**

**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)	37,266.80
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>37,266.80</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,100.22
	CASH REQUIRED FOR CHECK DATE 12/09/22	39,367.02

## 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 &amp; OTHER TOTALS</b>
12/08/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	23,012.31	23,012.31
12/08/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	3,512.88	3,512.88
				<b>EFT FOR 12/08/22</b>		<b>26,525.19</b>
12/09/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	1,367.30	
				Medicare	511.39	
				Fed Income Tax	4,690.97	
				CA Income Tax	2,050.61	
				CA Disability	242.61	
				<b>Total Withholdings</b>	<b>8,862.88</b>	
				Employer Liabilities		
				Social Security	1,367.33	
				Medicare	511.40	
				<b>Total Liabilities</b>	<b>1,878.73</b>	10,741.61
				<b>EFT FOR 12/09/22</b>		<b>10,741.61</b>
				<b>TOTAL EFT</b>		<b>37,266.80</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>
12/09/22	Refer to your records for account	Information	Payroll	Employee Deductions		
				457	1,301.93	
				Credit Un 2	150.00	
				Loan 2	414.86	
				Loan Payment	103.78	

# CASH REQUIREMENTS

January 17, 2023  
 Agenda Item: 5A2

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 12/09/22: \$37,266.80**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - 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>
12/09/22	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Overpayment Payback	129.65
				<b>Total Deductions</b>	<b>2,100.22</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>2,100.22</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
12/14/22	Taxpay®	FED IT PMT Group	8,448.39
12/14/22	Taxpay®	CA IT PMT Group	2,293.22



# PAYROLL JOURNAL January 17, 2023

## Agenda Item: 5A2

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS
**** 30 WATER SEWER King, James R 49	Regular			6,133.58	Medicare	88.94	150.00	Direct Deposit # 4413
	Sick Accr-Memo				M1.85 Fed Income Tax	761.89	1,292.31	Check Amt 0.00
	Vacation -Memo				M4.62 CA Income Tax	411.82	129.65	Chkg 730 3,298.97
								Net Pay 3,298.97
	<b>EMPLOYEE TOTAL</b>			6,133.58		1,262.65	1,571.96	
Patrick, Sean M 59	Regular	48:0500	59:5000	2,858.98	Social Security	246.70	50.00	Direct Deposit # 4414
	Standby			135.00	Medicare	57.70		Check Amt 0.00
	Holiday	48:0500	20:0000	961.00	Fed Income Tax	417.23		Chkg 717 2,907.40
	Sick	48:0500	0:5000	24.03	CA Income Tax	256.21		
					CA Disability	43.77		
<b>EMPLOYEE TOTAL</b>		80:0000	3,979.01		1,021.61	50.00	Net Pay 2,907.40	
Schott, Paul A 14	Regular	51:3300	60:0000	3,079.80	Social Security	276.91	600.00	Direct Deposit # 4415
	Standby			360.00	Medicare	64.76	150.00	Check Amt 0.00
	Holiday	51:3300	20:0000	1,026.60	Fed Income Tax	650.69		Chkg 019 2,425.10
	Sick Accr-Memo				M1.85 CA Income Tax	249.81		
	Vacation -Memo				M6.15 CA Disability	49.13		
	<b>CHECK 1 TOTAL</b>		80:0000	4,466.40		1,291.30	750.00	Net Pay 2,425.10
	Overtime	76:9950	19:5000	1,501.40	Social Security	93.09		Direct Deposit # 4416
	Sick Accr-Memo				M1.85 Medicare	21.77		Check Amt 0.00
	Vacation -Memo				M6.15 Fed Income Tax	152.19		Chkg 019 1,182.55
					CA Income Tax	35.28		
				CA Disability	16.52			
<b>CHECK 2 TOTAL</b>		19:5000	1,501.40		318.85		Net Pay 1,182.55	
<b>EMPLOYEE TOTAL</b>		99:5000	5,967.80		1,610.15	750.00	Net Pay 3,607.65	
Shelton, Joshua M... 64	Regular	35:0400	59:7500	2,093.64	Social Security	173.79		Direct Deposit # 4417
	Holiday	35:0400	20:0000	700.80	Medicare	40.65		Check Amt 0.00
	Sick	35:0400	0:2500	8.76	Fed Income Tax	241.42		Chkg 722 2,175.46
					CA Income Tax	141.04		
					CA Disability	30.84		
<b>EMPLOYEE TOTAL</b>		80:0000	2,803.20		627.74		Net Pay 2,175.46	
Vosburgh, Justin E 57	Regular	51:4300	69:7500	3,587.24	Social Security	298.14	200.00	Direct Deposit # 4418
	Standby			180.00	Medicare	69.73	171.34	Check Amt 0.00
	Holiday	51:4300	20:0000	1,028.60	Fed Income Tax	457.61		Chkg 400 3,368.61
	Vacation	51:4300	0:2500	12.86	CA Income Tax	190.37		
					CA Disability	52.90		
	<b>CHECK 1 TOTAL</b>		90:0000	4,808.70		1,068.75	371.34	Net Pay 3,368.61
	Overtime	77:1450	12:0000	925.74	Social Security	70.15		Direct Deposit # 4419
	Double Time	102:8600	2:0000	205.72	Medicare	16.41		Check Amt 0.00
					Fed Income Tax	13.53		Chkg 400 998.92
					CA Income Tax	20.00		
				CA Disability	12.45			
<b>CHECK 2 TOTAL</b>		14:0000	1,131.46		132.54		Net Pay 998.92	

# PAYROLL JOURNAL January 17, 2023 Agenda Item: 5A2

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS		
<b>**** 30 WATER SEWER (cont.)</b>										
Vosburgh, Justin E (cont.)										
57										
EMPLOYEE TOTAL			104.0000	5,940.16		1,201.29	371.34	Net Pay	4,367.53	
<b>**** 50 ADMIN</b>										
Mehler, Deleane										
51										
Regular	42.0400	56.0000	2,354.24		Social Security	208.52	457	100.00	Direct Deposit # 4420	
Holiday	42.0400	16.0000	672.64		Medicare	48.76	Loan 2	243.52	Check Amt	0.00
Vacation	42.0400	8.0000	336.32		Fed Income Tax	512.52	Loan Payment	103.78	Chkg 963	1,921.00
EMPLOYEE TOTAL			80.0000	3,363.20		CA Income Tax	188.10			
EMPLOYEE TOTAL				7,080.77		CA Disability	37.00			
EMPLOYEE TOTAL						994.90		447.30	Net Pay	1,921.00
<b>Palmer, Steven V</b>										
65										
Regular					Medicare	102.67	457	201.93	Direct Deposit # 4421	
EMPLOYEE TOTAL				7,080.77		Fed Income Tax	1,483.89		Check Amt	0.00
EMPLOYEE TOTAL						CA Income Tax	557.98		Chkg 779	4,134.30
EMPLOYEE TOTAL									Savg 217	600.00
EMPLOYEE TOTAL						2,144.54		201.93	Net Pay	4,734.30
<b>COMPANY TOTALS</b>										
7 Person(s)										
9 Transaction(s)										
Regular		305.0000	27,188.25		Social Security	1,367.30	457	1,301.93	Check Amt	0.00
Standby			675.00		Medicare	511.39	Credit Un 2	150.00	Dir Dep	23,012.31
Double Time		2.0000	205.72		Fed Income Tax	4,690.97	Garnishment	1,292.31		
Overtime		31.5000	2,427.14		CA Income Tax	2,050.61	Loan 2	414.86		
Holiday		96.0000	4,389.64		CA Disability	242.61	Loan Payment	103.78		
Sick		0.7500	32.79				Overpayment Pa	129.65		
Vacation		8.2500	349.18							
Sick Accr-Memo				5.55						
Vacation -Memo				16.92						
COMPANY TOTAL			443.5000	35,267.72		8,862.88		3,392.53	Net Pay	23,012.31
					<i>Employer Liabilities</i>					
					Social Security	1,367.33				
					Medicare	511.40				
					TOTAL EMPLOYER LIABILITY	1,878.73				
					TOTAL TAX LIABILITY	10,741.61				
(IC) = Independent Contractor										

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 12/23/22: \$38,693.82**

**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)	38,693.82
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>38,693.82</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,347.22
	CASH REQUIRED FOR CHECK DATE 12/23/22	41,041.04

**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 &amp; OTHER TOTALS</b>
12/22/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	23,918.34	23,918.34
12/22/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	3,512.88	3,512.88
				<b>EFT FOR 12/22/22</b>		<b>27,431.22</b>
12/23/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	1,463.72	
				Medicare	533.92	
				Fed Income Tax	4,886.02	
				CA Income Tax	2,121.57	
				CA Disability	259.71	
				<b>Total Withholdings</b>	<b>9,264.94</b>	
				Employer Liabilities		
				Social Security	1,463.72	
				Medicare	533.94	
				<b>Total Liabilities</b>	<b>1,997.66</b>	11,262.60
				<b>EFT FOR 12/23/22</b>		<b>11,262.60</b>
				<b>TOTAL EFT</b>		<b>38,693.82</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>
12/23/22	Refer to your records for account	Information	Payroll	Employee Deductions		
				457	701.93	
				457 2	850.00	
				Credit Un 2	150.00	
				Loan 2	414.86	

# CASH REQUIREMENTS

January 17, 2023  
 Agenda Item: 5A2

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 12/23/22: \$38,693.82**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - *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>
12/23/22	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Loan Payment	103.78
				Overpayment Payback	126.65
				<b>Total Deductions</b>	<b>2,347.22</b>

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 2,347.22**

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
12/29/22	Taxpay®	FED IT PMT Group	8,881.32
12/29/22	Taxpay®	CA IT PMT Group	2,381.28

# PAYROLL JOURNAL January 17, 2023

Agenda Item: 5A2

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS		
**** 30 WATER SEWER King, James R 49	Regular			6,133.58	Medicare	88.93	457	150.00	Direct Deposit # 4422	
	Sick Accr-Memo				M1.85 Fed Income Tax	761.89		1,292.31	Check Amt	
	Vacation -Memo				M4.62 CA Income Tax	411.82		126.65	Chkg 730	
									Overpayment Payba	
	<b>EMPLOYEE TOTAL</b>			6,133.58			1,262.64		1,568.96	Net Pay
									3,301.98	
Patrick, Sean M 59	Regular	48:0500	79:2500	3,807.96	Social Security	330.66	457	50.00	Direct Deposit # 4423	
	Standby			270.00	Medicare	77.33			Check Amt	
	Overtime	72:0750	14:2500	1,027.07	Fed Income Tax	715.17			Chkg 717	
	Double Time	96:1000		192.20	CA Income Tax	394.75				
	Sick	48:0500	0:2500	12.01	CA Disability	58.67				
	Vacation	48:0500	0:5000	24.03						
	<b>EMPLOYEE TOTAL</b>		96:2500	5,333.27		1,576.58		50.00	Net Pay	
										3,706.69
Schott, Paul A 14	Regular	51:3300	80:0000	4,106.40	Social Security	268.55	457 2	850.00	Direct Deposit # 4424	
	Standby			225.00	Medicare	62.81	Credit Un 2	150.00	Check Amt	
	Sick Accr-Memo				M1.85 Fed Income Tax	560.52			Chkg 019	
	Vacation -Memo				M6.15 CA Income Tax	210.42				
						47.65				
	<b>CHECK 1 TOTAL</b>		80:0000	4,331.40		1,149.95		1,000.00	Net Pay	
										2,181.45
	Overtime	76:9950	8:0000	615.96	Social Security	73.03			Direct Deposit # 4425	
	Double Time	102:6600	4:5000	461.97	Medicare	17.08			Check Amt	
	Life Ins Reimb Txble			100.00	Fed Income Tax	113.37			Chkg 019	
Sick Accr-Memo				M1.85 CA Income Tax	21.05					
Vacation -Memo				M6.15 CA Disability	12.96					
<b>CHECK 2 TOTAL</b>		12:5000	1,177.93		237.49			Net Pay		
									940.44	
<b>EMPLOYEE TOTAL</b>		92:5000	5,509.33		1,387.44		1,000.00	Net Pay		
									3,121.89	
Shelton, Joshua M... 64	Regular	35:0400	80:0000	2,803.20	Social Security	180.00			Direct Deposit # 4426	
	Life Ins Reimb Txble			100.00	Medicare	42.09			Check Amt	
					Fed Income Tax	253.42			Chkg 722	
					CA Income Tax	151.27				
					CA Disability	31.94				
<b>EMPLOYEE TOTAL</b>		80:0000	2,903.20		658.72			Net Pay		
									2,244.48	
Vosburgh, Justin E 57	Regular	51:4300	78:0000	4,011.54	Social Security	269.04	457	200.00	Direct Deposit # 4427	
	Standby			225.00	Medicare	62.92	Loan 2	171.34	Check Amt	
	Vacation	51:4300	2:0000	102.86	Fed Income Tax	361.38			Chkg 400	
					CA Income Tax	149.07				
					CA Disability	47.73				
	<b>CHECK 1 TOTAL</b>		80:0000	4,339.40		890.14		371.34	Net Pay	
										3,077.92
	Overtime	77:1450	18:0000	1,388.61	Social Security	133.92			Direct Deposit # 4428	
Double Time	102:8600	7:5000	771.45	Medicare	31.32			Check Amt		
				Fed Income Tax	123.86			Chkg 400		
				CA Income Tax	37.11					
				CA Disability	23.76					
<b>CHECK 2 TOTAL</b>		25:5000	2,160.06		349.97			Net Pay		
									1,810.09	



# DEPARTMENT SUMMARY

January 17, 2023  
Agenda Item: 5A2

0085 0085-T591 Donner Summit Public Utility

HOURS						EARNINGS									
CHECK DATE	REG	OT	VAC	HOL	SICK	ALL OTHER HOURS	REG	OT	VAC	HOL	SICK	BONUS	COMM	ALL OTHER EARNINGS	TOTAL
<b>**** 30 WATER SEWER</b>															
12/09/22	249.00	33.50	0.25	80.00	0.75		18,428.24	2,632.86	12.86	3,717.00	32.79				24,823.75
12/23/22	317.25	54.25	2.50		0.25		21,582.68	4,457.26	126.89		12.01			200.00	26,378.84
MTD (DEC)	566.25	87.75	2.75	80.00	1.00		40,010.92	7,090.12	139.75	3,717.00	44.80			200.00	51,202.59
QTD (Q4)	1,720.00	231.25	34.00	120.00	76.00		120,998.81	18,686.83	1,570.38	5,575.50	3,603.94			800.00	151,235.46
YTD (2022)	7,763.75	660.75	404.50	602.00	406.75		501,849.61	50,268.24	17,336.72	23,082.90	12,084.02			4,630.00	609,251.49
<b>**** 40 BOARD MEMBER</b>															
QTD (Q4)							250.00							10,305.60	10,555.60
YTD (2022)							6,175.00							55,718.78	61,893.78
<b>**** 50 ADMIN</b>															
12/09/22	56.00		8.00	16.00			9,435.01		336.32	672.64					10,443.97
12/23/22	72.00			8.00			10,107.65			336.32					10,443.97
MTD (DEC)	128.00		8.00	24.00			19,542.66		336.32	1,008.96					20,887.94
QTD (Q4)	416.00		14.00	32.00	18.00		59,973.26		588.56	1,345.28	756.72				62,663.82
YTD (2022)	2,299.75	10.50	172.75	184.00	107.50		254,347.94	662.13	3,595.93	4,575.36	1,848.94				265,030.30
<b>**** ALL ORGANIZATIONAL UNITS</b>															
12/09/22	305.00	33.50	8.25	96.00	0.75		27,863.25	2,632.86	349.18	4,389.64	32.79				35,267.72
12/23/22	389.25	54.25	2.50	8.00	0.25		31,690.33	4,457.26	126.89	336.32	12.01			200.00	36,822.81
MTD (DEC)	694.25	87.75	10.75	104.00	1.00		59,553.58	7,090.12	476.07	4,725.96	44.80			200.00	72,090.53
QTD (Q4)	2,136.00	231.25	48.00	152.00	94.00		181,222.07	18,686.83	2,158.94	6,920.78	4,360.66			11,105.60	224,454.88
YTD (2022)	10,063.50	671.25	577.25	786.00	514.25		762,372.55	50,930.37	20,932.65	27,658.26	13,932.96			60,348.78	936,175.57
REIMBURSEMENTS & OTHER PAYMENTS						OTHER ITEMS (DO NOT INCREASE NET PAY)									
CHECK DATE	EXP REIMB NON TAX	1099-MISC	OWNER DRAW	TOTAL	SICK ACCRUED-MEM O	SICK TAKEN-MEMO	VAC TAKEN-MEMO	VACATION ACCRUED-MEM O							
<b>**** 30 WATER SEWER</b>															
12/09/22					M5.55			M16.92							
12/23/22					M5.55			M16.92							
MTD (DEC)					M11.10			M33.84							
QTD (Q4)					M27.75			M84.60							
YTD (2022)					M105.45			M312.30							
<b>**** 50 ADMIN</b>															
12/09/22															
12/23/22															
MTD (DEC)															
QTD (Q4)															
YTD (2022)															
<b>**** ALL ORGANIZATIONAL UNITS</b>															
12/09/22					M5.55			M16.92							
12/23/22					M5.55			M16.92							
MTD (DEC)					M11.10			M33.84							
QTD (Q4)					M27.75			M84.60							
YTD (2022)					M105.45			M312.30							

# DEPARTMENT SUMMARY

January 17, 2023  
Agenda Item: 5A2

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE WITHHOLDINGS									
CHECK DATE	SOC SEC	MEDICARE	FED INCOME TAX	STATE INCOME TAX	LOCAL INCOME TAX	LOCAL INCOME TAX	LOCAL INCOME TAX	ALL OTHER WITHHOLDINGS	TOTAL
<b>**** 30 WATER SEWER</b>									
12/09/22	1,158.78	359.96	2,694.56	CA 1,304.53				CA Disability 205.61	5,723.44
12/23/22	1,255.20	382.48	2,889.61	CA 1,375.49				CA Disability 222.71	6,125.49
MTD (DEC)	2,413.98	742.44	5,584.17	CA 2,680.02				CA Disability 428.32	11,848.93
QTD (Q4)	8,580.75	2,192.91	16,474.69	ALL 7,907.35				Disability 1,507.12	36,662.82
YTD (2022)	36,977.75	8,834.14	67,933.96	ALL 33,111.95				Disability 6,545.16	153,402.96
<b>**** 40 BOARD MEMBER</b>									
QTD (Q4)	654.45	153.05	569.61	ALL 125.48				Disability 116.10	1,618.69
YTD (2022)	3,837.42	897.45	3,246.28	ALL 711.56				Disability 680.73	9,373.44
<b>**** 50 ADMIN</b>									
12/09/22	208.52	151.43	1,996.41	CA 746.08				CA Disability 37.00	3,139.44
12/23/22	208.52	151.44	1,996.41	CA 746.08				CA Disability 37.00	3,139.45
MTD (DEC)	417.04	302.87	3,992.82	CA 1,492.16				CA Disability 74.00	6,278.89
QTD (Q4)	1,886.40	908.63	11,978.46	ALL 4,476.48				Disability 319.32	19,569.29
YTD (2022)	14,433.13	3,842.94	50,569.26	ALL 18,773.19				Disability 2,545.30	90,163.82
<b>**** ALL ORGANIZATIONAL UNITS</b>									
12/09/22	1,367.30	511.39	4,690.97	CA 2,050.61				CA Disability 242.61	8,862.88
12/23/22	1,463.72	533.92	4,886.02	CA 2,121.57				CA Disability 259.71	9,264.94
MTD (DEC)	2,831.02	1,045.31	9,576.99	CA 4,172.18				CA Disability 502.32	18,127.82
QTD (Q4)	11,121.60	3,254.59	29,022.76	ALL 12,509.31				Disability 1,942.54	57,850.80
YTD (2022)	55,248.30	13,574.53	121,749.50	ALL 52,596.70				Disability 9,771.19	252,940.22

EMPLOYEE DEDUCTIONS											
CHECK DATE	457	457 #2 CATCH UP	457 2	457 EE CATCH UP	ADVANCE	BARTO \$ AMOUNT	CA FTB - BH	CHILD SUPPORT	CHILD SUPPORT ARREAR	CREDIT UN 2	GARNISHMENT
<b>**** 30 WATER SEWER</b>											
12/09/22	1,000.00									150.00	1,292.31
12/23/22	400.00		850.00							150.00	1,292.31
MTD (DEC)	1,400.00		850.00							300.00	2,584.62
QTD (Q4)	6,200.00		850.00							900.00	7,753.86
YTD (2022)	32,875.00		850.00							3,900.00	33,600.06
<b>**** 50 ADMIN</b>											
12/09/22	301.93										
12/23/22	301.93										
MTD (DEC)	603.86										
QTD (Q4)	1,811.58										
YTD (2022)	7,446.32										
<b>**** ALL ORGANIZATIONAL UNITS</b>											
12/09/22	1,301.93									150.00	1,292.31
12/23/22	701.93		850.00							150.00	1,292.31
MTD (DEC)	2,003.86		850.00							300.00	2,584.62
QTD (Q4)	8,011.58		850.00							900.00	7,753.86
YTD (2022)	40,321.32		850.00							3,900.00	33,600.06



# DEPARTMENT SUMMARY

January 17, 2023  
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0085 0085-T591 Donner Summit Public Utility

EMPLOYEE DEDUCTIONS										
CHECK DATE	KING \$ AMOUNT	LIFE INS EE POST TAX	LOAN 2 LOAN PAYMENT	NET PAY PAID	OVERPAYMENT PAYBACK			ALL OTHER DEDUCTIONS	TOTAL	
<b>**** 30 WATER SEWER</b>										
12/09/22			171.34		129.65					2,743.30
12/23/22			171.34		126.65					2,990.30
MTD (DEC)			342.68		256.30					5,733.60
QTD (Q4)		179.82	856.70		774.90					17,515.28
YTD (2022)		976.33	2,741.44	531.21	774.90					76,248.94
<b>**** 50 ADMIN</b>										
12/09/22			243.52	103.78						649.23
12/23/22			243.52	103.78						649.23
MTD (DEC)			487.04	207.56						1,298.46
QTD (Q4)			974.08	866.20						3,651.86
YTD (2022)			974.08	1,488.88						9,909.28
<b>**** ALL ORGANIZATIONAL UNITS</b>										
12/09/22			414.86	103.78						3,392.53
12/23/22			414.86	103.78						3,639.53
MTD (DEC)			829.72	207.56						7,032.06
QTD (Q4)		179.82	1,830.78	866.20						21,167.14
YTD (2022)		976.33	3,715.52	2,020.09						86,158.22
EMPLOYER LIABILITIES										
CHECK DATE	SOC SEC	MEDICARE	FED UNEMPLOY	STATE UNEMPLOYMENT (SUI)	SUI RATE	ALL OTHER LIABILITIES	TOTAL	CHECK DATE	TOTAL 941 TAX LIABILITY	NET PAY
<b>**** UNASSIGNED/ADJUSTMENTS</b>										
YTD (2022)			0.06	ALL	-840.66	Disability Surcharge	0.28 0.02	-840.30	YTD (2022)	
<b>**** 30 WATER SEWER</b>										
12/09/22	1,158.81	359.96					1,518.77	12/09/22	5,732.07	16,357.01
12/23/22	1,255.20	382.50					1,637.70	12/23/22	6,164.99	17,263.05
MTD (DEC)	2,414.01	742.46					3,156.47	MTD (DEC)	11,897.06	33,620.06
QTD (Q4)	8,580.82	2,192.97					10,773.79	QTD (Q4)	38,022.14	97,057.36
YTD (2022)	36,977.81	8,834.21	210.00	ALL	1,960.00	Surcharge	34.99	YTD (2022)	159,557.87	379,599.59
<b>**** 40 BOARD MEMBER</b>										
QTD (Q4)	654.46	153.06					807.52	QTD (Q4)	2,184.63	8,936.91
YTD (2022)	3,837.43	897.47	209.94	ALL	1,708.66	Surcharge	34.98	YTD (2022)	12,716.05	52,520.34
<b>**** 50 ADMIN</b>										
12/09/22	208.52	151.44					359.96	12/09/22	2,716.32	6,655.30
12/23/22	208.52	151.44					359.96	12/23/22	2,716.33	6,655.29
MTD (DEC)	417.04	302.88					719.92	MTD (DEC)	5,432.65	13,310.59
QTD (Q4)	1,886.43	908.64					2,795.07	QTD (Q4)	17,568.56	39,442.67
YTD (2022)	14,433.12	3,842.92	84.00	ALL	784.00	Surcharge	14.01	YTD (2022)	87,121.37	164,957.20
<b>**** ALL ORGANIZATIONAL UNITS</b>										
12/09/22	1,367.33	511.40					1,878.73	12/09/22	8,448.39	23,012.31
12/23/22	1,463.72	533.94					1,997.66	12/23/22	8,881.32	23,918.34
MTD (DEC)	2,831.05	1,045.34					3,876.39	MTD (DEC)	17,329.71	46,930.65
QTD (Q4)	11,121.71	3,254.67					14,376.38	QTD (Q4)	57,775.33	145,436.94

# DEPARTMENT SUMMARY

January 17, 2023

Agenda Item: 5A2

0085 0085-T591 Donner Summit Public Utility

EMPLOYER LIABILITIES (cont.)							FEDERAL LIABILITY	NET PAY			
CHECK DATE	SOC SEC	MEDICARE	FED UNEMPLOY	STATE UNEMPLOYMENT (SUI)	SUI RATE	ALL OTHER LIABILITIES	TOTAL	CHECK DATE	TOTAL 941 TAX LIABILITY		
<b>**** ALL ORGANIZATIONAL UNITS (cont.)</b>											
YTD (2022)	55,248.36	13,574.60	504.00	ALL	3,612.00	Disability Surcharge	0.28 84.00	73,023.24	YTD (2022)	259,395.29	597,077.13

**January 17, 2023**  
**Agenda Item: 5A.3**

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES  
 NOVEMBER 30, 2022

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Wells Fargo - Checking		\$ (53,057.49)	
Wells Fargo - Deposit		1,275,371.79	
Wells Fargo - Savings		305,163.00	
Wells Fargo - Payroll		-	
LAIF		3,407.66	
	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		10,887.28
<b>Totals</b>		<u>1,530,884.96</u>	<u>760,989.92</u>
Unrestricted Cash Available			<u><u>\$ 769,895.04</u></u>

**January 17, 2023**  
**Agenda Item: 5A.4**

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
FINANCIAL STATEMENTS  
AND  
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT  
NOVEMBER 30, 2022

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
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NOVEMBER 30, 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 five months ended November 30, 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  
January 13, 2023



DONNER SUMMIT PUBLIC UTILITY DISTRICT  
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
COMBINED BUSINESS-TYPE ACTIVITIES  
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2022

	Water	Sewer	Treatment	Admin	Total
<b>Program Revenue</b>					
Water fees	\$ 311,433.55	\$ -	\$ -	\$ -	\$ 311,433.55
Sewer fees	-	234,658.09	703,974.28	-	938,632.37
Connection fees	8,500.00	10,123.00	-	-	18,623.00
Recycled water sales	-	-	45,202.80	-	45,202.80
Non-CFD revenue for WWTP loan	-	-	138,632.94	-	138,632.94
Sierra Lakes service	-	-	210,955.00	-	210,955.00
Big Bend service fees	15,086.96	-	-	-	15,086.96
Big Bend assessment	10,385.76	-	-	-	10,385.76
Total Program Revenue	<u>345,406.27</u>	<u>244,781.09</u>	<u>1,098,765.02</u>	<u>-</u>	<u>1,688,952.38</u>
<b>Expenses</b>					
Salaries-operations	58,955.32	50,012.13	160,849.84	115,080.96	384,898.25
Employee benefits and taxes	18,855.70	15,502.54	52,912.24	36,454.01	123,724.49
Board expense	-	-	-	33,948.61	33,948.61
Professional fees	1,340.00	912.18	27,646.64	49,507.39	79,406.21
Dues and subscriptions	-	-	1,179.15	8,769.05	9,948.20
Fees, permits, certifications, leases	561.63	351.26	3,811.37	7,209.10	11,933.36
Training, education, travel	260.00	-	2,500.70	1,495.11	4,255.81
Insurance	16,845.54	14,165.55	45,559.50	4,030.04	80,600.63
Office supplies and miscellaneous	-	185.56	1,498.26	2,899.34	4,583.16
Utilities, communications, telemetry	18,406.44	8,865.25	131,193.45	13,533.41	171,998.55
Chemicals and lab supplies	25,015.85	-	68,024.60	-	93,040.45
Laboratory testing	240.00	-	4,311.99	-	4,551.99
Equipment maintenance and repair	7,836.33	-	12,755.43	-	20,591.76
Small equipment and rental	-	-	328.57	-	328.57
Operating supplies	90.43	271.28	242.72	1,477.74	2,082.17
Sludge removal	-	-	13,727.38	-	13,727.38
Vehicle maintenance, repair, fuel	-	-	4,993.64	-	4,993.64
Infiltration and inflow program	-	18,501.47	-	-	18,501.47
Facility maintenance and repair	16,436.13	427.53	16,861.64	1,402.11	35,127.41
Amortization of land lease	-	-	8,437.50	-	8,437.50
Capital equipment	12,856.85	855.39	23,831.57	-	37,543.81
Total Expenses	<u>177,700.22</u>	<u>110,050.14</u>	<u>580,666.19</u>	<u>275,806.87</u>	<u>1,144,223.42</u>
<b>Excess (Deficiency) of Program</b>					
Revenues Over Expenses	167,706.05	134,730.95	518,098.83	(275,806.87)	544,728.96
<b>General Revenues</b>					
Interest revenue	-	-	-	603.44	603.44
CFD revenue for WWTP loan	-	-	2,549.90	-	2,549.90
Other income	-	-	-	3,613.32	3,613.32
Grants	-	-	-	650.00	650.00
Total General Revenues	<u>-</u>	<u>-</u>	<u>2,549.90</u>	<u>4,866.76</u>	<u>7,416.66</u>
Increase (Decrease) in Net Position	<u>\$ 167,706.05</u>	<u>\$ 134,730.95</u>	<u>\$ 520,648.73</u>	<u>\$ (270,940.11)</u>	<u>\$ 552,145.62</u>
Net Position, Beginning of Year					12,800,341.19
Net Position, End of Period					<u>\$ 13,352,486.81</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 FIVE MONTHS ENDED NOVEMBER 30, 2022

	Actual Year to Date 11/30/22	Budget Total Fiscal Year 2023	Budget Percent Complete 11/30/22	Remaining Budget 11/30/22
<b>Program Revenue</b>				
Water fees	\$ 311,433.55	\$ 622,878.00	50.00%	\$ (311,444.45)
Connection fees	8,500.00	-	0.00%	8,500.00
Big Bend service fees	15,086.96	30,627.00	49.26%	(15,540.04)
Big Bend assessment	10,385.76	20,772.00	50.00%	(10,386.24)
Total Program Revenue	<u>345,406.27</u>	<u>674,277.00</u>	<u>51.23%</u>	<u>(328,870.73)</u>
<b>Expenses</b>				
Salaries-operations	58,955.32	129,244.00	45.62%	70,288.68
Employee benefits and taxes	18,855.70	54,910.00	34.34%	36,054.30
Professional fees	1,340.00	73,000.00	1.84%	71,660.00
Dues and subscriptions	-	680.00	0.00%	680.00
Fees, permits, certifications, leases	561.63	14,680.00	3.83%	14,118.37
Training, education, travel	260.00	1,000.00	26.00%	740.00
Insurance	16,845.54	40,429.00	41.67%	23,583.46
Office supplies and miscellaneous	-	550.00	0.00%	550.00
Utilities, communications, telemetry	18,406.44	48,470.00	37.97%	30,063.56
Chemicals and lab supplies	25,015.85	22,800.00	109.72%	(2,215.85)
Laboratory testing	240.00	2,020.00	11.88%	1,780.00
Equipment maintenance and repair	7,836.33	5,600.00	139.93%	(2,236.33)
Small equipment and rental	-	2,820.00	0.00%	2,820.00
Operating supplies	90.43	3,380.00	2.68%	3,289.57
Vehicle maintenance, repair, fuel	-	9,106.00	0.00%	9,106.00
Facility maintenance and repair	16,436.13	24,380.00	67.42%	7,943.87
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	12,856.85	8,760.00	146.77%	(4,096.85)
Capital projects	-	32,473.00	0.00%	32,473.00
Total Expenses	<u>177,700.22</u>	<u>514,145.00</u>	<u>34.56%</u>	<u>336,444.78</u>
<b>Excess of Program</b>				
Revenues Over Expenses	167,706.05	160,132.00	104.73%	7,574.05
<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>\$ 167,706.05</u>	<u>\$ 205,345.00</u>	<u>81.67%</u>	<u>\$ 52,787.05</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 FIVE MONTHS ENDED NOVEMBER 30, 2022

	Actual Year to Date 11/30/22	Budget Total Fiscal Year 2023	Budget Percent Complete 11/30/22	Remaining Budget 11/30/22
<b>Program Revenue</b>				
Sewer fees	\$ 234,658.09	\$ 459,844.00	51.03%	\$ (225,185.91)
Connection fees	10,123.00	-	0.00%	10,123.00
Total Program Revenue	<u>244,781.09</u>	<u>459,844.00</u>	<u>53.23%</u>	<u>(215,062.91)</u>
<b>Expenses</b>				
Salaries-operations	50,012.13	108,683.00	46.02%	58,670.87
Employee benefits and taxes	15,502.54	46,173.00	33.57%	30,670.46
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	14,165.55	33,997.00	41.67%	19,831.45
Office supplies and miscellaneous	185.56	550.00	33.74%	364.44
Utilities, communications, telemetry	8,865.25	30,293.00	29.27%	21,427.75
Chemicals and lab supplies	-	500.00	0.00%	500.00
Operating supplies	271.28	3,500.00	7.75%	3,228.72
Infiltration and inflow program	18,501.47	15,000.00	123.34%	(3,501.47)
Equipment maintenance and repair	-	1,600.00	0.00%	1,600.00
Vehicle maintenance, repair, fuel	-	19,026.00	0.00%	19,026.00
Facility maintenance and repair	427.53	2,000.00	21.38%	1,572.47
Capital equipment	855.39	1,263.00	67.73%	407.61
Capital projects	-	90,678.00	0.00%	90,678.00
Total Expenses	<u>110,050.14</u>	<u>357,023.00</u>	<u>30.82%</u>	<u>246,972.86</u>
<b>Excess (Deficiency) of Program</b>				
Revenues Over Expenses	134,730.95	102,821.00	131.03%	31,909.95
<b>General Revenues</b>				
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>\$ 134,730.95</u>	<u>\$ 123,174.00</u>	<u>109.38%</u>	<u>\$ 11,556.95</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 FIVE MONTHS ENDED NOVEMBER 30, 2022

	Actual Year to Date 11/30/22	Budget Total Fiscal Year 2023	Budget Percent Complete 11/30/22	Remaining Budget 11/30/22
<b>Program Revenue</b>				
Sewer fees	\$ 703,974.28	\$ 1,456,174.00	48.34%	\$ (752,199.72)
Recycled water sales	45,202.80	50,000.00	90.41%	(4,797.20)
Non-CFD revenue for WWTP loan	138,632.94	281,044.00	49.33%	(142,411.06)
Sierra Lakes service	210,955.00	381,152.00	55.35%	(170,197.00)
<b>Total Program Revenue</b>	<u>1,098,765.02</u>	<u>2,168,370.00</u>	<u>50.67%</u>	<u>(1,069,604.98)</u>
<b>Expenses</b>				
Salaries-operations	160,849.84	349,545.00	46.02%	188,695.16
Employee benefits and taxes	52,912.24	148,502.00	35.63%	95,589.76
Professional fees	27,646.64	42,070.00	65.72%	14,423.36
Dues and subscriptions	1,179.15	1,200.00	98.26%	20.85
Fees, permits, certifications, leases	3,811.37	16,600.00	22.96%	12,788.63
Training, education, travel	2,500.70	2,800.00	89.31%	299.30
Insurance	45,559.50	109,343.00	41.67%	63,783.50
Office supplies and miscellaneous	1,498.26	500.00	299.65%	(998.26)
Utilities, communications, telemetry	131,193.45	429,390.00	30.55%	298,196.55
Chemicals and lab supplies	68,024.60	172,406.00	39.46%	104,381.40
Laboratory testing	4,311.99	45,840.00	9.41%	41,528.01
Small equipment and rental	328.57	6,340.00	5.18%	6,011.43
Operating supplies	242.72	2,100.00	11.56%	1,857.28
Equipment maintenance and repair	12,755.43	56,210.00	22.69%	43,454.57
Vehicle maintenance, repair, fuel	4,993.64	9,300.00	53.70%	4,306.36
Sludge removal	13,727.38	14,510.00	94.61%	782.62
Facility maintenance and repair	16,861.64	43,675.00	38.61%	26,813.36
Amortization of land lease	8,437.50	20,250.00	41.67%	11,812.50
WWTP loan	-	719,191.00	0.00%	719,191.00
Capital equipment	23,831.57	4,477.00	532.31%	(19,354.57)
<b>Total Expenses</b>	<u>580,666.19</u>	<u>2,194,249.00</u>	<u>26.46%</u>	<u>1,613,582.81</u>
<b>Excess (Deficiency) of Program</b>				
Revenues Over Expenses	518,098.83	(25,879.00)	--	543,977.83
<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)
<b>Total General Revenues</b>	<u>2,549.90</u>	<u>369,159.00</u>	<u>0.69%</u>	<u>(366,609.10)</u>
<b>Increase in Net Position</b>	<u>\$ 520,648.73</u>	<u>\$ 343,280.00</u>	<u>151.67%</u>	<u>\$ (177,368.73)</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 FIVE MONTHS ENDED NOVEMBER 30, 2022

	Actual Year to Date 11/30/22	Budget Total Fiscal Year 2023	Budget Percent Complete 11/30/22	Remaining Budget 11/30/22
<b>Program Revenue</b>				
Service Fees	\$ -	\$ -	-	\$ -
<b>Total Program Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>				
Salaries-operations	115,080.96	271,529.00	42.38%	156,448.04
Employee benefits and taxes	36,454.01	116,941.00	31.17%	80,486.99
Board expense	33,948.61	67,907.00	49.99%	33,958.39
Professional fees	49,507.39	115,680.00	42.80%	66,172.61
Dues and subscriptions	8,769.05	7,100.00	123.51%	(1,669.05)
Fees, permits, certifications, leases	7,209.10	20,650.00	34.91%	13,440.90
Training, education, travel	1,495.11	1,500.00	99.67%	4.89
Insurance	4,030.04	9,672.00	41.67%	5,641.96
Office supplies and miscellaneous	2,899.34	9,000.00	32.21%	6,100.66
Utilities, communications, telemetry	13,533.41	35,035.00	38.63%	21,501.59
Equipment maintenance and repair	-	6,660.00	0.00%	6,660.00
Operating supplies	1,477.74	-	0.00%	(1,477.74)
Facility maintenance and repair	1,402.11	3,000.00	46.74%	1,597.89
<b>Total Expenses</b>	<b>275,806.87</b>	<b>664,674.00</b>	<b>41.50%</b>	<b>388,867.13</b>
<b>Deficiency of Program</b>				
Revenues Over Expenses	(275,806.87)	(664,674.00)	41.50%	388,867.13
<b>General Revenues</b>				
Interest revenue	603.44	-	0.00%	603.44
Other income	3,613.32	6,500.00	55.59%	(2,886.68)
Grants	650.00	-	0.00%	650.00
<b>Total General Revenues</b>	<b>4,866.76</b>	<b>6,500.00</b>	<b>74.87%</b>	<b>(1,633.24)</b>
<b>Decrease in Net Position</b>	<b>\$ (270,940.11)</b>	<b>\$ (658,174.00)</b>	<b>41.17%</b>	<b>\$ 387,233.89</b>

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
SCHEDULE OF BIG BEND TRANSACTIONS  
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2022

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Revenue	\$	25,472.72
Expenses		
Fees and permits		139.68
Telephone		242.72
Interest		-
Electricity		-
Repairs and maintenance		<u>274.38</u>
Total expenses		<u>656.78</u>
Excess of revenue over expenses	\$	<u><u>24,815.94</u></u>

**January 17, 2023**  
**Agenda Item: 5B**



**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Minutes  
Tuesday, December 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; Alex Medvezcky

**1. Call to Order**

For the Regular Meeting (Section 54954), December 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 December 20, 2022 of the Donner Summit Public Utility District Board of Directors was called to order at 6:02 p.m. by President Cathy Preis.

**2. Roll Call**

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

**3. Clear the Agenda**

**4. Board Organization**

**A. Resolution 2022-39 Recognizing Outgoing Director Alex Medvezcky**

Motion: Phil Gamick  
Second: Joni Kaufman

Roll Call Vote

Cathy Preis	- Aye
Phil Gamick	- Aye
Craig Combs	- Aye
Joni Kaufman	- Aye
Dawn Parkhurst	- Aye

Motion Carries

**B. Select Board Officers – President, Vice President, Secretary-**

Motion by Director Gamick for Director Parkhurst as Secretary, Director Kaufman as Vice President, and Director Preis as President. Second by Director Kaufman.

Roll Call Vote

Cathy Preis	- Aye
Phil Gamick	- Aye
Craig Combs	- Aye
Joni Kaufman	- Aye

Dawn Parkhurst - Aye

Motion Carries

**C. Board Meeting Calendar for 2023.** Reported.

**5. 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.*

**6. 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 December 20, 2022**

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

**B. Approve Regular Meeting Minutes November 15, 2022**

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

Motion: Accept the Consent Calendar  
By: Director Kaufman  
Second: Director Parkhurst

Roll Call Vote

Cathy Preis - Aye  
Phil Gamick - Aye  
Craig Combs - Aye  
Joni Kaufman - Aye  
Dawn Parkhurst - Aye

Motion Carries

**7. Department Reports**

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

**8. Information Items**

- A. First Quarter Budget to Actual Report for Fiscal Year 2022/2023.** General Manager Palmer presented the First Quarter Budget to Actual Report for the Fiscal Year 2022/2023.

**9. Action Items**

**A. Adopt Resolution 2022-40 to Continue Remote Board Meetings in Accordance with Assembly Bill 361**

Motion: Director Parkhurst

Second: Director Combs

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Craig Combs - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

**10. 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.*

**11. Adjournment**

Motion: Adjourn Meeting at 7:44 p.m.

By: Director Kaufman

Second: Director Combs

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Craig Combs - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant

**January 17, 2023**  
**Agenda Item: 5C**

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

**Safety Topic(s): December 2022**  
Winter Driving Safety

**Training Notes:**  
DVD

Attendance:

1. Jim K: **Attended**
2. Paul Schott: **Attended**
3. Justin V: **Attended**
4. Deleane M: **Attended**
5. Steve Palmer: **Attended**
6. Sean Patrick: **Attended**
7. Josh Shelton: **Attended**

**January 17, 2023**  
**Agenda Item: 6A**



## STAFF REPORT

**TO:** Board of Directors

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

**SUBJECT:** General Manager Report

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### Project Updates

#### Sugar Bowl West and East Village Sewer Project

The General Manager has been working with Sugar Bowl Corporation, and two property owners on an agreement which would provide funding for the Sugar Bowl West and East Village Sewer Project and provide the opportunity for construction to be completed when needed by the property owners. Those discussions are nearly complete, and a draft agreement is being reviewed.

Once there is agreement between the parties, the final agreement will be presented to the DSPUD Board for approval.

Generally, responsibilities are divided as follows:

- DSPUD will be the lead agency for preparing the assessment district for a property owner vote, managing preparation of construction documents, permitting, bidding, and construction of the Project.
- Sugar Bowl Corporation and the Property Owners will provide cash advances to DSPUD to fund the formation of an assessment district and construction of the first segment of the Pennyroyal Lane Sewer, as needed to serve their properties. This sewer line segment is shown on the exhibit attached to this report.
- If the assessment district is approved, then DSPUD will obtain financing to construct the sewer and use proceeds to reimburse Sugar Bowl Corporation and the Property Owners for the cash advances.

When the agreement is presented to the DSPUD Board for approval, the Board will also be asked to approve professional services agreements for project engineering and financial consulting.

### Upcoming Board Items

- Fiscal Year 2021/2022 Audited Financial Statement
- Sugar Bowl Sewer West and East Village Sewer Agreements
- Personnel Manual Update
- District Wide Wastewater Capacity Fee
- Sugar Bowl Sewer East and West Village Wastewater Infrastructure Fee Program
- Utility Billing Software Update
- Water Theft Ordinance
- Recycled Water Fee
- Debt Policy

**January 17, 2023**  
**Agenda Item: 6B**



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

**December 2022**

**Donner Summit Public Utility District  
Waste Water Flow Data**

**January 17, 2023  
Agenda Item: 6B**

MONTH OF December 2022		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Snow Storage	Total Plant EFF Snow Delivery	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Weather	Comments
DATE	DAY	MGD	MGD	MGD	Totalizer	MGD	MGD	MGD	MGD	MGD	Cond	
12/01/22	THU	0.1981	0.0209	0.21900	1.8491	0.207	0.0000	0.0000	0.132	0.0350	Snow	20" Snow
12/02/22	FRI	0.1975	0.0215	0.21900		0.162	0.0000	0.0000	0.190	0.0000	Snow	8" Snow
12/03/22	SAT	0.1828	0.0232	0.20600		0.167	0.0000	0.0000	0.166	0.0000	Cloudy	5" Snow
12/04/22	SUN	0.1954	0.0266	0.22200		0.177	0.0000	0.0000	0.164	0.1056	Cloudy	4" Snow
12/05/22	MON	0.1206	0.0214	0.14200		0.106	0.0000	0.0000	0.198	0.0288	Cloudy	
12/06/22	TUE	0.1531	0.0349	0.18800		0.143	0.0000	0.0000	0.136	0.0000	Clear	
12/07/22	WED	0.1837	0.0333	0.21700		0.163	0.0000	0.0000	0.174	0.0587	Clear	
12/08/22	THU	0.1766	0.0194	0.19600		0.150	0.0000	0.0000	0.170	0.0709	Cloudy	
12/09/22	FRI	0.1558	0.0222	0.17800		0.142	0.0000	0.0000	0.257	0.0229	Snow	5" Snow
12/10/22	SAT	0.4287	0.0233	0.45200		0.198	0.0000	0.0000	0.211	0.0000	Snow	16" Snow
12/11/22	SUN	0.4132	0.0188	0.43200		0.185	0.0000	0.0000	0.152	0.0000	Snow	26" Snow
12/12/22	MON	0.2566	0.0244	0.28100		0.202	0.0000	0.0000	0.188	0.0461	Clear	8" Snow
12/13/22	TUE	0.1401	0.0389	0.17900		0.180	0.0000	0.0000	0.187	0.0592	Clear	
12/14/22	WED	0.1791	0.0269	0.20600		0.269	0.0000	0.0810	0.293	0.1011	Clear	
12/15/22	THU	0.1733	0.0287	0.20200		0.221	0.0000	0.0680	0.066	0.0000	Clear	
12/16/22	FRI	0.1624	0.0346	0.19700		0.183	0.0000	0.0000	0.210	0.0000	Clear	
12/17/22	SAT	0.1781	0.0389	0.21700		0.166	0.0000	0.0000	0.146	0.0000	Clear	
12/18/22	SUN	0.2121	0.0469	0.25900		0.232	0.0000	0.0000	0.169	0.0829	Clear	
12/19/22	MON	0.1856	0.0404	0.22600		0.248	0.0000	0.0000	0.146	0.0972	Clear	
12/20/22	TUE	0.1656	0.0454	0.21100		0.243	0.0000	0.0000	0.201	0.0893	Cloudy	
12/21/22	WED	0.1380	0.0460	0.18400		0.169	0.0000	0.0000	0.186	0.1094	Cloudy	
12/22/22	THU	0.1777	0.0483	0.22600		0.203	0.0000	0.0000	0.190	0.0728	Cloudy	
12/23/22	FRI	0.1479	0.0501	0.19800		0.241	0.0000	0.0000	0.238	0.0782	Cloudy	
12/24/22	SAT	0.1328	0.0572	0.19000		0.176	0.0000	0.0000	0.234	0.0750	Clear	
12/25/22	SUN	0.1719	0.0601	0.23200		0.242	0.0000	0.0000	0.186	0.0677	Clear	
12/26/22	MON	0.2114	0.0676	0.27900		0.209	0.0000	0.0000	0.249	0.0000	Clear	
12/27/22	TUE	0.2637	0.1063	0.37000		0.401	0.0000	0.0000	0.207	0.1232	Rain/Snow	1" Snow
12/28/22	WED	0.2643	0.0797	0.34400		0.391	0.0000	0.0000	0.144	0.0846	Clear	
12/29/22	THU	0.2922	0.0938	0.38600		0.287	0.0000	0.0000	0.200	0.1118	Snow	2" Snow
12/30/22	FRI	0.5882	0.2798	0.86800		0.664	0.0000	0.0000	0.245	0.0717	Rain	
12/31/22	SAT	0.1261	0.2519	0.37800		0.786	0.0000	0.0000	0.271	0.0856	Rain	
					1.9310						<b>Total</b>	<b>95" Snow</b>
12/2022 Daily Totals		<b>6.5725</b>	<b>1.7315</b>	<b>8.30400</b>	<b>N/A</b>	<b>7.513</b>	<b>0.000</b>	<b>0.149</b>	<b>5.9060</b>	<b>1.6777</b>	2021	<b>213" Snow</b>
12/2022 Totalizer Total		<b>6.4585</b>	<b>1.7316</b>	<b>8.19000</b>	<b>8.1900</b>	<b>7.513</b>	<b>0.000</b>	<b>0.149</b>	<b>5.9060</b>	<b>1.7690</b>		
Difference		<b>-0.1140</b>	<b>0.0000</b>	<b>-0.1140</b>	<b>N/A</b>	<b>0.0000</b>	<b>0.0000</b>	<b>N/A</b>	<b>0.0000</b>	<b>0.0913</b>		
Percentage Difference		<b>-1.77%</b>	<b>0.000%</b>	<b>-1.392%</b>	<b>N/A</b>	<b>0.000%</b>	<b>#DIV/0!</b>	<b>N/A</b>	<b>0.000%</b>	<b>5.158%</b>		
12/2022 AVG/DAY		<b>208,337</b>	<b>55,856</b>	<b>264,194</b>	<b>264,194</b>	<b>242,355</b>	<b>0</b>	<b>4,806</b>	<b>190,516</b>	<b>57,065</b>		
12/2021 Totalizer Total		<b>4.69523</b>	<b>1.85917</b>	<b>6.5544</b>	<b>6.5544</b>	<b>6.663</b>	<b>0.608</b>	<b>0.754</b>	<b>5.6960</b>	<b>1.799299</b>		
12/2021 AVG/DAY		<b>151,459</b>	<b>59,973</b>	<b>211,432</b>	<b>211,432</b>	<b>214,935</b>	<b>19,613</b>	<b>24,323</b>	<b>183,742</b>	<b>58,042</b>		

**Donner Summit Public Utility District  
Waste Water Flow Data**

**January 17, 2023  
Agenda Item: 6B**

MONTH OF November 2022		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Snow Storage	Total Plant EFF Snow Delivery	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Weather	Comments
DATE	DAY	MGD	MGD	MGD	Totalizer	MGD	MGD	MGD	MGD	MGD	Cond	
11/01/22	TUE	0.13710	0.03590	0.17300	1.80581	0.1100	0.0000	0.0000	0.101	0.0000	Clear	
11/02/22	WED	0.07416	0.02084	0.09500		0.1030	0.0000	0.0000	0.146	0.0231	Snow	7" Snow
11/03/22	THU	0.13126	0.02374	0.15500		0.1150	0.0000	0.0260	0.162	0.0986	Snow	2" Snow
11/04/22	FRI	0.10035	0.01765	0.11800		0.1540	0.0000	0.0110	0.134	0.0000	Clear	
11/05/22	SAT	0.11308	0.02592	0.13900		0.1230	0.0000	0.0000	0.134	0.0000	Cloudy	
11/06/22	SUN	0.13042	0.02258	0.15300		0.1540	0.0000	0.0000	0.163	0.0000	Lt Rain	
11/07/22	MON	0.12549	0.01851	0.14400		0.1690	0.0000	0.0830	0.210	0.0686	Snow	6" Snow
11/08/22	TUE	0.13221	0.01779	0.15000		0.1620	0.0000	0.0210	0.141	0.0662	Snow	8" Snow
11/09/22	WED	0.12508	0.01792	0.14300		0.1550	0.0000	0.1560	0.127	0.0344	Snow	13" Snow
11/10/22	THU	0.13635	0.01965	0.15600		0.1470	0.0000	0.0970	0.186	0.0212	Clear	
11/11/22	FRI	0.10853	0.02247	0.13100		0.1400	0.0000	0.0000	0.188	0.0000	Clear	
11/12/22	SAT	0.11881	0.03019	0.14900		0.1380	0.0000	0.0200	0.201	0.0573	Cloudy	2" Snow
11/13/22	SUN	0.10515	0.02485	0.13000		0.0210	0.0670	0.0340	0.236	0.0000	Clear	
11/14/22	MON	0.11952	0.02148	0.14100		0.0000	0.0988	0.0100	0.202	0.0679	Clear	
11/15/22	TUE	0.06992	0.02008	0.09000		0.0000	0.0780	0.0260	0.168	0.0690	Clear	
11/16/22	WED	0.11054	0.01446	0.12500		0.0000	0.0520	0.0800	0.127	0.0000	Clear	
11/17/22	THU	0.11007	0.01993	0.13000		0.0890	0.0380	0.0800	0.100	0.0708	Clear	
11/18/22	FRI	0.10786	0.01514	0.12300		0.1390	0.0000	0.0820	0.142	0.0000	Clear	
11/19/22	SAT	0.11493	0.02707	0.14200		0.1440	0.0000	0.0630	0.132	0.0000	Clear	
11/20/22	SUN	0.07746	0.02854	0.10600		0.1150	0.0000	0.1210	0.181	0.0411	Clear	
11/21/22	MON	0.11754	0.03446	0.15200		0.1510	0.0000	0.0450	0.226	0.1102	Clear	
11/22/22	TUE	0.13360	0.03140	0.16500		0.1640	0.0000	0.0530	0.108	0.0722	Clear	
11/23/22	WED	0.10719	0.04681	0.15400		0.1590	0.0000	0.0000	0.165	0.0371	Clear	
11/24/22	THU	0.14315	0.03785	0.18100		0.1610	0.0000	0.0000	0.186	0.0000	Clear	
11/25/22	FRI	0.17294	0.03906	0.21200		0.2150	0.0000	0.0000	0.124	0.0000	Clear	
11/26/22	SAT	0.16318	0.04482	0.20800		0.1980	0.0000	0.0300	0.206	0.0547	Clear	
11/27/22	SUN	0.15100	0.03100	0.18200		0.0030	0.0000	0.0140	0.129	0.0000	Clear	
11/28/22	MON	0.12904	0.01996	0.14900		0.0000	0.0000	0.0590	0.122	0.0851	Cloudy	
11/29/22	TUE	0.11497	0.01803	0.13300		0.0000	0.0000	0.0440	0.187	0.0834	Clear	
11/30/22	WED	0.15966	0.01734	0.17700		0.0000	0.0000	0.0000	0.169	0.0684	Clear	
					1.84912							
												38" Snow
11/2022 Daily Totals		<b>3.64054</b>	<b>0.76546</b>	<b>4.40600</b>	<b>N/A</b>	<b>3.2290</b>	<b>0.3338</b>	<b>1.155</b>	<b>4.8030</b>	<b>1.1294</b>	<b>2021</b>	<b>2" Snow</b>
11/2022 Totalizer Total		<b>3.56554</b>	<b>0.76546</b>	<b>4.33100</b>	<b>4.3310</b>	<b>3.2290</b>	<b>0.3338</b>	<b>1.155</b>	<b>4.8030</b>	<b>1.1021</b>		
Difference		<b>-0.07500</b>	<b>0.00000</b>	<b>-0.07500</b>	<b>N/A</b>	<b>0.0000</b>	<b>0.0000</b>	<b>N/A</b>	<b>0.0000</b>	<b>-0.0273</b>		
Percentage Difference		<b>-2.10%</b>	<b>0.001%</b>	<b>-1.732%</b>	<b>N/A</b>	<b>0.000%</b>	<b>0.000%</b>	<b>N/A</b>	<b>0.000%</b>	<b>-2.476%</b>		
11/2022 AVG/DAY		<b>118,851</b>	<b>25,515</b>	<b>144,367</b>	<b>144,367</b>	<b>107,633</b>	<b>11,127</b>	<b>38,500</b>	<b>160,100</b>	<b>36,738</b>		
11/2021 Totalizer Total		<b>4.02982</b>	<b>1.78218</b>	<b>5.81200</b>	<b>5.812</b>	<b>6.3760</b>	<b>0.000</b>	<b>0.801</b>	<b>4.8330</b>	<b>1.290000</b>		
11/2021 AVG/DAY		<b>134,327</b>	<b>59,406</b>	<b>193,733</b>	<b>193,733</b>	<b>212,533</b>	<b>0</b>	<b>26,700</b>	<b>161,100</b>	<b>43,000</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: December 2022

## Operations WWTP

- ◆ Continued receiving water discharge and began snow making storage and discharge.
- ◆ Flows to river discharge 7.5 MG.
- ◆ Flows to snow making 0.15 MG.
- ◆ Continued lime slurry feed and adjustment.
- ◆ Staff met with the state water board to review its recycled water permit request.
- ◆ Continued feeding and adjusting the ammonia and Micro C for winter operation.
- ◆ Began returning unused snow making water from storage to the headworks to be retreated.



- ◆ Staff spent multiple hours moving snow from around the plant and sewer lift stations, also blew out sludge drying beds.
- ◆ Installed no parking signs at the upper shop and Norden-1 pump station.

- ◆ Cleaned floor drain in the soda ash silo.
- ◆ Trouble shot and repaired problem with UV Train-3.



## **Operations Water Plant**

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Cleared snow from plant and tanks.
- ◆ Put Filter #2 on-line.



- ◆ Staff met with GEI Consulting to discuss and review progress for the Water Supply Resiliency Study.

## Repairs and Maintenance WWTP

- ◆ Removed failed mixer from the lime slurry tank.



- ◆ Trouble shot problems with the Micro C pumps.



- ◆ Replaced heater in Norden-1 pump station.



- ◆ Completed the motor reinstalled and put solids tank blower #4213 back on-line.



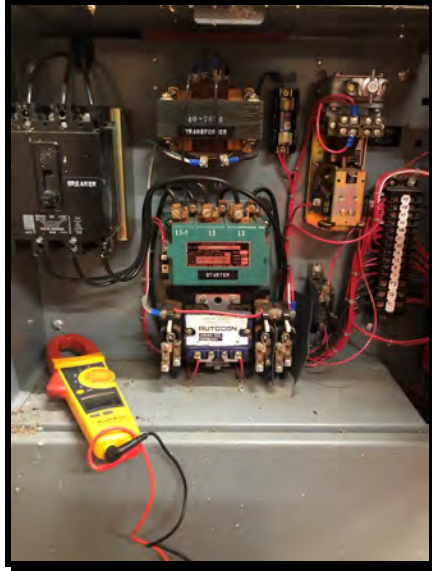
- ◆ Serviced Dodge 1500 shop truck.

### **Repairs and Maintenance WTP**

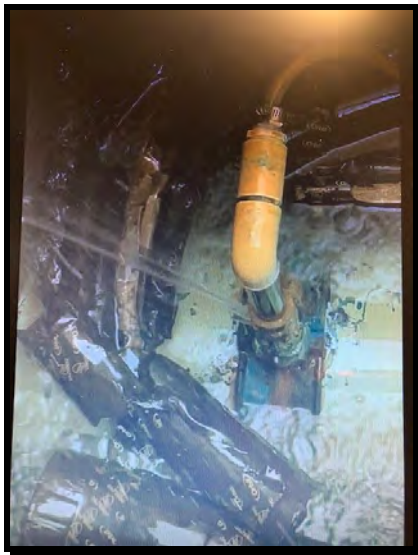
- ◆ Removed and replaced the failed alum mixer.
- ◆ Replaced the failed track on the UTV.



- ◆ Had issues with Boreal Pump station due to freezing. Replaced the heaters and trouble shot problems with the motor controls. Had Control Point come in and help with repairing the system.



- ◆ Repaired broken pre-chlorine feed line.

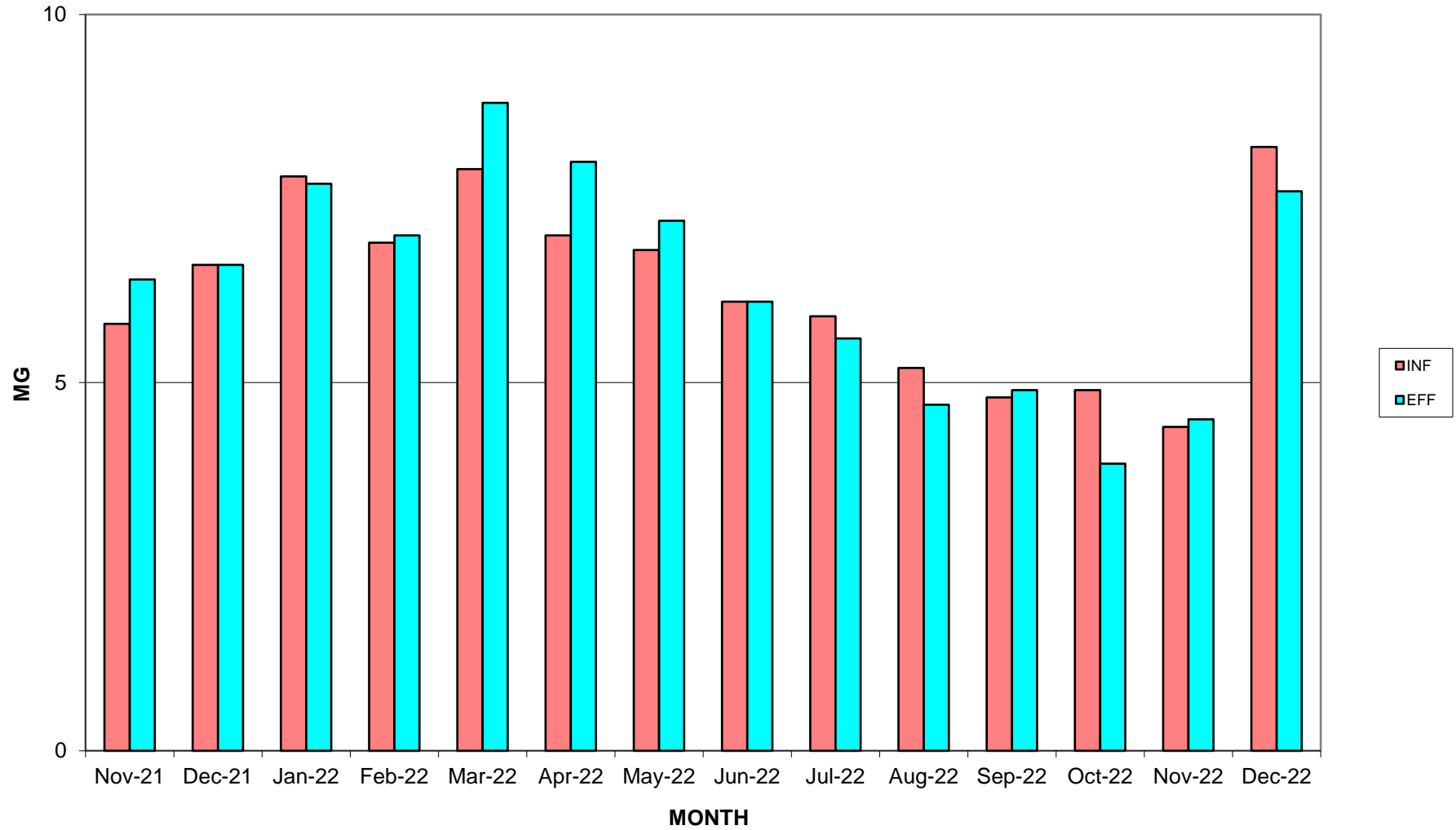


## Laboratory

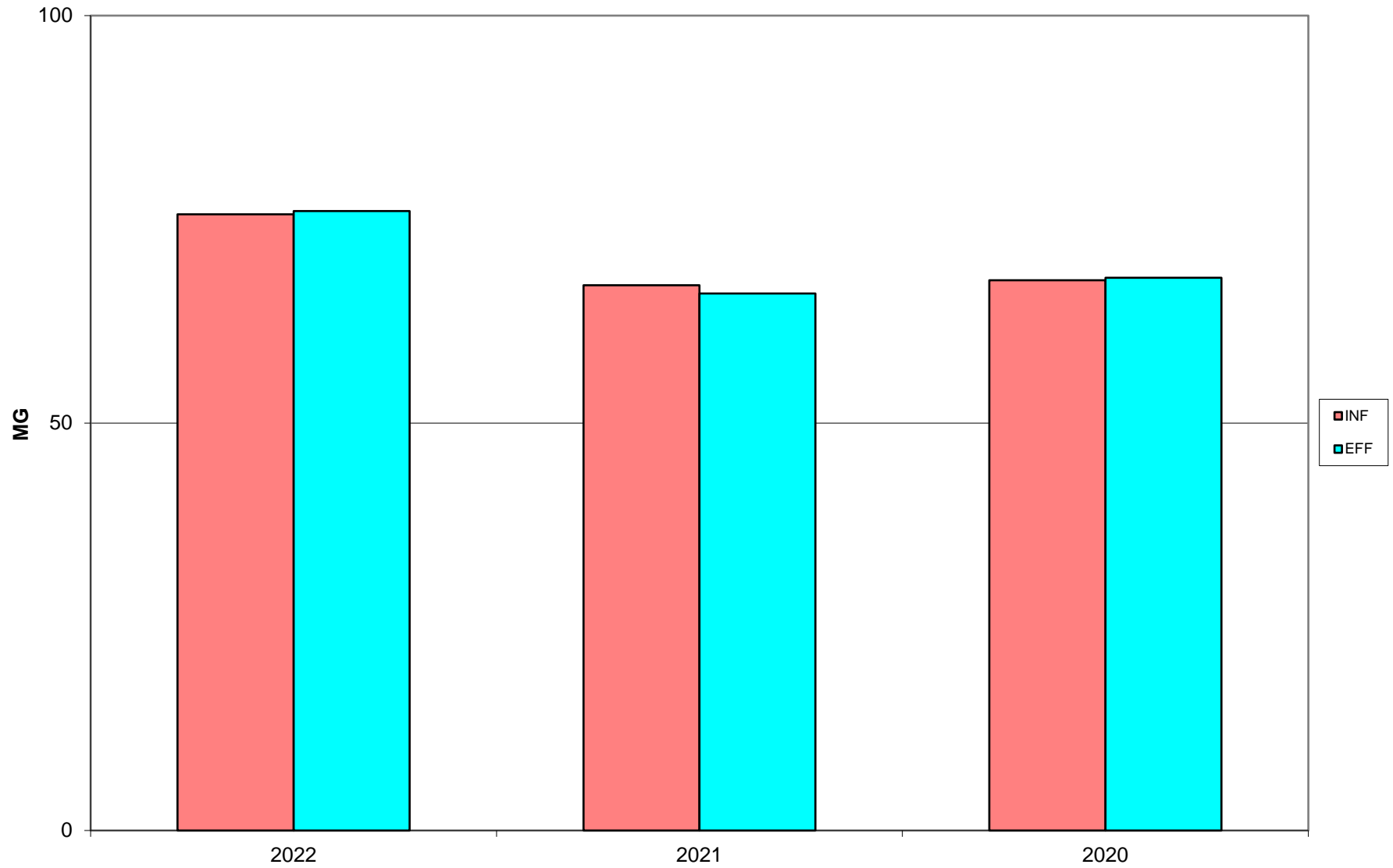
- ◆ Continued river discharge monitoring.
- ◆ Collected samples for the biannual bioassay testing.



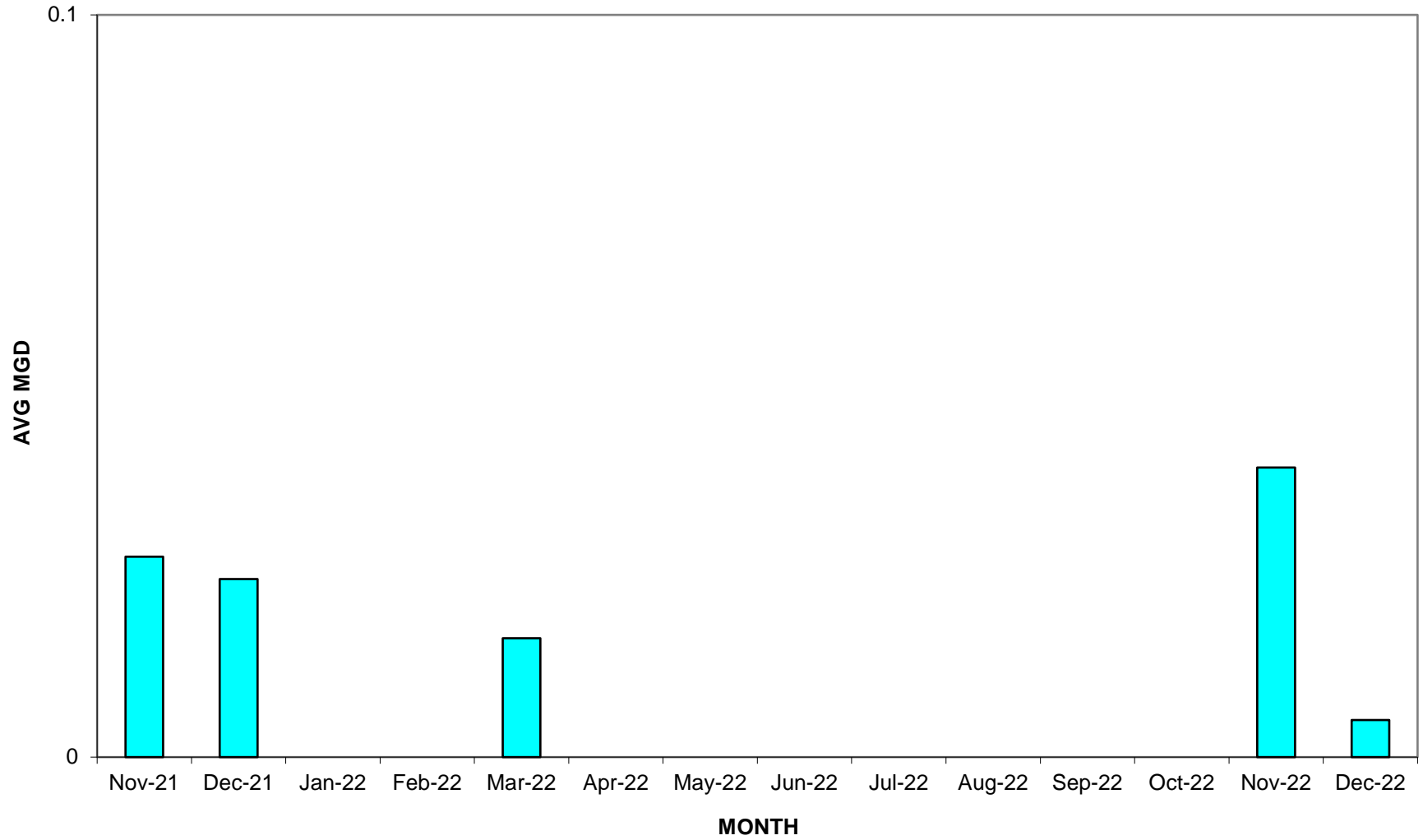
DONNER SUMMIT PUD WWTP  
TOTAL INFLUENT FLOW TO TOTAL  
EFFLUENT FLOW YEAR 2021/2022



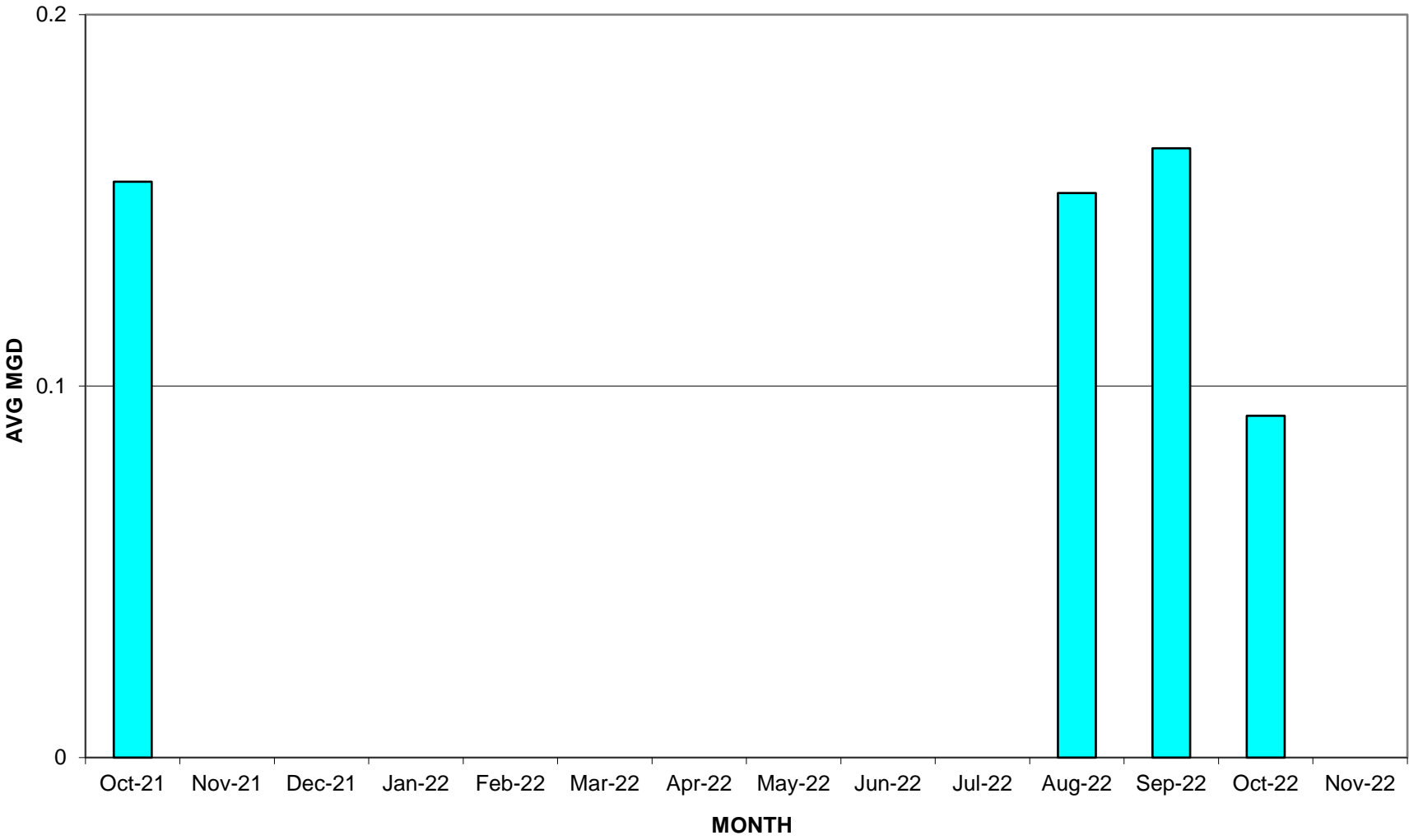
DONNER SUMMIT PUD WWTP ANNUAL TOTAL INFLUENT FLOW TO TOTAL EFFLUENT  
FLOW  
2022 DATA THROUGH DECEMBER



DONNER SUMMIT PUD WWTP AVG EFFLUENT FLOW TO SNOW  
STORAGE/PRODUCTION  
YEARS 2021/2022



**DONNER SUMMIT PUD WWTP**                      **AVG EFFLUENT FLOW TO LAND IRRIGATION**  
**YEARS 2021/2022**



**January 17, 2023**  
**Agenda Item: 7A**



## STAFF REPORT

**TO:** Board of Directors

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

**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.

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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 January meeting will need to take place in person.

On October 17, 2022 the California Governor's Office issued a press release announcing that the State COVID-19 State of Emergency will end on February 28, 2023. After February 28, 2023 the Board will need to return in-person meetings. Individual Board members will still be allowed to participate remotely using the provisions of AB2449.

### **FISCAL IMPACT**

There is no direct fiscal impact to this action.

### **CEQA ASSESSMENT**

This is not a CEQA Project

### **ATTACHMENTS**

1. Resolution

**RESOLUTION NO. 2023-01**

**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 FEBRUARY 1, 2023 THROUGH FEBRUARY 28, 2023 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 February 17, 2023; 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 21<sup>st</sup> day of January 2023, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: \_\_\_\_\_  
Cathy Preis  
President, Board of Directors

ATTEST:

By: \_\_\_\_\_  
Dawn Parkhurst  
Secretary of the Board