

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Agenda
Tuesday, February 15, 2022 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Regular Meeting (Section 54954), February 15, 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 82825225461 Password 196277 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. Election of Board Officers for 2022**
- 4. Clear the Agenda**
- 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 February 15, 2022**
 - 1. Cash Disbursements–General**, Month of January
 - 2. Cash Disbursements–Payroll**, Month of January
 - 3. Schedule of Cash and Reserves**, December
 - 4. Accountants Financial Statements**, December
 - B. Approve Regular Meeting Minutes January 18, 2022**
 - C. Approve Monthly Safety Committee Meeting Minutes, January**

7. Department Reports

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

- B. Sewer and Water Department - Jim King, Chief Plant Operator**
 - 1. Waste Water Flow Data, January**
 - 2. Fresh Water Flow Data, January**
 - 3. Operations and Maintenance Summary**
Activities during the month of January

8. Information Items

- A. Staff Presentation of First and Second Quarter Budget to Actual Report for Fiscal Year 2021/2022**

9. Action Items

- A. Adopt a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361**
- B. Approve Grant of Easement to NV Energy to Relocate Utility Lines near Lake Angela**
- C. Staff Presentation of Outline of Fiscal Year 2022/2023 Budget Preparation Process for Board Discussion**

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

Schedule of Upcoming Meetings

- Regular Meeting – March 15, 2022
- Regular Meeting – April 19, 2022
- Regular Meeting – May 17, 2022

We certify that on February 11, 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
Steven Palmer
General Manager

February 15, 2022
Agenda Item: 6A.1

Donner Summit Public Utility District

Check List

All Bank Accounts

January 25, 2022

February 15, 2022

Agenda Item: 6A.1

Check Number	Check Date	Payee	Amount
Vendor Checks			
10608	01/25/22	ALHAMBRA & SIERRA SPRINGS	45.00
10609	01/25/22	ALL ELECTRIC MOTORS, INC.	6,719.53
10610	01/25/22	ALSCO	186.61
10611	01/25/22	AT&T	350.54
10612	01/25/22	BARNARD, VOGLER & CO.	4,497.55
10613	01/25/22	BLUE SHIELD OF CALIFORNIA	8,257.47
10614	01/25/22	CORBIN WILLITS SYSTEMS, INC.	431.36
10615	01/25/22	ELEMENTS MOUNTAIN CO.	12,925.00
10616	01/25/22	EMCOR SERVICES INC.	2,942.00
10617	01/25/22	EMPLOYER DRIVEN SOLUTIONS	3,064.12
10618	01/25/22	ENVIROKEM Engineering Services	1,776.80
10619	01/25/22	EOSi	12,395.00
10620	01/25/22	EVERS LAW GROUP	1,554.00
10621	01/25/22	GRAINGER	585.55
10622	01/25/22	HOLT OF CALIFORNIA	1,866.74
10623	01/25/22	HUNT & SONS, INC.	4,728.09
10624	01/25/22	JAMES KING	120.00
10625	01/25/22	JENFITCH INC.	3,435.13
10626	01/25/22	JOSH SHEITON	120.00
10627	01/25/22	JUSTIN VOSBURGH	120.00
10628	01/25/22	KIMBALL MIDWEST	1,760.46
10629	01/25/22	MOUNTAIN HARDWARE & SPORTS	43.17
10630	01/25/22	O'REILLY AUTOMOTIVE, INC.	43.81
10631	01/25/22	PARAGON PEST CONTROL	130.00
10632	01/25/22	PAUL SCHOTT	120.00
10633	01/25/22	PG&E COMPANY	46.83
10634	01/25/22	PITNEY BOWES PURCHASE POWER	58.62
10635	01/25/22	PRINCIPAL LIFE INSURANCE COMPANY	248.72
10636	01/25/22	RAIN FOR RENT	2,766.95
10637	01/25/22	RK CONTRACTORS, INC.	2,956.00
10638	01/25/22	SEAN PATRICK	120.00
10639	01/25/22	STEVEN PALMER	120.00
10640	01/25/22	SUBURBAN PROPANE	8,101.77
10641	01/25/22	SWRCB	3,326.00
10642	01/25/22	TAHOE TRUCKEE DISPOSAL	576.77
10643	01/25/22	TELSTAR INSTRUMENTS INC.	1,348.80
10644	01/25/22	THATCHER COMPANY OF NEVADA, INC.	7,077.32
10645	01/25/22	THE OFFICE BOSS, INC.	110.78
10646	01/25/22	TRUCKEE AUTO PARTS	141.70
10647	01/25/22	TRUCKEE FIRE PROTECTION DISTRICT	4,541.78
10648	01/25/22	TUCKER SNO-CAT CORP	1,538.38
10649	01/25/22	USDA FOREST SERVICE	6,679.35
10650	01/25/22	WATERS VACUUM TRUCK SERVICE	320.00
10651	01/25/22	ALSCO	192.21
10652	01/25/22	AT&T	22.91
10653	01/25/22	JUSTIN VOSBURGH	200.00
10654	01/25/22	PARAGON PEST CONTROL	65.00
10655	01/25/22	SUBURBAN PROPANE	1,810.10
10656	01/25/22	TAHOE TRUCKEE DISPOSAL	576.77
10657	01/25/22	THATCHER COMPANY OF NEVADA, INC.	5,074.75
10658	01/25/22	THE OFFICE BOSS, INC.	28.96
10659	01/25/22	TUCKER SNO-CAT CORP	2,318.62
10660	01/25/22	SUBURBAN PROPANE	204.72
Vendor Check Total			<u>118,791.74</u>
Check List Total			<u>118,791.74</u>

February 15, 2022
Agenda Item: 6A.2

PAYROLL JOURNAL

February 15, 2022
Agenda Item: 6A.2

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				REIMB & OTHER PAYMENTS	WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS				
*** 30 WATER SEWER King, James R 49	Regular		M 16:00	5,910.40		Social Security 372,644.57	150.00	Direct Deposit # 4156
	Holiday					Medicare 87.15	1,292.31	Check Amt
	Life Ins Reimb Txble					Fed Income Tax 732.32		Chkg 730
	Sick Accr-Memo			100.00		CA Income Tax 399.21		
	Vacation -Memo					M4:62 CA Disability 66.11		
	EMPLOYEE TOTAL		16.00	6,010.40		1,657.43	1,442.31	Net Pay 2,910.66
Patrick, Sean M 59	Regular	44:7800	78:75	3,526.43		Social Security 361,024.57	250.00	Direct Deposit # 4157
	Standby			315.00		Medicare 84.43	37.41	Check Amt
	Overtime	67:1700	22:00	1,477.74		Life Ins EE Post Tax		0.00
	Holiday	44:7800	10:00	447.80		Fed Income Tax 778.90		3,822.75
	Sick	44:7800	1:25	55.98		CA Income Tax 424.39		
	EMPLOYEE TOTAL		112.00	5,822.95		1,712.79	287.41	Net Pay 3,822.75
Schott, Paul A 14	Regular	48:8000	30:00	1,464.00		Social Security 250,424.57	600.00	Direct Deposit # 4158
	Standby			135.00		Medicare 58.57		Check Amt
	Holiday	48:8000	50:00	2,440.00		Credit Un 2	150.00	0.00
	Sick Accr-Memo					Fed Income Tax 551.20	-257.90	2,436.19
	Vacation -Memo					Loan Payment 206.09		
	CHECK 1 TOTAL		80.00	4,039.00		44.43	492.10	Net Pay 2,436.19
Shelton, Joshua M... 64	Overtime	73:2000	13:00	951.60		Social Security 77.15		Direct Deposit # 4159
	Double Time	97:6000	3:00	292.80		Medicare 18.04		Check Amt
	Sick Accr-Memo					Fed Income Tax 121.35		990.20
	Vacation -Memo					M1:85 CA Income Tax 23.97		
		CHECK 2 TOTAL		16.00	1,244.40		13.69	
	EMPLOYEE TOTAL		96.00	5,283.40		254.20	492.10	Net Pay 3,426.39
Vosburgh, Justin E 57	Regular	47:2300	80:00	3,778.40		Social Security 327,144.57	150.00	Direct Deposit # 4161
	Standby			270.00		Medicare 76.51	35.00	Check Amt
	Overtime	70:8450	4:00	283.38		Life Ins EE Post Tax	112.73	3,708.85
	Holiday	47:2300	20:00	944.60		Fed Income Tax 236.61		
		EMPLOYEE TOTAL		102.50	3,283.28		58.04	

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 30 WATER SEWER (cont.) Vosburgh, Justin E (cont.) 57	EMPLOYEE TOTAL		104.00	5,276.38	1,269.80	297.73	3,708.85 Net Pay
**** 40 BOARD MEMBER Garnick, Philip 28	Board Meet			125.00	72.14		Direct Deposit # 4162
	Board Meet			250.00	16.87		Check Amt
	Health Stipend			788.60	66.75		Chkg 486
	EMPLOYEE TOTAL			1,163.60	155.76		
Kaufman, Joan B 67	Board Meet			125.00	86.12		Net Pay
	Board Meet			250.00	20.14		Direct Deposit # 4163
	Health Stipend			1,014.06	98.01		Check Amt
	EMPLOYEE TOTAL			1,389.06	303.27		Chkg 974
Medveczky, Alexan... 58	Board Meet			125.00	62.23		Net Pay
	Board Meet			275.00	14.55		Direct Deposit # 4164
	Health Stipend			603.71	52.77		Check Amt
	EMPLOYEE TOTAL			1,003.71	129.55		Chkg 111
Parkhurst, Dawn E 66	Board Meet			125.00	62.34		Net Pay
	Board Meet			250.00	14.58		Direct Deposit # 4165
	Health Stipend			630.41	25.93		Check Amt
	EMPLOYEE TOTAL			1,005.41	102.85		Chkg 495
Preis, Cathy 44	Board Meet			125.00	62.10		Net Pay
	Board Meet			300.00	14.52		Direct Deposit # 4166
	Health Stipend			576.66	72.37		Check Amt
	EMPLOYEE TOTAL			1,001.66	149.00		Chkg 011
**** 50 ADMIN Mehler, Deleane 51	Regular	39.9600	32.00	1,278.72	198.20	100.00	Net Pay
	Holiday	39.9600	40.00	1,598.40	46.35		Direct Deposit # 4167
	Vacation	39.9600	8.00	319.68	475.91		Check Amt
	EMPLOYEE TOTAL			3,196.80	171.08		Chkg 963

February 15, 2022
Agenda Item: 6A.2

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				REIMB & OTHER PAYMENTS	WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS				
*** 50 ADMIN (cont.) Mehler, Deleane (cont.) 51								
Palmer, Steven V 65	Regular		80.00	3,196.80		CA Disability 35.16		Net Pay 2,170.10
		EMPLOYEE TOTAL		6,731.00		Social Security 4,173.32 Medicare 97.60 Fed Income Tax 1,451.36 CA Income Tax 542.86 CA Disability 74.04		Direct Deposit # 4168 0.00 Check Amt 3,547.82 Savg 330 600.00
	EMPLOYEE TOTAL			6,731.00		2,583.18		Net Pay 4,147.82
COMPANY TOTALS 12 Person(s) 13 Transaction(s)								
Regular			290.75	24,898.85		Social Security 2,552.38		Check Amt 0.00
Standby			720.00	720.00		Medicare 596.92		Dir Dep 27,383.38
Double Time			3.50	324.37		Fed Income Tax 5,298.40		
Overtime			41.00	2,807.43		CA Income Tax 2,284.18		
Board Meet				1,950.00		CA Disability 452.84		
Health Stipend				3,613.44				
Holiday			156.00	6,062.20				
Life Ins Reimb Txble				100.00				
Sick			11.25	371.68				
Vacation			8.00	319.68				
Sick Accr-Memo								
Vacation -Memo								
				5.55				
				16.92				
COMPANY TOTAL			510.50	41,167.65		11,164.72		Net Pay 27,383.38
						Employer Liabilities		
						Social Security 2,552.38		
						Medicare 596.92		
						Fed Unemploy 24,700		
						CA Unemploy 2,305.39		
						CA Emp Train 41.16		
						TOTAL EMPLOYER LIABILITY 5,742.85		
						TOTAL TAX LIABILITY 16,907.57		

(IC) = Independent Contractor

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 01/07/22: \$47,095.99

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

SUMMARY BY TRANSACTION TYPE -	
TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	47,095.99
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	47,095.99
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	1,327.24
CASH REQUIRED FOR CHECK DATE 01/07/22	48,423.23

TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
01/06/22	WELLS FARGO BANK, NA	xxxxxxx393	Direct Deposit	Net Pay Allocations	27,383.38
01/06/22	WELLS FARGO BANK, NA	xxxxxxx393	Readychex®	Check Amounts	2,805.04
01/07/22	WELLS FARGO BANK, NA	xxxxxxx393	Taxpay®	Employee Withholdings	EFT FOR 01/06/22
				Social Security	2,552.38
				Medicare	596.92
				Fed Income Tax	5,298.40
				CA Income Tax	2,264.18
				CA Disability	452.84
				Total Withholdings	11,164.72
				Employer Liabilities	
				Social Security	2,552.38
				Medicare	596.92
				Fed Unemploy	247.00
				CA Unemploy	2,305.39
				CA Emp Train	41.16
				Total Liabilities	5,742.85
				EFT FOR 01/07/22	16,907.57
				TOTAL EFT	47,095.99

PAYROLL JOURNAL

February 15, 2022
Agenda Item: 6A.2

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				REIMB & OTHER PAYMENTS	WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS					
*** 30 WATER SEWER King, James R 49	Regular			5,910.40					
	Sick Accr-Memo				M1:85	Social Security	366.45	150.00	Direct Deposit # 4169
	Vacation -Memo				M4:62	Medicare	85.70	1,292.31	Check Amt Chkg 730
						Fed Income Tax	706.32		0.00
						CA Income Tax	388.98		2,853.63
						CA Disability	65.01		
	EMPLOYEE TOTAL			5,910.40			1,614.46	1,442.31	Net Pay
		44:7800	69:25	3,101.02		Social Security	263.16	250.00	Direct Deposit # 4170
	Regular			315.00		Medicare	61.55		Check Amt
	Standby			167.93		Fed Income Tax	431.63		Chkg 717
	Overtime			179.12		CA Income Tax	262.91		2,928.52
	Double Time			447.80		CA Disability	46.69		
	Holiday			33.59					
	Sick								
	EMPLOYEE TOTAL			4,244.46			1,065.94	250.00	Net Pay
		48:8000	80:00	3,904.00		Social Security	264.99	600.00	Direct Deposit # 4171
	Regular			270.00		Medicare	61.97	150.00	Check Amt
	Standby			100.00		Fed Income Tax	604.51		Chkg 019
	Life Ins Reimb Txble					CA Income Tax	230.13		2,315.39
	Sick Accr-Memo					CA Disability	47.01		
	Vacation -Memo								
	CHECK 1 TOTAL			4,274.00			1,208.61	750.00	Net Pay
	Overtime			896.70		Social Security	78.29		Direct Deposit # 4172
	Double Time			366.00		Medicare	18.31		Check Amt
						Fed Income Tax	123.54		Chkg 019
						CA Income Tax	24.78		1,003.89
						CA Disability	13.89		
	CHECK 2 TOTAL			1,262.70			258.81		Net Pay
	EMPLOYEE TOTAL			5,536.70			1,467.42	750.00	Net Pay
		31:5700	96:00	2,525.60		Social Security	183.01	750.00	Direct Deposit # 4173
	Regular			426.20		Medicare	42.80		Check Amt
	Overtime					Fed Income Tax	259.25		Chkg 722
						CA Income Tax	156.25		2,278.02
						CA Disability	32.47		
	EMPLOYEE TOTAL			2,951.80			673.78		Net Pay
		47:2300	77:50	3,660.33		Social Security	285.09	150.00	Direct Deposit # 4174
	Regular			135.00		Medicare	66.67	112.73	Check Amt
	Standby			566.76		Fed Income Tax	422.31		Chkg 400
	Overtime			118.08		CA Income Tax	176.25		3,334.62
	Double Time			118.08		CA Disability	50.58		
	Vacation			118.08					

PAYROLL JOURNAL

February 15, 2022
Agenda Item: 6A.2

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 (cont.) Vosburgh, Justin E (cont.) 57			89.25	4,598.25	1,000.90	262.73	Net Pay 3,334.62
**** 50 ADMIN Mehter, Deleane 51	Regular	39.9600	80.00	3,196.80	Social Security 198.20 Medicare 46.36 Fed Income Tax 475.91 CA Income Tax 171.08 CA Disability 35.16	100.00	Direct Deposit # 4175 Check Amt 0.00 Chkg 963 2,170.09
Palmer, Steven V 65	Regular		80.00	3,196.80	Social Security 198.20 Medicare 46.36 Fed Income Tax 475.91 CA Income Tax 171.08 CA Disability 35.16	100.00	Net Pay 2,170.09
EMPLOYEE TOTAL				6,731.00			Direct Deposit # 4176 Check Amt 0.00 Chkg 779 3,547.82 Savg 330 600.00
EMPLOYEE TOTAL				6,731.00			Net Pay 4,147.82
COMPANY TOTALS							
7 Person(s)	Regular		386.75	29,029.15	Social Security 2,056.51 Medicare 480.96 Fed Income Tax 4,476.83 CA Income Tax 1,953.24 CA Disability 364.85	1,250.00	Check Amt 0.00
8 Transaction(s)	Standby		7.00	720.00	Credit Un 2	150.00	Dir Dep 21,031.98
	Double Time		31.75	663.20	Garnishment	1,292.31	
	Overtime		10.00	2,057.59	Loan Payment	112.73	
	Holiday		0.75	447.80			
	Life Ins Reimb Txble		0.75	100.00			
	Sick		2.50	33.59			
	Vacation			118.08			
	Sick Accr-Memo						
	Vacation -Memo						
	COMPANY TOTAL		438.75	33,169.41	9,332.39	2,805.04	Net Pay 21,031.98
(IC) = Independent Contractor					Employer Liabilities		
					Social Security 2,056.50 Medicare 480.94 Fed Unemploy 72.14 CA Unemploy 673.36 CA Emp Train 12.03		
					TOTAL EMPLOYER LIABILITY 3,294.97		
					TOTAL TAX LIABILITY 12,627.36		

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 01/21/22: \$36,464.38

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

SUMMARY BY TRANSACTION TYPE -	36,464.38
TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	36,464.38
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	1,512.73
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	37,977.11
CASH REQUIRED FOR CHECK DATE 01/21/22	

TRANSACTION DETAIL

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

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	BANK DRAFT AMOUNTS & OTHER TOTALS
01/20/22	WELLS FARGO BANK, NA	xxxxxxx393	Direct Deposit	Net Pay Allocations	21,031.98
01/20/22	WELLS FARGO BANK, NA	xxxxxxx393	Readychex®	Check Amounts	2,805.04
01/21/22	WELLS FARGO BANK, NA	xxxxxxx393	Taxpay®	Employee Withholdings	EFT FOR 01/20/22
				Social Security	2,056.51
				Medicare	480.96
				Fed Income Tax	4,476.83
				CA Income Tax	1,953.24
				CA Disability	364.85
				Total Withholdings	9,332.39
				Employer Liabilities	
				Social Security	2,056.50
				Medicare	480.94
				Fed Unemploy	72.14
				CA Unemploy	673.36
				CA Emp Train	12.03
				Total Liabilities	3,294.97
				EFT FOR 01/21/22	12,627.36
				TOTAL EFT	36,464.38

February 15, 2022
Agenda Item: 6A.3

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES
 DECEMBER 31, 2021

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Wells Fargo - Checking		\$ (806,973.17)	
Wells Fargo - Deposit		421,554.46	
Wells Fargo - Savings		704,538.71	
Wells Fargo - Payroll		-	
LAIF		3,385.13	
	SWRCB Loan Construction		719,191.03
	WTP Loan Construction		18,187.00
	Big Bend Water Loan Reserve 1		7,604.38
	Big Bend Water Loan Reserve 2		3,123.23
	Big Bend Assessment		10,385.76
Totals		<u>322,505.13</u>	<u>758,491.40</u>
Unrestricted Cash Available			<u><u>\$ (435,986.27)</u></u>

February 15, 2022
Agenda Item: 6A.4

DONNER SUMMIT PUBLIC UTILITY DISTRICT
FINANCIAL STATEMENTS
AND
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT
DECEMBER 31, 2021

DONNER SUMMIT PUBLIC UTILITY DISTRICT
TABLE OF CONTENTS
DECEMBER 31, 2021

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT	1
FINANCIAL STATEMENTS	
Statement of Activities and Changes in Net Position – Budgetary Basis Combined Business-Type Activities	2
Statement of Activities and Changes in Net Position – Budgetary Basis Budget and Actual – Business-Type Activity – Water	3
Statement of Activities and Changes in Net Position – Budgetary Basis Budget and Actual – Business-Type Activity – Sewer	4
Statement of Activities and Changes in Net Position – Budgetary Basis Budget and Actual – Business-Type Activity – Wastewater Treatment	5
Statement of Activities and Changes in Net Position – Budgetary Basis Budget and Actual – Business-Type Activity – Admin	6
SUPPLEMENTARY INFORMATION	7
Schedule of Big Bend Transactions	8



BARNARD VOGLER & CO.
Certified Public Accountants

February 15, 2022
Agenda Item: 6A.4

100 West Liberty St.
Suite 1100
Reno, NV 89501

775.786.6141
775.323.6211
bvcocpas.com

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 six months ended December 31, 2021 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.

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 have been 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.

Supplementary Information

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.

A handwritten signature in black ink that reads "Bernard Vogler & Co." in a cursive script.

Reno, Nevada
January 28, 2022

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
COMBINED BUSINESS-TYPE ACTIVITIES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2021

February 15, 2022
Agenda Item: 6A.4²

	Water	Sewer	Treatment	Admin	Total
Program Revenue					
Water fees	\$ 247,271.31	\$ -	\$ -	\$ -	\$ 247,271.31
Sewer fees	-	284,806.99	760,614.55	-	1,045,421.54
Big Bend service fees	14,647.92	-	-	-	14,647.92
Big Bend assessment	10,385.76	-	-	-	10,385.76
Total Program Revenue	<u>272,304.99</u>	<u>284,806.99</u>	<u>760,614.55</u>	<u>-</u>	<u>1,317,726.53</u>
Expenses					
Salaries-Operations	60,051.13	50,497.48	162,410.86	165,980.86	438,940.33
Employee benefits	27,002.65	19,320.74	65,690.75	32,807.38	144,821.52
Board expense	-	-	-	28,315.46	28,315.46
Professional fees	1,102.00	266.19	26,631.06	59,151.63	87,150.88
Dues and subscriptions	671.16	-	3,034.14	7,615.00	11,320.30
Fees, permits, certifications, leases	2,593.40	1,836.67	12,342.55	5,126.42	21,899.04
Training, education, travel	250.00	-	623.74	-	873.74
Insurance	15,483.96	13,020.60	41,877.12	7,820.22	78,201.90
Office supplies and miscellaneous	-	353.79	149.37	3,022.91	3,526.07
Utilities, communications, telemetry	16,597.17	10,888.90	120,375.18	12,932.39	160,793.64
Chemicals and lab supplies	12,919.54	313.75	113,770.21	-	127,003.50
Laboratory testing	1,120.00	-	23,680.00	-	24,800.00
Equipment maintenance and repair	3,222.35	1,167.23	29,758.85	-	34,148.43
Small equipment and rental	2,347.70	-	5,283.42	451.20	8,082.32
Operating supplies	2,452.12	1,542.22	665.70	1,629.98	6,290.02
Sludge removal	-	-	9,171.61	-	9,171.61
Vehicle maintenance, repair, fuel	3,981.30	4,237.98	2,955.39	-	11,174.67
Infiltration and inflow program	-	-	-	-	-
Facility maintenance and repair	9,414.50	1,572.50	21,870.01	1,450.06	34,307.07
Amortization of land lease	-	-	10,125.00	-	10,125.00
Debt service	-	-	786,801.45	-	786,801.45
Capital outlay	14,995.71	32,755.88	65,019.52	-	112,771.11
Capital projects	-	51,382.31	-	-	51,382.31
2021 Winter Emergency	-	7,495.04	-	-	7,495.04
Total Expenses	<u>174,204.69</u>	<u>196,651.28</u>	<u>1,502,235.93</u>	<u>326,303.51</u>	<u>2,199,395.41</u>
Excess (Deficiency) of Program					
Revenues Over Expenses	<u>98,100.30</u>	<u>88,155.71</u>	<u>(741,621.38)</u>	<u>(326,303.51)</u>	<u>(881,668.88)</u>
General Revenues					
Interest revenue	-	-	-	40.33	40.33
Sierra Lakes	-	-	217,979.60	-	217,979.60
Property tax	-	362.03	1,594.87	-	1,956.90
Other income	-	-	-	2,223.16	2,223.16
Total General Revenues	<u>-</u>	<u>362.03</u>	<u>219,574.47</u>	<u>2,263.49</u>	<u>222,199.99</u>
Increase (Decrease) in Net Position	<u>\$ 98,100.30</u>	<u>\$ 88,517.74</u>	<u>\$ (522,046.91)</u>	<u>\$ (324,040.02)</u>	<u>\$ (659,468.89)</u>
Net Position, Beginning of Year					<u>13,582,129.21</u>
Net Position, End of Period					<u>\$ 12,922,660.32</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 SIX MONTHS ENDED DECEMBER 31, 2021

	Actual Year to Date 12/31/21	Budget Total Fiscal Year 2021	Budget Percent Complete 12/31/21	Remaining Budget 12/31/21
Program Revenue				
Water fees	\$ 247,271.31	\$ 547,511.00	45.16%	\$ 300,239.69
Big Bend service fees	14,647.92	29,732.00	49.27%	15,084.08
Big Bend assessment	10,385.76	20,772.00	50.00%	10,386.24
Total Program Revenue	<u>272,304.99</u>	<u>598,015.00</u>	<u>45.53%</u>	<u>315,323.77</u>
Expenses				
Salaries-Operations	60,051.13	123,535.00	48.61%	63,483.87
Employee benefits	27,002.65	57,658.00	46.83%	30,655.35
Professional fees	1,102.00	15,000.00	7.35%	13,898.00
Dues and subscriptions	671.16	379.00	177.09%	(292.16)
Fees, permits, certifications, leases	2,593.40	11,743.00	22.08%	9,149.60
Training, education, travel	250.00	942.00	26.54%	692.00
Insurance	15,483.96	31,281.00	49.50%	15,797.04
Office supplies and miscellaneous	-	549.00	0.00%	549.00
Utilities, communications, telemetry	16,597.17	27,593.00	60.15%	10,995.83
Chemicals and lab supplies	12,919.54	26,379.00	48.98%	13,459.46
Laboratory testing	1,120.00	5,000.00	22.40%	3,880.00
Equipment maintenance and repair	3,222.35	8,000.00	40.28%	4,777.65
Small equipment and rental	2,347.70	6,750.00	34.78%	4,402.30
Operating supplies	2,452.12	5,000.00	49.04%	2,547.88
Vehicle maintenance, repair, fuel	3,981.30	2,524.00	157.74%	(1,457.30)
Facility maintenance and repair	9,414.50	5,000.00	188.29%	(4,414.50)
Angela WTP debt service	-	9,350.00	0.00%	9,350.00
Big Bend debt service	-	21,655.00	0.00%	21,655.00
Capital equipment	14,995.71	71,880.00	20.86%	56,884.29
Total Expenses	<u>174,204.69</u>	<u>430,218.00</u>	<u>40.49%</u>	<u>256,013.31</u>
Excess of Program				
Revenues Over Expenses	<u>98,100.30</u>	<u>167,797.00</u>	<u>58.46%</u>	<u>59,310.46</u>
General Revenues				
Property tax	-	29,700.00	0.00%	29,700.00
Total General Revenues	<u>-</u>	<u>29,700.00</u>	<u>0.00%</u>	<u>29,700.00</u>
Increase in Net Position	<u>\$ 98,100.30</u>	<u>\$ 197,497.00</u>	<u>58.46%</u>	<u>\$ 89,010.46</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 SIX MONTHS ENDED DECEMBER 31, 2021

	Actual Year to Date 12/31/21	Budget Total Fiscal Year 2021	Budget Percent Complete 12/31/21	Remaining Budget 12/31/21
Program Revenue				
Sewer fees	\$ 284,806.99	\$ 450,919.00	63.16%	\$ 166,112.01
Total Program Revenue	<u>284,806.99</u>	<u>450,919.00</u>	<u>63.16%</u>	<u>166,112.01</u>
Expenses				
Salaries-Operations	50,497.48	103,882.00	48.61%	53,384.52
Employee benefits	19,320.74	52,453.00	36.83%	33,132.26
Professional fees	266.19	7,000.00	3.80%	6,733.81
Fees, permits, certifications, leases	1,836.67	3,376.00	54.40%	1,539.33
Training, education and travel	-	273.00	0.00%	273.00
Insurance	13,020.60	31,281.00	41.62%	18,260.40
Office supplies and miscellaneous	353.79	563.00	62.84%	209.21
Utilities, communications, telemetry	10,888.90	29,149.00	37.36%	18,260.10
Chemicals and lab supplies	313.75	565.00	55.53%	251.25
Small equipment and rental	-	2,400.00	0.00%	2,400.00
Operating supplies	1,542.22	1,000.00	154.22%	(542.22)
Sludge removal	-	1,200.00	0.00%	1,200.00
Infiltration - inflow	-	26,000.00	0.00%	26,000.00
Equipment maintenance and repair	1,167.23	10,178.00	11.47%	9,010.77
Vehicle maintenance, repair, fuel	4,237.98	3,794.00	111.70%	(443.98)
Facility maintenance and repair	1,572.50	8,000.00	19.66%	6,427.50
Capital equipment	32,755.88	133,423.00	24.55%	100,667.12
Capital projects - sewer extension	51,382.31	105,000.00	48.94%	53,617.69
2021 Winter Emergency	7,495.04	-	0.00%	(7,495.04)
Total Expenses	<u>196,651.28</u>	<u>519,537.00</u>	<u>37.85%</u>	<u>322,885.72</u>
Excess (Deficiency) of Program				
Revenues Over Expenses	<u>88,155.71</u>	<u>(68,618.00)</u>	<u>-128.47%</u>	<u>(156,773.71)</u>
General Revenues				
Property tax	<u>362.03</u>	<u>19,481.00</u>	<u>1.86%</u>	<u>19,118.97</u>
Total General Revenues	<u>362.03</u>	<u>19,481.00</u>	<u>1.86%</u>	<u>19,118.97</u>
Increase (decrease) in Net Position	<u>\$ 88,517.74</u>	<u>\$ (49,137.00)</u>	<u>-180.14%</u>	<u>\$ (137,654.74)</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 SIX MONTHS ENDED DECEMBER 31, 2021

	Actual Year to Date 12/31/21	Budget Total Fiscal Year 2021	Budget Percent Complete 12/31/21	Remaining Budget 12/31/21
Program Revenue				
Sewer fees	\$ 760,614.55	\$ 1,352,757.00	56.23%	\$ 592,142.45
Recycled water sales	-	50,000.00	0.00%	50,000.00
CFD revenue for WWTP loan	-	282,392.00	0.00%	282,392.00
Non CFD revenue for WWTP loan	-	281,044.00	0.00%	281,044.00
Total Program Revenue	760,614.55	1,966,193.00	38.68%	1,205,578.45
Expenses				
Salaries-operations	162,410.86	334,107.00	48.61%	171,696.14
Employee benefits	65,690.75	165,653.00	39.66%	99,962.25
Professional fees	26,631.06	81,250.00	32.78%	54,618.94
Dues and subscriptions	3,034.14	1,200.00	252.85%	(1,834.14)
Fees, permits, certifications, leases	12,342.55	17,623.00	70.04%	5,280.45
Training, education and travel	623.74	2,745.00	22.72%	2,121.26
Insurance	41,877.12	86,022.00	48.68%	44,144.88
Office supplies and miscellaneous	149.37	823.00	18.15%	673.63
Utilities, communications, telemetry	120,375.18	285,896.00	42.10%	165,520.82
Chemicals and lab supplies	113,770.21	175,497.00	64.83%	61,726.79
Laboratory testing	23,680.00	41,910.00	56.50%	18,230.00
Small equipment and rental	5,283.42	7,200.00	73.38%	1,916.58
Operating supplies	665.70	7,632.00	8.72%	6,966.30
Equipment maintenance and repair	29,758.85	34,240.00	86.91%	4,481.15
Vehicle maintenance, repair, fuel	2,955.39	12,325.00	23.98%	9,369.61
Sludge removal	9,171.61	43,000.00	21.33%	33,828.39
Facility maintenance and repair	21,870.01	20,000.00	109.35%	(1,870.01)
Amortization of land lease	10,125.00	20,250.00	50.00%	10,125.00
Debt service	786,801.45	719,191.00	109.40%	(67,610.45)
Capital outlay	65,019.52	-	0.00%	(65,019.52)
Total Expenses	1,502,235.93	2,056,564.00	73.05%	554,328.07
Excess (Deficiency) of Program				
Revenues Over Expenses	(741,621.38)	(90,371.00)	820.64%	651,250.38
General Revenues				
Sierra Lakes	217,979.60	381,152.00	57.19%	163,172.40
Property tax	1,594.87	85,820.00	1.86%	84,225.13
Total General Revenues	219,574.47	466,972.00	47.02%	247,397.53
Increase (decrease) in Net Position	\$ (522,046.91)	\$ 376,601.00	-138.62%	\$ 898,647.91

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
 BUDGET AND ACTUAL
 BUSINESS-TYPE ACTIVITY - ADMIN
 FOR THE SIX MONTHS ENDED DECEMBER 31, 2021

	Actual Year to Date 12/31/21	Budget Total Fiscal Year 2021	Budget Percent Complete 12/31/21	Remaining Budget 12/31/21
Program Revenue				
Service Fees	-	-	0.00%	-
Total Program Revenue	-	-	0.00%	-
Expenses				
Salaries-operations	165,980.86	324,358.00	51.17%	158,377.14
Employee benefits	32,807.38	105,724.00	31.03%	72,916.62
Board expense	28,315.46	61,846.00	45.78%	33,530.54
Professional fees	59,151.63	73,800.00	80.15%	14,648.37
Dues and subscriptions	7,615.00	7,062.00	107.83%	(553.00)
Fees, permits, certifications, leases	5,126.42	20,593.00	24.89%	15,466.58
Training, education and travel	-	1,500.00	0.00%	1,500.00
Insurance	7,820.22	7,820.00	100.00%	(0.22)
Office supplies and miscellaneous	3,022.91	7,000.00	43.18%	3,977.09
Utilities, communications, telemetry	12,932.39	28,420.00	45.50%	15,487.61
Equipment maintenance and repair	-	6,552.00	0.00%	6,552.00
Small equipment and rental	451.20	-	0.00%	(451.20)
Operating supplies	1,629.98	-	0.00%	(1,629.98)
Facility maintenance and repair	1,450.06	2,600.00	55.77%	1,149.94
Total Expenses	326,303.51	647,275.00	50.41%	320,971.49
Deficiency of Program Revenues Over Expenses	(326,303.51)	(647,275.00)	50.41%	(320,971.49)
General Revenues				
Interest revenue	40.33	-	0.00%	(40.33)
Other income	2,223.16	14,500.00	15.33%	12,276.84
Total General Revenues	2,263.49	14,500.00	15.61%	12,236.51
Decrease in Net Position	\$ (324,040.02)	\$ (632,775.00)	51.21%	\$ (308,734.98)

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT
SCHEDULE OF BIG BEND TRANSACTIONS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2021

Revenue	\$	25,033.68
Expenses		
Interest		-
Repairs and maintenance		4,424.87
		<hr/>
Total expenses		6,644.87
		<hr/>
Excess of revenue over expenses	\$	<u>18,388.81</u>

February 15, 2022
Agenda Item: 6B

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

1. Call to Order

For the Regular Meeting (Section 54954), January 18, 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 January 18, 2022 of the Donner Summit Public Utility District Board of Directors was called to order at 5:58 p.m. by President Cathy Preis.

2. Roll Call

Cathy Preis, President	- Present
Philip Gamick, Director	- Present
Alex Medveczky, Secretary	- Absent
Joni Kaufman, Director	- Present
Dawn Parkhurst, Director	- Present

3. Clear the Agenda- No Changes

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 January 18, 2022

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

B. Approve Regular Meeting Minutes November 16, 2021

C. Approve Special Meeting Minutes December 28, 2021

D. Approve Monthly Safety Committee Meeting Minutes, November 21, 2021

Motion: Approve the Consent Calendar

By: Phil Gamick

Second: Joni Kaufman

Roll Call Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain, 0 Vacancy

Motion Carries

6. Department Reports

A. Administration - Steven Palmer, General Manager

The General Manager presented his report.

Alex Medveczky arrived at 6:09 p.m.

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

1. Waste Water Flow Data, November and December

2. Fresh Water Flow Data, November and December

3. Operations and Maintenance Summary

The Chief Plant Operator presented the data and summaries for the months of November and December.

7. Information Items

A. California Special District Association 2021 Highlights

Highlights are presented in the meeting packet.

8. Action Items

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

Motion: Adopt Resolution 2022-10 to Continue Remote Board Meetings in Accordance with Assembly Bill 361

By: - Joni Kaufman

Second: Dawn Parkhurst

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

B. Adopt a Resolution Authorizing the Grant Application, Acceptance, and Execution for the Big Bend Tank Rehabilitation Project

Motion: Adopt Resolution 2022-11 Authorizing the Grant Application, Acceptance, and Execution for the Big Bend Tank Rehabilitation Project

By: Alex Medveczky

Second: Joni Kaufman
Roll Call Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

Motion Carries

- 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

Motion: Adjourn Meeting at 6:47 p.m.
By: Alex Medveczky
Second: Dawn Parkhurst
Roll Call Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting – February 15, 2022
Regular Meeting – March 15, 2022
Regular Meeting – April 19, 2022

Respectfully Submitted,

Deleane Mehler
Administrative Assistant

February 15, 2022
Agenda Item: 6C

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

Safety Topic(s): January 2022
Bloodborne Pathogens

Training Notes:
DVD

Attendance:

1. Jim K:

2. Paul Schott:

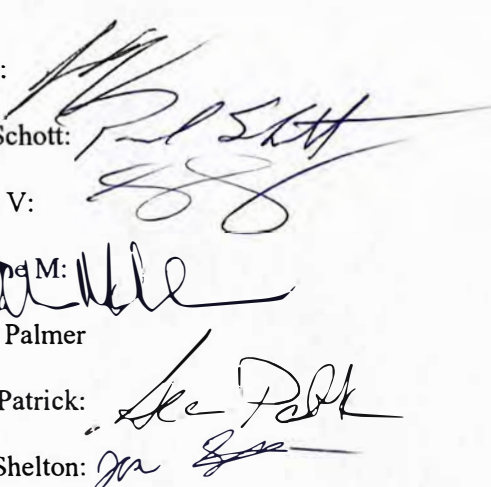
3. Justin V:

4. Delean M:

5. Steve Palmer

6. Sean Patrick:

7. Josh Shelton:

Handwritten signatures for Jim K, Paul Schott, Justin V, Delean M, Sean Patrick, and Josh Shelton. The signature for Steve Palmer is not present.

February 15, 2022
Agenda Item: 7A



STAFF REPORT

TO: Board of Directors

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

SUBJECT: General Manager Report

Grant Applications

Cosumnes, American, Bear, and Yuba River (CABY) IRWM

CABY has \$1,001,788 from State Proposition 1 Funds to be available to stakeholders in Spring 2022 for projects that meet the IRWM objectives. Submitted five projects for consideration:

- Drought Resilience Plan
- Sugar Bowl Sewer Extension Phase 1
- Water Main Rehabilitation Program
- Big Bend Raw Water Tank Rehabilitation
- Big Bend Treated Water Pipe Rehabilitation

Attended stakeholder meeting on January 20, 2022. CABY intends on submitting for Proposition 1 Funding in the Fall.

Placer County Water Agency (PCWA) Financial Assistance Program (FAP)

PCWA has allowed the District to enter projects into the masterplan for funding but cannot guarantee that the PCWA Board will consider them. The PCWA Board will be contemplating changes to the FAP guidelines at their March meeting. Only \$185,000 is available in Fiscal Year 2022.

USDA Rural Development FY2022 Emergency Community Water Assistance

This Program is focused on ensuring access to clean drinking water for rural areas and towns with a median household income less than the State's median for non-metropolitan areas. The Program funds water transmission line grants up to \$150,000 to construct water line extensions, repair breaks or leaks, and address related maintenance. It also funds grants up to \$1,000,000 to construct a water source, intake, or treatment facility. Applications are accepted year-round. Intend to submit Big Bend Treated Water Pipe Rehabilitation.

Small Community Drought Relief Program

As authorized by the Board at the last meeting, application for the Big Bend Raw Water Tank Rehabilitation Project was submitted on January 28, 2022.

Winter Storm Update

The storms in mid to late December caused damage to lift stations 4 and 8. Multiple pumps and the control panel at lift station 8 were damaged due loss of power and the re-energization process. Placer County and Nevada County both declared local emergencies and have submitted initial damage estimates (IDEs) to California Office of Emergency Services (CalOES) in the hopes that disaster relief funding will become available from the State. We submitted IDEs totaling \$102,595 and are updating as more accurate costs become available. CalOES made a visit to the lift stations on February 2

Additionally, it appears that some of the damage could be related to the re-energization process, and claims have been submitted to Pacific Gas & Electric.

State Water Bill Arrearage Funding Program

The District received \$22,642.38 in funding from this program to distribute to qualifying customers. This Program requires that the District do the following:

- i. Waive all related late fees.
- ii. Allocate the funds received as bill credits to customers.
- iii. Provide documentation to the California Water and Wastewater Payment Program showing the bill credit allocations within 60 days of receiving the funds.
- iv. Notify customers in writing of the amount credited and indicate the credited amount is being provided through the California Water and Wastewater Arrearage Payment Program through funding from the State Water Resources Control Board using federal America Recovery Plan Act (ARPA) funds.
- v. Offer to enroll customers with remaining debt into a payment plan by direct notification.
- vi. Not discontinue water service.

The credits and notifications have been issued, and the final report was submitted to the State.

Sugar Bowl Sewer Extension

We are working with one owner to find a way to get the sewer they need constructed and cooperate on forming the assessment district to fund the entire Project. Also looking for grant opportunities.

Lake Angela Dam Emergency Action Plan

This work was mandated because of the Oroville Dam Spillway failure in February 2017. Received additional comments from California Division of Safety of Dams which are being addressed. Anticipate resubmittal of Emergency Action Plan (EAP) by end of February 2022.

Upcoming Board Items

- Personnel Manual Update
- Five Year Capital Improvement Plan
- FY22/23 Budget Discussion

February 15, 2022
Agenda Item: 7B

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

January 2022

Donner Summit Public Utility District Waste Water Flow Data

February 15, 2022

Agenda Item: 7B

MONTH OF January 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	Emergency Storage Return	Weather	Comments
DATE	DAY	MGD	MGD	MGD	Totalizer	MGD	MGD	MGD	MGD	MGD	MGD	Cond	
01/01/22	SAT	0.18818	0.10882	0.297	1.3072040	0.305	0.0000	0.0000	0.238	0.118904	0.0000	Clear	2" Snow
01/02/22	SUN	0.23717	0.09083	0.328		0.386	0.0000	0.0000	0.236	0.044144	0.0000	Clear	
01/03/22	MON	0.20114	0.07386	0.275		0.287	0.0000	0.0000	0.210	0.106116	0.0000	Clear	
01/04/22	TUE	0.09759	0.06041	0.158		0.172	0.0000	0.0000	0.221	0.121912	0.0000	Snow	
01/05/22	WED	0.19806	0.06194	0.260		0.266	0.0000	0.0000	0.198	0.092388	0.0000	Clear	
01/06/22	THU	0.16735	0.06365	0.231		0.233	0.0000	0.0000	0.233	0.104640	0.0000	Clear	
01/07/22	FRI	0.16942	0.06858	0.238		0.238	0.0000	0.0000	0.272	0.034344	0.0000	Cloudy	
01/08/22	SAT	0.20098	0.07902	0.280		0.254	0.0000	0.0000	0.222	0.000000	0.0000	Clear	
01/09/22	SUN	0.14412	0.07888	0.223		0.225	0.0000	0.0000	0.175	0.061288	0.0000	Clear	
01/10/22	MON	0.18910	0.06290	0.252		0.254	0.0000	0.0000	0.250	0.119072	0.0000	Clear	
01/11/22	TUE	0.13517	0.06083	0.196		0.208	0.0000	0.0000	0.211	0.127688	0.0000	Clear	
01/12/22	WED	0.18490	0.05210	0.237		0.237	0.0000	0.0000	0.265	0.032848	0.0000	Clear	
01/13/22	THU	0.20745	0.05555	0.263		0.250	0.0000	0.0000	0.172	0.062104	0.0000	Clear	
01/14/22	FRI	0.25671	0.06729	0.324		0.332	0.0000	0.0000	0.299	0.042648	0.0000	Clear	
01/15/22	SAT	0.22594	0.08006	0.306		0.258	0.0000	0.0000	0.230	0.000000	0.0000	Clear	
01/16/22	SUN	0.32835	0.08965	0.418		0.476	0.0000	0.0000	0.175	0.067304	0.0000	Clear	
01/17/22	MON	0.21232	0.07568	0.288		0.321	0.0000	0.0000	0.155	0.049112	0.0000	Clear	
01/18/22	TUE	0.19998	0.05202	0.252		0.248	0.0000	0.0000	0.282	0.143052	0.0000	Clear	
01/19/22	WED	0.16415	0.05085	0.215		0.243	0.0000	0.0000	0.215	0.082952	0.0000	Clear	
01/20/22	THU	0.20173	0.05627	0.258		0.194	0.0000	0.0000	0.179	0.090446	0.0000	Clear	
01/21/22	FRI	0.21425	0.05675	0.271		0.271	0.0000	0.0000	0.201	0.043144	0.0000	Clear	
01/22/22	SAT	0.16482	0.06118	0.226		0.280	0.0000	0.0000	0.288	0.000000	0.0000	Clear	
01/23/22	SUN	0.23342	0.05558	0.289		0.311	0.0000	0.0000	0.194	0.000000	0.0000	Clear	
01/24/22	MON	0.13488	0.04912	0.184		0.245	0.0000	0.0000	0.174	0.110116	0.0000	Clear	
01/25/22	TUE	0.15012	0.04488	0.195		0.209	0.0000	0.0000	0.201	0.072168	0.0000	Clear	
01/26/22	WED	0.12251	0.05849	0.181		0.196	0.0000	0.0000	0.235	0.065288	0.0000	Clear	
01/27/22	THU	0.12527	0.03773	0.163		0.184	0.0000	0.0000	0.395	0.000000	0.0000	Clear	
01/28/22	FRI	0.21786	0.05314	0.271		0.287	0.0000	0.0000	0.294	0.068051	0.0000	Clear	
01/29/22	SAT	0.18039	0.06661	0.247		0.333	0.0000	0.0000	0.271	0.000000	0.0000	Clear	
01/30/22	SUN	0.20267	0.06333	0.266		0.060	0.0000	0.0000	0.178	0.058511	0.0000	Clear	
01/31/22	MON	0.13216	0.04984	0.182		0.000	0.2660	0.0000	0.235	0.075955	0.0000	Clear	
					1.3852102								2" Snow
1/2022 Daily Totals		5.78815	1.98585	7.77400	N/A	7.763	0.266	0.000	7.1040	1.9942	0.0000		69" Snow
1/2022 Totalizer Total		5.81477	1.98585	7.80062	7.80062	7.763	0.266	0.000	7.1040	1.9451	0.0000		
Difference		0.02662	0.00000	0.02662	N/A	0.0000	0.0000	N/A	0.0000	-0.0491	0.0000		
Percentage Difference		0.46%	0.000%	0.341%	N/A	0.000%	0.000%	N/A	0.000%	-2.526%	0.000%		
1/2022 AVG/DAY		187,573	64,060	251,633	251,633	250,419	8,581	0	229,161	62,744	0		
1/2021 Totalizer Total		3.68253	1.42847	5.1110	5.1110	5.902	0.000	0.000	7.3600	2.240628	0.0000		
1/2021 AVG/DAY		118,791	46,080	164,871	164,871	190,387	0	0	237,419	72,278	0		

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: January 2022

Operations WWTP

- ◆ All flows went flows to the South Yuba River 7.8 MG.
- ◆ Trouble shot problems with the temporary pump at sewer lift station 8.
- ◆ Had multiple vehicles pull down to the plant and had to pull them out.
- ◆ Continued adjusting feed rates of Micro C and ammonia.
- ◆ Staff continued to clean up and remove snow after storms.
- ◆ Staff went around to sewer lift stations L-7, L-3, and L-4 with the portable generator to pump them down.



- ◆ Staff continued to take fuel on a daily basis out to the pump ant sewer lift station #8.

- ◆ Staff mad adjustments to the soda ash silo feed rates.



- ◆ Assisted Rain for Rent with the replacement of the portable pump out at sewer lift station #8.



- ◆ Decanted 8' of clear water from the solids holding tank.
- ◆ Worked on the river road in order o make it safely accessible for sample collection.
- ◆ Staff did not process any USA dig tickets.

Operations Water Plant

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Staff helped locate a major leak at the Boreal Motel. Staff shut off the water so that repairs could be made and returned service.



- ◆ Made multiple chemical feed adjustments throughout the month.

Repairs and Maintenance WWTP

- ◆ Had sewer lift station #7 weather head repaired due to damage from a tree. PG&E was then able to restore power.



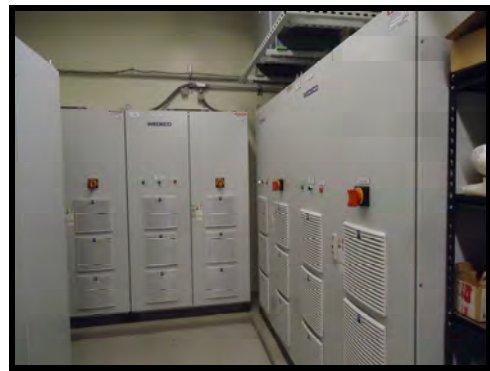
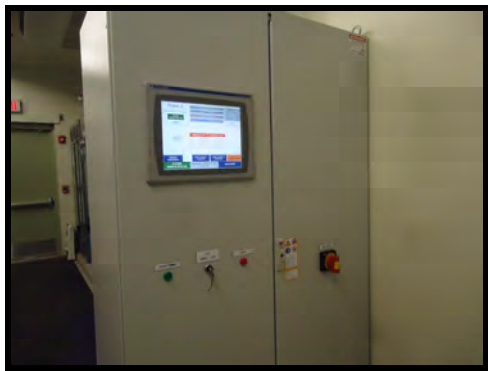
- ◆ Had the pump for sewer lift station #4 repaired and reinstalled. Restarted station after PG&E corrected power feed issues.



- ◆ Replaced rear leaf springs on the Tucker Sno-Cat.
- ◆ Repaired the fuel pump on the portable dyed diesel tank.



- ◆ Staff had to trouble shot and make adjustments to the UV system.



- ◆ Assisted Cashman with determining the problems regarding the fuel feed system for standby generator #2 at the WWTP.



- ◆ Trouble shot problems with the membrane's recovery clean chlorine feed pump.



- ◆ Staff assisted WEDECO with their annual UV service inspection.

Repairs and Maintenance WTP

- ◆ Repaired front track on the UTV.



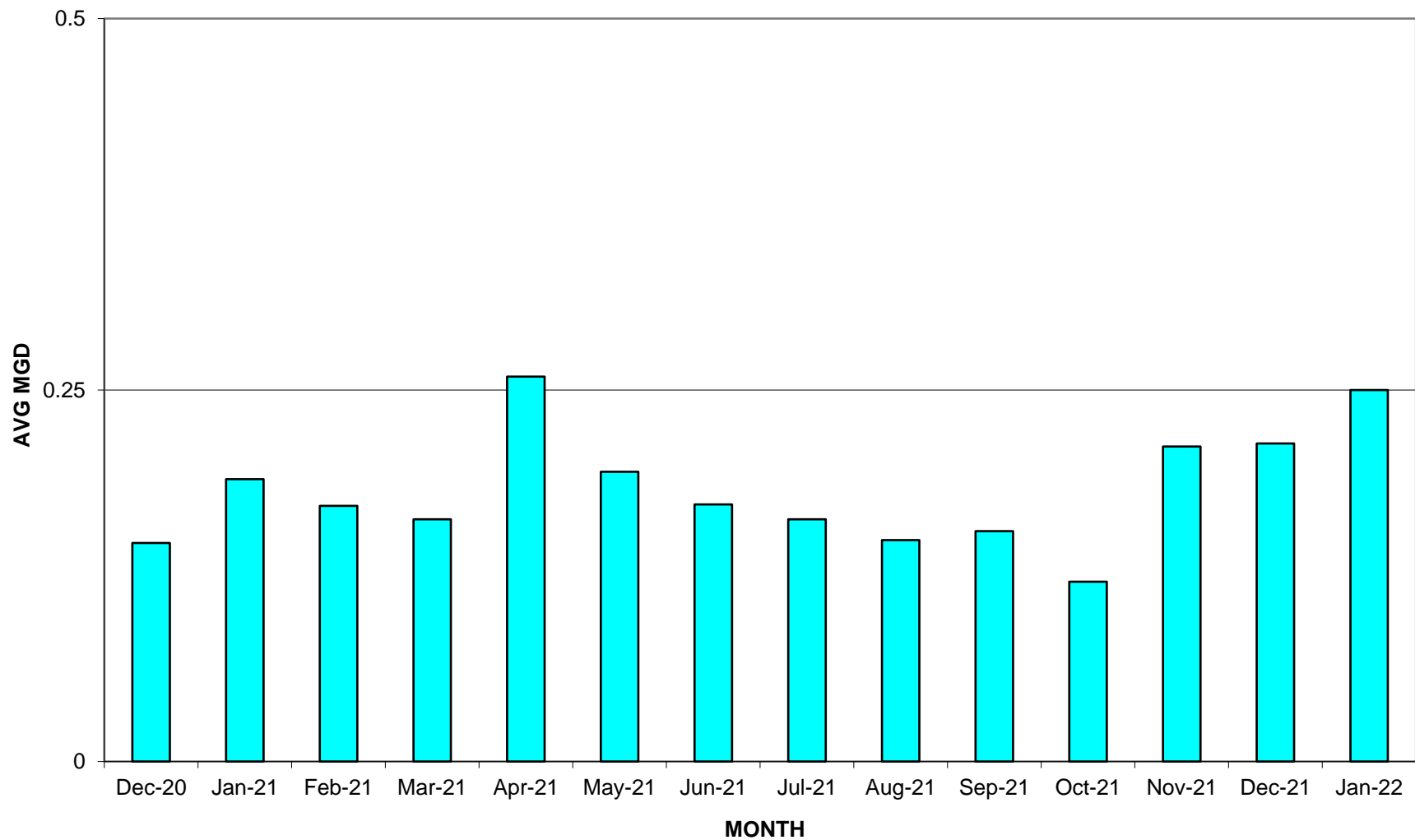
Laboratory

- ◆ Continued basic discharge and water quality testing.

DONNER SUMMIT PUD WWTP

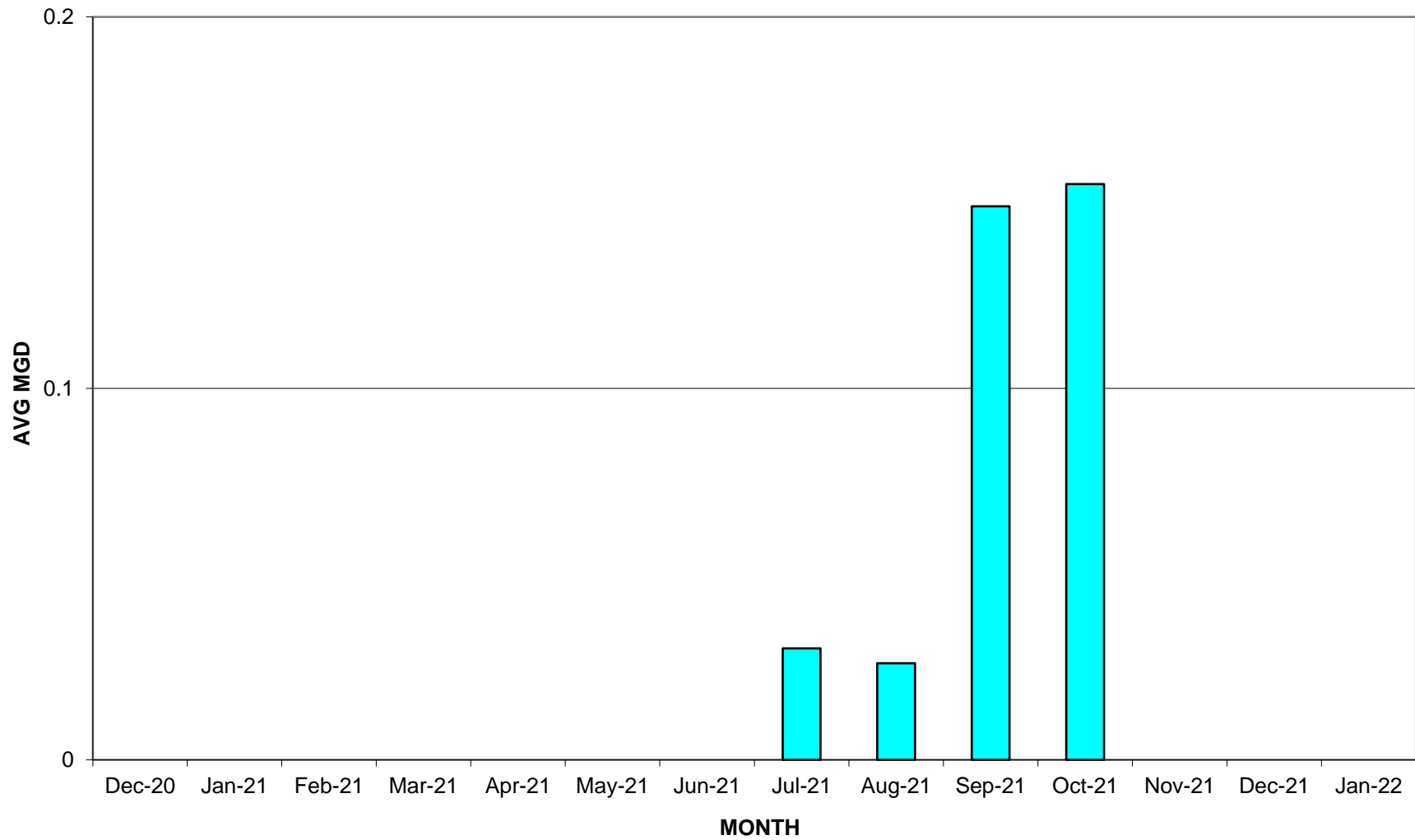
AVG EFFLUENT FLOW YEAR

YEARS 2020/2021/2022



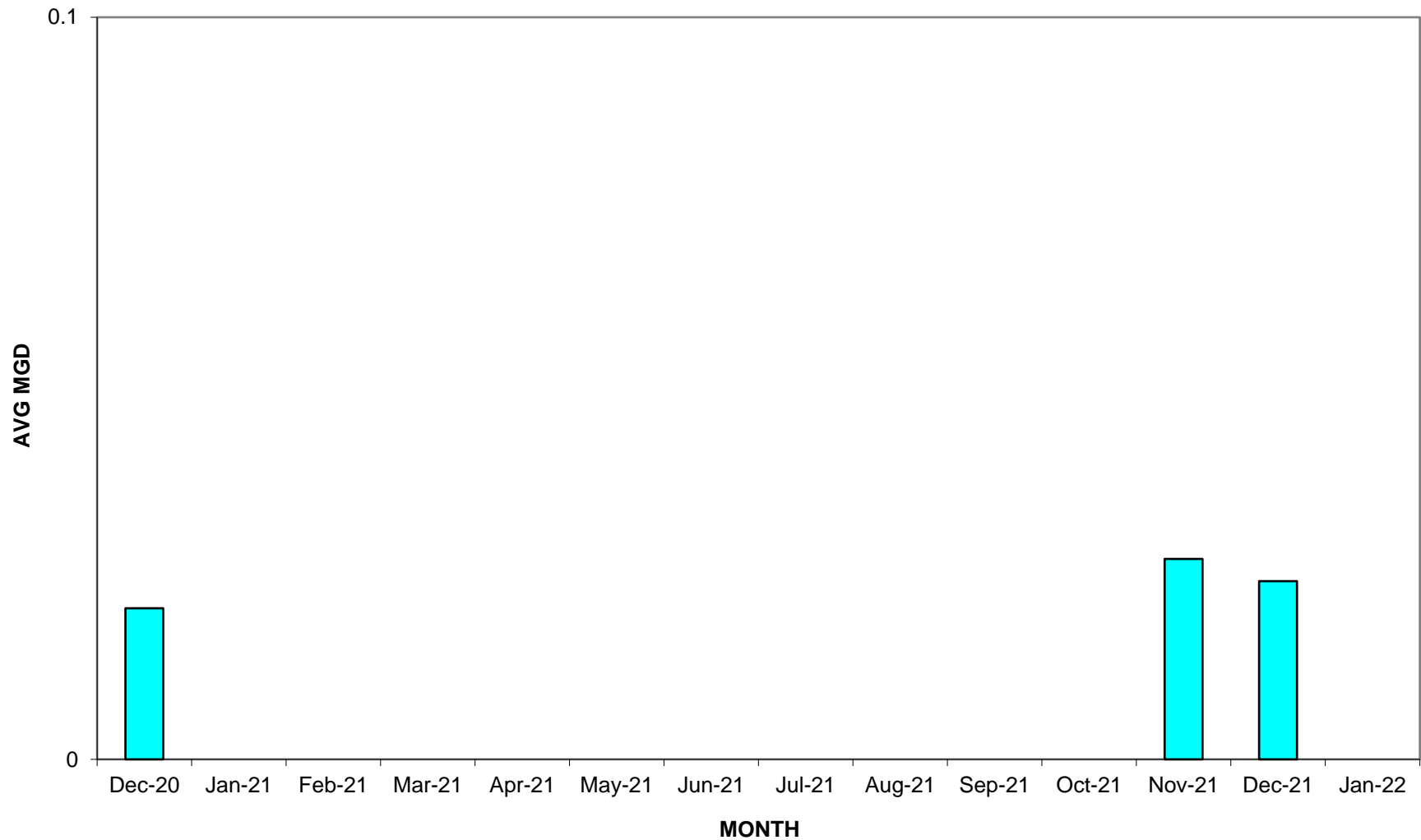
DONNER SUMMIT PUD WWTP

**AVG EFFLUENT FLOW TO LAND IRRIGATION
YEARS 2020/2021/2022**



**DONNER SUMMIT PUD WWTP
STORAGE/PRODUCTION**

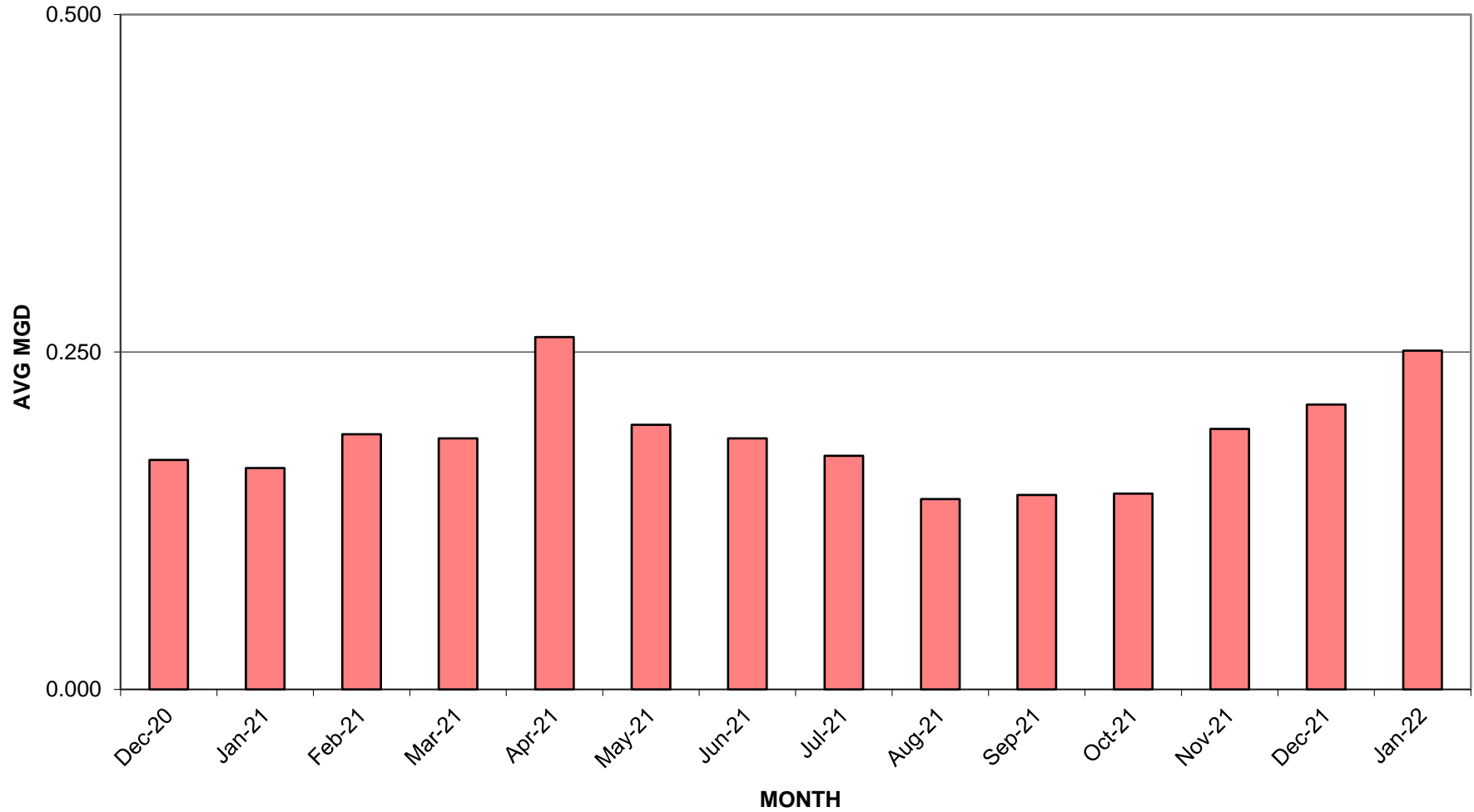
**AVG EFFLUENT FLOW TO SNOW
YEARS 2020/2021/2022**



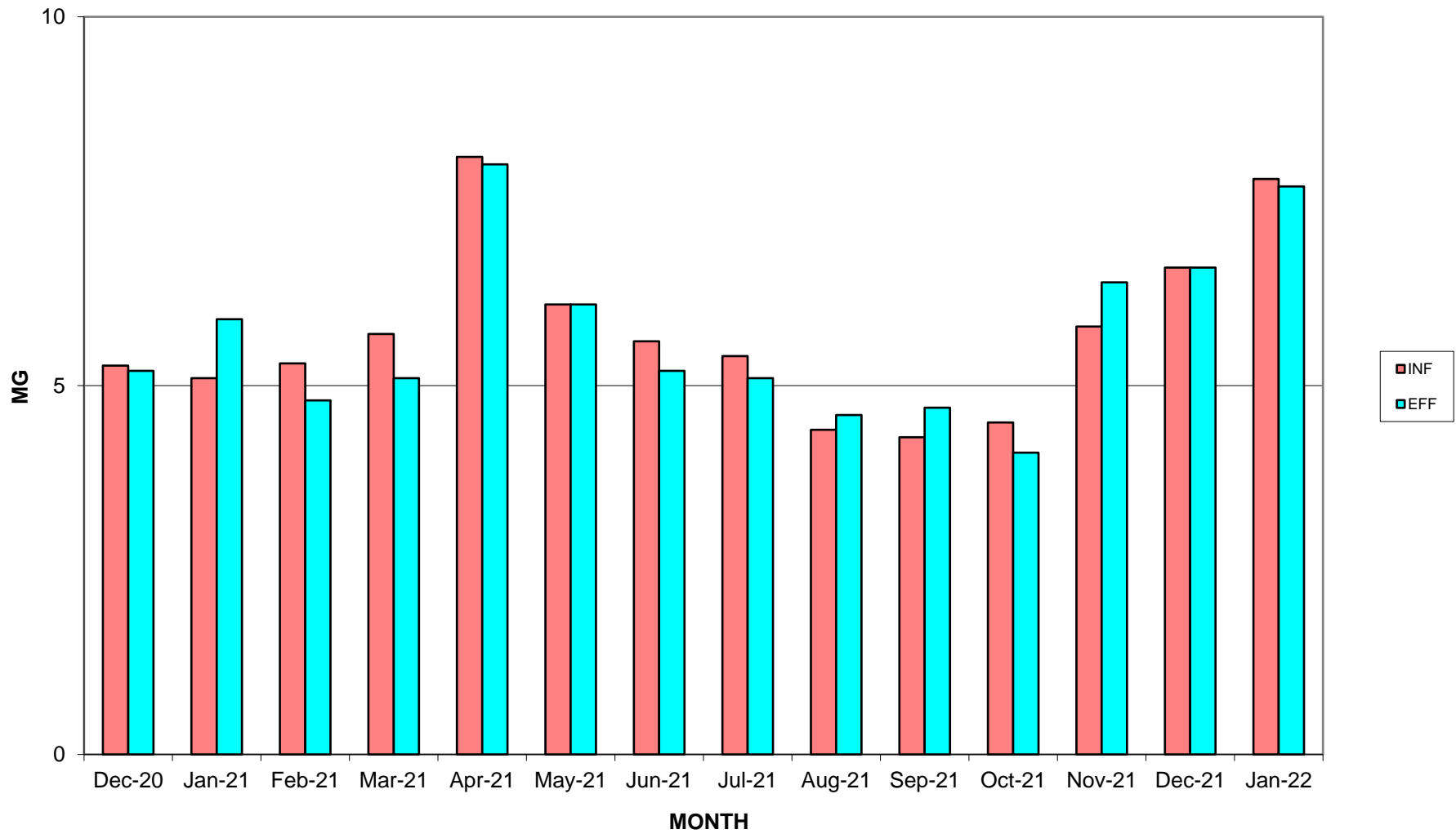
DONNER SUMMIT PUD WWTP

AVG INFLUENT

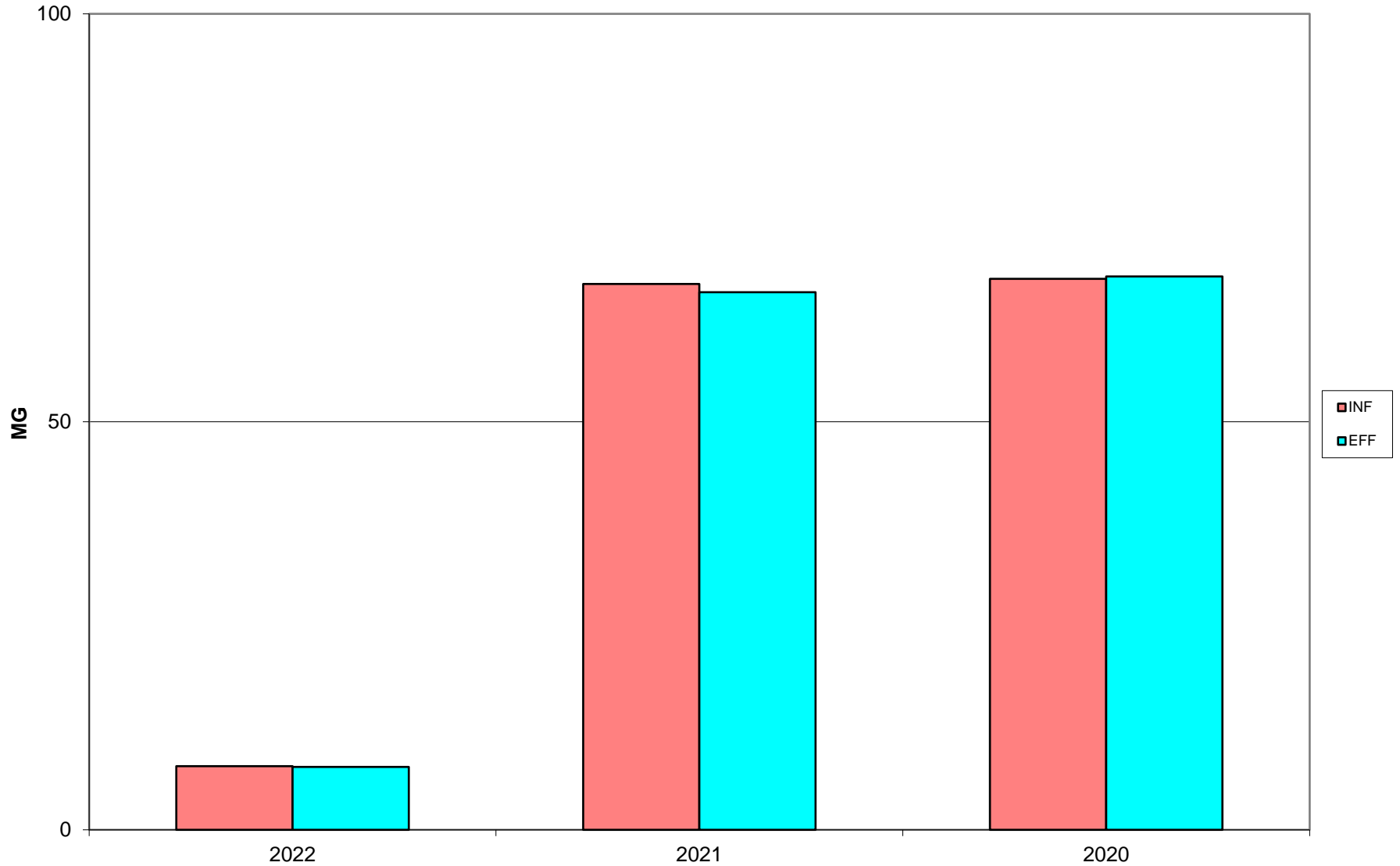
**FLOW MGD
YEARS 2020/2021/2022**



DONNER SUMMIT PUD WWTP **TOTAL INFLUENT FLOW TO TOTAL**
EFFLUENT FLOW YEAR 2020/2021/2022



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



February 15, 2022
Agenda Item: 8A



STAFF REPORT

TO: Board of Directors

PREPARED BY: Steven Palmer, PE, General Manager

SUBJECT: First and Second Quarter FY2021-2022 Budget to Actual Report

RECOMMENDATION

Receive First and Second Quarter FY2021-2022 Budget to Actual Report from the General Manager.

BACKGROUND

To provide timely information to the Board and the public, this report provides a comparison of approved operating budget to actual revenues and expenditures for the First and Second Quarters of 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.

DISCUSSION

Budget to Actual Comparison

Revenues and expenses for the First and Second Quarter of FY2021-2022 are tracking well with the Revised Budget. There are no material differences noted at this time.

At the midpoint of the fiscal year, total revenue is ~~52%~~ 43% of the budgeted amount; with water revenue at 43%, sewer revenue at 61%, and wastewater treatment revenue at 40%. One apparent deviation to note is that the water and wastewater revenues are less than 50% of the budgeted amount after six months. This is due to the timing of the property tax revenue payments from the County. Property tax payments, including community facility district revenue, do not occur at regular intervals during the fiscal year, and the District did not receive any property tax payments during the first half of the fiscal year. Those payments will occur in the second half of the fiscal year.

Halfway through the fiscal year total expenses are 60% of the budgeted amount; with water expenses at 40%, sewer expenses at 38%, and wastewater treatment expenses at 73%. Water and sewer expenses are below 50% because the radio upgrades are currently on hold. Additionally, wastewater treatment expenses are higher than 50% because the annual wastewater treatment plant loan payment was made during this period. The loan payment is paid in one lump sum and not paid at regular intervals and there will not be any more expenses for this item during this fiscal year. The expense detail for wastewater treatment shows that the percent of budget expended is heavily influenced by this long-term debt payment. This item accounts for 35% of the wastewater treatment expense budget. After excluding the long-term debt payment line item the wastewater treatment plant expenses are 53% of the budgeted amount, and total expenses are 48% of the budgeted amount; which are within the expected range.

ANALYSIS

While the First and Second Quarter actual revenues and expenses are within budget, there are four items with the potential to cause expenses to exceed the budgeted amount during the remainder of the fiscal year:

1. The cost of the chemical carbon source that the District uses to feed the bacteria in the wastewater treatment plant (Micro C) continues to increase. The supplier has informed the District that costs may increase again, and the actual increase is not known at this time.
2. The District hired a contractor to seal the asphalt parking areas at the wastewater treatment facility during July 2021. The cost of this work was \$12,925 and it was not included in the budget.
3. In 2019, the District sent a letter to Nevada County stating that the District would pay for the cost of raising manhole lids that were affected by the Soda Springs Road bridge reconstruction project. An invoice for that work in the amount of \$13,600 is likely to be received during the second half of the fiscal year. This payment was not included in the FY2021-2022 budget.
4. 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 current estimate of damage and related costs is \$102,595. Staff is pursuing reimbursement of these costs from CalOES, Pacific Gas & Electric, and District property insurance.

All of the above costs are expenses that were not included in this year's budget and Staff will try to absorb them within the Revised Budget and seek outside funding when appropriate. Unfortunately, these expenses are likely to reduce the District's reserve fund balance.

FISCAL IMPACT

Revenues and expenses appear to be within expected ranges and a budget amendment is not proposed at this time.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. First and Second Quarter FY2021-2022 Budget to Actual Comparison

DONNER SUMMIT PUBLIC UTILITY DISTRICT

**Budget to Actual
Mid-Year FY 2021-2022**

ALL DEPARTMENTS SUMMARY

	Actual 12/31/2021	Revised Budget	Percent Complete	Remaining Budget
Water Revenue				
Water Program Revenue	\$ 261,919.23	\$ 598,015	44%	\$ 336,096
Water General Revenue	-	29,700	0%	29,700
<u>Total Water Revenue</u>	<u>\$ 261,919.23</u>	<u>\$ 627,715</u>	<u>42%</u>	<u>\$ 365,796</u>
Wastewater Revenue				
Wastewater Program Revenue	\$ 1,045,421.54	\$ 2,417,112	43%	\$ 1,371,690
Wastewater General Revenue	219,936.50	486,453	45%	266,517
<u>Total Wastewater Revenue</u>	<u>\$ 1,265,358.04</u>	<u>\$ 2,903,565</u>	<u>44%</u>	<u>\$ 1,638,207</u>
Administration Revenue				
Admin Program Revenue	\$ -	\$ -	0%	\$ -
Admin General Revenue	1,596.49	14,500	11%	12,904
<u>Total Administration Revenue</u>	<u>\$ 1,596.49</u>	<u>\$ 14,500</u>	<u>11%</u>	<u>\$ 12,904</u>
Total Revenues	\$ 1,528,873.76	\$ 3,545,780	43%	\$ 2,004,003
Water Expenses				
Salaries and Benefits	\$ 87,053.78	\$ 181,193	48%	\$ 94,139
Board Expenses	-	-	0%	\$ -
Operating Expenses	72,155.20	146,140	49%	\$ 73,985
Debt Service	-	31,005	0%	\$ 31,005
Capital Equipment	14,995.71	71,880		\$ 56,884
Capital Projects	-	-	-	-
<u>Total Water Expenses</u>	<u>\$ 174,204.69</u>	<u>\$ 430,218</u>	<u>40%</u>	<u>\$ 256,013</u>
Wastewater Expenses				
Salaries and Benefits	\$ 297,919.83	\$ 656,095	45%	\$ 358,175
Board Expenses	-	-	0%	\$ -
Operating Expenses	454,883.22	942,142	48%	\$ 487,259
Debt Service	796,926.45	739,441	108%	\$ (57,485)
Capital Equipment	97,775.40	133,423	73%	\$ 35,648
Capital Projects	51,382.32	105,000	49%	53,618
<u>Total Wastewater Expenses</u>	<u>1,698,887.22</u>	<u>\$ 2,576,101</u>	<u>66%</u>	<u>\$ 877,214</u>
Administration Expenses				
Salaries and Benefits	\$ 198,788.24	\$ 430,082	46%	\$ 231,294
Board Expenses	28,315.46	61,846	46%	\$ 33,531
Operating Expenses	99,199.81	155,347	64%	\$ 56,147
Debt Service	-	-	0%	\$ -
Capital Equipment	-	-	0%	\$ -
Capital Projects	-	-	-	-
<u>Total Administration Expenses</u>	<u>\$ 326,303.51</u>	<u>\$ 647,275</u>	<u>50%</u>	<u>\$ 320,971</u>
Total Expenses	\$ 2,199,395.42	\$ 3,653,594	60%	\$ 1,454,199

242,366

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual
 Mid-Year FY 2021-2022

WATER SUMMARY

	Actual 12/31/2021	Revised Budget	Percent Complete	Remaining Budget
Program Revenue				
Water fees	\$ 247,271.31	\$ 547,511	45%	\$ 300,240
Connection fees	-	-	0%	\$ -
Recycled water sales	-	-	0%	\$ -
Big Bend Service Fees	14,648	29,732	49%	15,084
Total Program Revenue	261,919.23	\$ 577,243	45%	\$ 315,324
<i>Big Bend Assessment</i>	10,385.76	\$ 20,772	50%	\$ 10,386
General Revenues				
Property tax	-	\$ 29,700	0%	\$ 29,700
Grants	-	-	-	-
Total General Revenues	-	\$ 29,700	\$ -	\$ 29,700
Total Revenues	\$ 261,919.23	\$ 627,715	42%	\$ 345,024
Expenses				
Salaries-Operations	\$ 60,051.13	\$ 123,535	49%	\$ 63,484
Employee benefits	27,002.65	57,658	47%	30,655
<i>Salaries & Benefits</i>	<i>\$ 87,053.78</i>	<i>\$ 181,193</i>	<i>48%</i>	<i>\$ 94,139</i>
Professional fees	1,102.00	15,000	7%	13,898
Dues and subscriptions	671.16	379	177%	(292)
Fees, permits, certifications, leases	2,593.40	11,743	22%	9,150
Training, education, travel	250.00	942	27%	692
Travel	-	-	0%	-
Insurance	15,483.96	31,281	49%	15,797
Office supplies and miscellaneous	-	549	0%	549
Utilities, communications, telemetry	16,597.17	27,593	60%	10,996
Chemicals and lab supplies	12,919.54	26,379	49%	13,459
Laboratory testing	1,120.00	5,000	22%	3,880
Equipment maintenance and repair	3,222.35	8,000	40%	4,778
Small equipment and rental	2,347.70	6,750	35%	4,402
Interest expense	-	-	0%	-
Operating supplies	2,452.12	5,000	49%	2,548
Vehicle maintenance, repair, fuel	3,981.30	2,524	158%	(1,457)
Facility maintenance and repair	9,414.50	5,000	188%	(4,415)
<i>Operating Expenses</i>	<i>\$ 72,155.20</i>	<i>\$ 146,140</i>	<i>49%</i>	<i>\$ 73,984.80</i>
Angela WTP Loan P&I	\$ -	\$ 9,350	0%	\$ 9,350
Big Bend Debt Service	\$ -	\$ 21,655	0%	\$ 21,655
<i>Debt Service</i>	<i>\$ -</i>	<i>\$ 31,005</i>	<i>0%</i>	<i>\$ 31,005</i>
Capital Equipment	\$ 14,995.71	\$ 71,880	21%	\$ 56,884
Capital Projects	-	-	-	-
<i>Capital Expenses</i>	<i>\$ 14,995.71</i>	<i>\$ 71,880.00</i>	<i>21%</i>	<i>\$ 56,884</i>
Total Expenses	\$ 174,204.69	\$ 430,218	40%	\$ 256,013

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual
 Mid-Year FY 2021-2022

SEWER SUMMARY

	Actual 12/31/2021	Revised Budget	Percent Complete	Budget Remaining
Program Revenue				
Sewer rates	\$ 284,806.99	450,919	63.16%	\$ 166,112
Sewer rates for debt service				
Special Tax Revenue				
Recycled Water Sales				
Connection fees	-	-		\$ -
Total Program Revenue	284,806.99	450,919	63.16%	\$ 166,112
General Revenues				
Sierra Lakes				
Property tax	362.03	19,481	1.86%	\$ 19,119
Other income	-	-	-	\$ -
Total General Revenues	362.03	19,481	1.86%	\$ 19,119
Total Revenues	285,169.02	470,400	60.62%	\$ 185,231
Expenses				
Salaries-Operations	\$ 50,497.48	103,882	48.61%	\$ 53,385
Employee benefits	19,320.74	52,453	36.83%	33,132
<i>Salaries & Benefits</i>	\$ 69,818.22	\$ 156,335	44.66%	\$ 86,517
Professional fees	\$ 266.19	7,000	3.80%	\$ 6,734
Dues and subscriptions	-	-		-
Fees, permits, certifications, leases	1,836.67	3,376	54.40%	1,539
Training, education and travel	-	273	0.00%	273
Insurance	13,020.60	31,281	41.62%	18,260
Office supplies and miscellaneous	353.79	563	62.84%	209
Utilities, communications, telemetry	10,888.90	29,149	37.36%	18,260
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	1,542.22	1,000	154.22%	(542)
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	4,237.98	3,794	111.70%	(444)
Facility maintenance and repair	1,572.50	8,000	19.66%	6,428
2021 Winter Emergency	7,495.04	-	0.00%	(7,495)
<i>Operating Expenses</i>	\$ 42,694.87	\$ 124,779	34.22%	\$ 82,084
Interest	-	-		-
Long Term Debt	-	-		-
Land Lease for Spray Irrigation	-	-		-
<i>Debt Service</i>	\$ -	\$ -		
Capital Equipment	\$ 32,755.88	133,423	25%	100,667
Capital Projects - SB Sewer Ext.	51,382.32	105,000	49%	53,618
<i>Capital Expenses</i>	\$ 84,138.20	\$ 238,423.00	35%	\$ 154,285
Total Expenses	\$ 196,651.29	\$ 519,537	37.85%	\$ 322,886

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual
 Mid-Year FY 2021-2022

WASTEWATER TREATMENT PLANT SUMMARY

	Actual 12/31/2021	Revised Budget	Percent Complete	Budget Remaining
Program Revenue				
Sewer rates	\$ 760,614.55	1,352,757	56.23%	\$ 592,142
Sewer rates for debt service	-	-	-	-
Special Tax Revenue	-	-	-	-
Recycled Water Sales	-	50,000	-	50,000
Connection fees	-	-	-	-
Total Program Revenue	\$ 760,614.55	\$ 1,402,757	54.22%	\$ 642,142
<i>CFD Revenue for WWTP Loan</i>	\$ -	\$ 282,392	0.00%	\$ 282,392
<i>Non CFD Revenue for WWTP Loan</i>	\$ -	\$ 281,044	0.00%	\$ 281,044
General Revenues				
Sierra Lakes	\$ 217,979.60	381,152	57.19%	\$ 163,172
Property tax	1,594.87	85,820	1.86%	84,225
Other income	-	-	-	-
Total General Revenues	\$ 219,574.47	466,972	47.02%	\$ 247,398
Total Revenues	\$ 980,189.02	\$ 2,433,165	40.28%	\$ 1,452,976
Expenses				
Salaries-Operations	\$ 162,410.86	334,107	48.61%	\$ 171,696
Employee benefits	65,690.75	165,653	39.66%	99,962
<i>Salaries & Benefits</i>	<i>\$ 228,101.61</i>	<i>\$ 499,760</i>	<i>45.64%</i>	<i>\$ 271,658</i>
Professional fees	\$ 26,631.06	81,250	32.78%	\$ 54,619
Dues and subscriptions	3,034.14	1,200	252.85%	(1,834)
Fees, permits, certifications, leases	12,342.55	17,623	70.04%	5,280
Training, education and travel	623.74	2,745	22.72%	2,121
Insurance	41,877.12	86,022	48.68%	44,145
Office supplies and miscellaneous	149.37	823	18.15%	674
Utilities, communications, telemetry	120,375.18	285,896	42.10%	165,521
Chemicals and lab supplies	113,770.21	175,497	64.83%	61,727
Laboratory testing	23,680.00	41,910	56.50%	18,230
Small equipment and rental	5,283.42	7,200	73.38%	1,917
Interest expense	-	-	-	-
Operating supplies	665.70	7,632	8.72%	6,966
Sludge removal	9,171.61	43,000	21.33%	33,828
Infiltration - inflow	-	-	-	-
Fresh water treatment plant	-	-	-	-
Equipment maintenance and repair	29,758.85	34,240	86.91%	4,481
Vehicle maintenance, repair, fuel	2,955.39	12,325	23.98%	9,370
Facility maintenance and repair	21,870.01	20,000	109.35%	(1,870)
<i>Operating Expenses</i>	<i>\$ 412,188.35</i>	<i>\$ 817,363</i>	<i>50.43%</i>	<i>\$ 405,175</i>
Interest	\$ -	\$ -	-	\$ -
Long Term Debt	786,801.45	719,191	109.40%	(67,610)
Land Lease for Spray Irrigation	10,125.00	20,250	50.00%	10,125
<i>Debt Service</i>	<i>\$ 796,926.45</i>	<i>\$ 739,441</i>	<i>107.77%</i>	<i>\$ (57,485)</i>
Capital Equipment	65,020	-	-	(65,020)
Capital Projects	-	-	-	-
<i>Capital Expenses</i>	<i>\$ 65,019.52</i>	<i>\$ -</i>	<i>-</i>	<i>\$ (65,020)</i>
Total Expenses	\$ 1,502,235.93	\$ 2,056,564	73.05%	\$ 554,328

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Budget to Actual
 Mid-Year FY 2021-2022

ADMINISTRATION SUMMARY

	Actual 12/31/2021	Revised Budget	Percent Complete	Remaining Budget
Program Revenue				
Service Fees	0.00	0		-
Total Program Revenue	\$ -	\$ -		-
General Revenues				
Interest revenue	\$ 20.52	\$ -		\$ (21)
Other income	1,575.97	14,500	10.87%	12,924
Total General Revenues	\$ 1,596.49	\$ 14,500	11.01%	\$ 12,904
Total Revenues	\$ 1,596.49	\$ 14,500	11.01%	\$ 12,904
Expenses				
Salaries-operations	\$ 165,980.86	\$ 324,358	51.17%	\$ 158,377
Employee benefits	32,807.38	105,724	31.03%	72,917
<i>Salaries & Benefits</i>	<i>\$ 198,788.24</i>	<i>\$ 430,082</i>	<i>46.22%</i>	<i>\$ 231,294</i>
Board Expense	28,315.46	61,846	45.78%	33,531
<i>Board Expense</i>	<i>\$ 28,315.46</i>	<i>\$ 61,846</i>	<i>45.78%</i>	<i>33,531</i>
Professional fees	\$ 59,151.63	\$ 73,800	80.15%	\$ 14,648
Dues and subscriptions	7,615.00	7,062	107.83%	(553)
Fees, permits, certifications, leases	5,126.42	20,593	24.89%	15,467
Training, education and travel	-	1,500	0.00%	1,500
Travel	-	-		-
Immunizations	-	-		-
Insurance	7,820.22	7,820	100.00%	(0)
Office supplies and miscellaneous	3,022.91	7,000	43.18%	3,977
Utilities, communications, telemetry	12,932.39	28,420	45.50%	15,488
Chemicals and lab supplies	-	-		-
Equipment maintenance and repair	-	6,552	0.00%	6,552
Small equipment and rental	451.20	-		(451)
Operating supplies	1,629.98	-		(1,630)
Vehicle maintenance, repair, fuel	-	-		-
I&l program	-	-		-
Sludge removal	-	-		-
Facility maintenance and repair	1,450.06	2,600	55.77%	1,150
<i>Operating Expenses</i>	<i>\$ 99,199.81</i>	<i>\$ 155,347</i>	<i>63.86%</i>	<i>\$ 56,147</i>
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>
Total Expenses	\$ 326,303.51	\$ 647,275	50.41%	\$ 320,971

February 15, 2022
Agenda Item: 9A



STAFF REPORT

TO: Board of Directors

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

SUBJECT: Consider Adopting a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361

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 recently 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.

Since the State of California still has an active emergency declaration, and Nevada County has a health order in effect requiring indoor masks and social distancing, the Board can 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 after February, 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 March 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-

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 28, 2022 THROUGH MARCH 31, 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 an Amended Health Order regarding COVID19 on November 9, 2021 which mandates the wearing of face coverings in

workplace and public settings indoors, and requires social distancing for all outdoor activities; 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 Amended Health Order 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 Nevada County Amended 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 March 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 Amended Health Order regarding COVID19 on November 9, 2021 which mandates the wearing of face coverings in workplace and public settings indoors, and requires social distancing for all outdoor activities.

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 Nevada County Amended 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 15th day of February 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____

President, Board of Directors

ATTEST:

By: _____

Secretary of the Board

February 15, 2022
Agenda Item: 9B



STAFF REPORT

TO: Board of Directors

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

SUBJECT: Adopt a Resolution Authorizing the General Manager to Execute the Grant of Easement for the Relocation of Electric Lines by NV Energy

RECOMMENDATION

Adopt a resolution authorizing the General Manager to Execute the Grant of Easement for Relocation of Electric Lines by NV Energy.

BACKGROUND

In 1937 an easement was granted to Sierra Pacific Power Company to construct and maintain an electric transmission line near Lake Angela, across property currently owned by Donner Summit Public Utility District. As successor owner to the electric line and easement, NV Energy has identified the need for a minor relocation of a small segment of the electric transmission line.

NV Energy has requested that the District execute a Grant of Easement that would allow them to perform this relocation.

DISCUSSION AND ANALYSIS

Attachment 1 to this Staff Report shows the current and proposed electric line alignment and easement. The new alignment is affects approximately 200 linear feet of the District property, just west of the water treatment plant. The proposed easement is 50 feet wide.

The remainder of the easement remains unchanged from the one granted in 1937. In order to update the easement document and provided better mapping, NV Energy is proposing to quitclaim the existing easement from 1937 and record a new easement for the entire electric line and not just the 200 linear feet that are being changed.

The proposed Grant of Easement is included as Attachment 2. The easement document has been reviewed by District staff and legal counsel, and it is acceptable.

FISCAL IMPACT

There is no direct fiscal impact to this action.

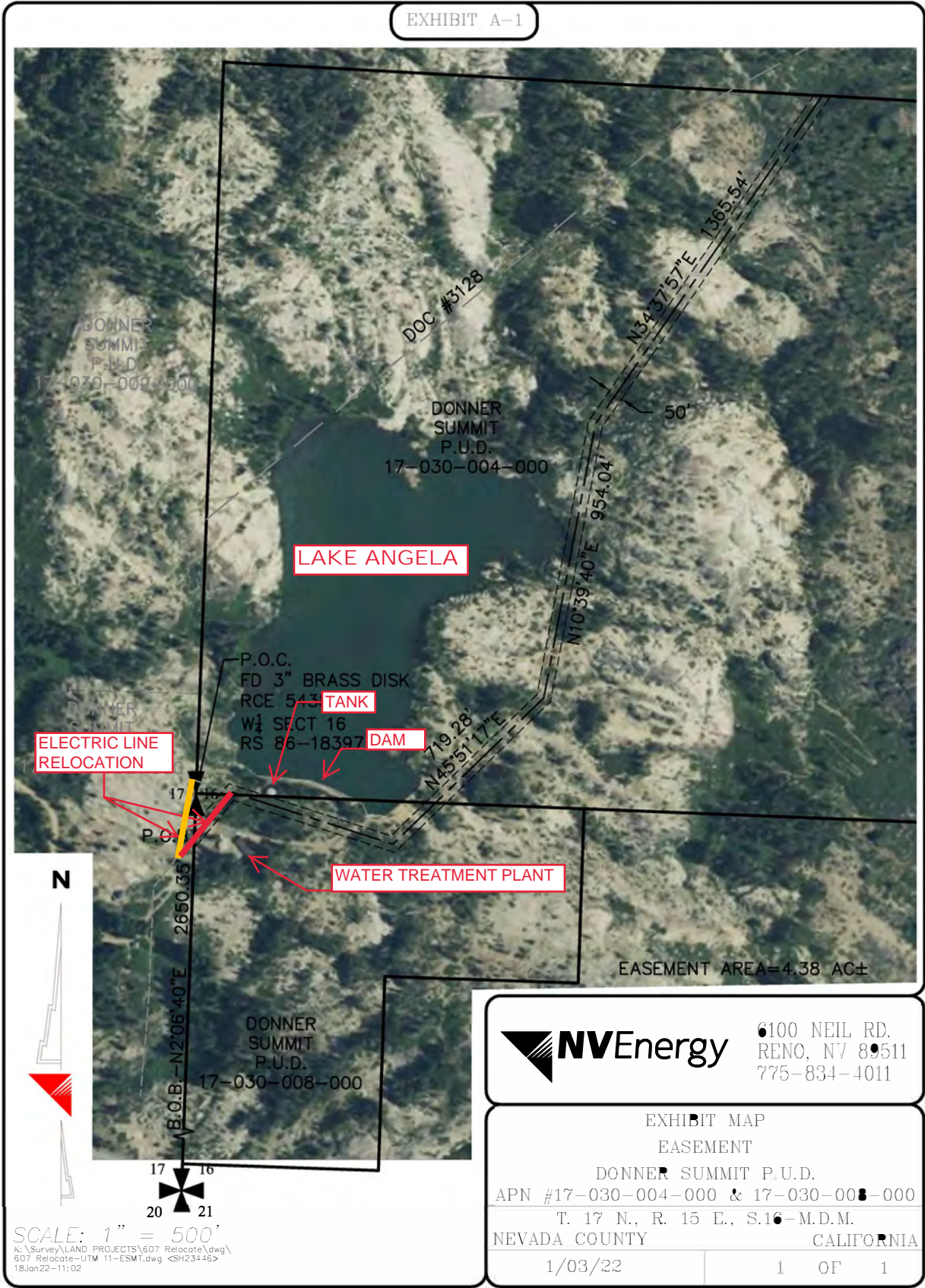
CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Current and Proposed Easement on Aerial Photo
2. Grant of Easement
3. Resolution

EXHIBIT A-1



NV Energy 6100 NEIL RD.
 RENO, NV 89511
 775-834-4011

EXHIBIT MAP	
EASEMENT	
DONNER SUMMIT P.U.D.	
APN #17-030-004-000 & 17-030-008-000	
T. 17 N., R. 15 E., S.16-M.D.M.	
NEVADA COUNTY CALIFORNIA	
1/03/22	1 OF 1

SCALE: 1" = 500'
 K:\Survey\LAND PROJECTS\607 Relocate\dwg\
 607 Relocate-UTM 11-ESMT.dwg <SH23446>
 18Jan22-11:02

APN(s): 17-030-004-000 & 17-030-008-000

The undersigned hereby affirms that this document, including any exhibits hereby submitted for recording does not contain the personal information of any person or persons (Per NRS 239B.030)

**RECORDING REQUESTED BY:
WHEN RECORDED MAIL TO:**

Land Resources
NV Energy
P.O. Box 10100 MS S4B20
Reno, NV 89520

GRANT OF EASEMENT

Donner Summit Public Utility District, (“Grantor”), on behalf of itself and its successors and assigns, grants and conveys to Sierra Pacific Power Company, a Nevada corporation, d/b/a NV Energy (“Grantee”) and its successors and assigns a perpetual right and easement:

1. to construct, operate, add to, modify, maintain and remove aboveground and/or underground communication facilities and electric line systems for the distribution and transmission of electricity, consisting of poles, other structures, wires, cables, conduit, duct banks, manholes, vaults, transformers, service boxes/meter panels, cabinets, bollards, anchors, guys, and other equipment, fixtures, apparatus, and improvements (“**Utility Facilities**”) upon, over, under and through the property legally described in Exhibit A attached hereto and by this reference made a part of this Grant of Easement (“**Easement Area**”);
2. for ingress and egress to, from, over and across the Easement Area for the allowed purposes defined in numbered paragraph 1 above and for all other activities permitted by this agreement;
3. to remove, clear, cut or trim any obstruction or material (including trees, other vegetation) from the surface or subsurface of the Easement Area as Grantee may deem necessary or advisable for the safe and proper use and maintenance of the Utility Facilities in the Easement Area.

Grantee will be responsible for any damages, proximately caused by Grantee negligently constructing, operating, adding to, maintaining, or removing the Utility Facilities, to any tangible, personal property or improvements owned by Grantor and located on the Easement Area on the date Grantor signs the Grant of Easement. However, this paragraph does not apply to, and Grantee is not responsible for, any damages caused when Grantee exercises its rights under numbered paragraph 3 above.

Grantor covenants for the benefit of Grantee, its successors and assigns, that no building, structure or other real property improvements will be constructed or placed on or within the Easement Area without the

APN(s): 17-030-004-000 & 17-030-008-000
RW#: 1208-2021
Proj. #LIDAR2021A
Project Name: 607 Reroute
GOE (Rev. 2017)

prior written consent of Grantee, such structures and improvements to include, but not be limited to, drainage, trees, bridges, signage, roads, fencing, storage facilities, parking canopies, and other covered facilities. Grantee and Grantor must document Grantee's consent by both signing Grantee's standard, recordable use agreement. Grantor retains, for its benefit, the right to maintain, use the Easement Area for its own purposes; provided, however, that all such purposes and uses do not interfere with Grantee's rights herein and are in all respects consistent with the Grantee's rights herein, Grantee's electrical practices, and the National Electrical Safety Code.

To the fullest extent permitted by law, Grantor and Grantee waive any right each may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this Grant of Easement. Grantor and Grantee further waive any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

[signature page follows]

APN(s): 17-030-004-000 & 17-030-008-000
RW#: 1208-2021
Proj. #LIDAR2021A
Project Name: 607 Reroute
GOE (Rev. 2017)



W.O. LIDAR2021A

Donner Summit Public Utility District

APN: 17-030-004-000 & 17-030-008-000

EXHIBIT "A"

EASEMENT

A portion of the Northwest and Southwest quarters of Section 16, Township 17 North, Range 15 East, M.D.M., Nevada County, California; more particularly described as:

An easement, 50 feet in width, lying 25.00 feet on each side of the following described centerline:

COMMENCING at the West Quarter Corner of said Section 16, per the Record of Survey for Section 24, T17N R14E & Section 17, T17N R15E, MDM, recorded as File Number 86-18397 on July 30, 1986, Official Records of Nevada County, California;

THENCE along the West line of the Southwest Quarter of said Section 16, South 02°06'40" West, 147.48 feet to the POINT OF BEGINNING;

THENCE North 39°40' 53" East, 197.20 feet;

THENCE South 72°07' 58" East, 580.90 feet;

THENCE North 45°51'17" East, 719.28 feet;

THENCE North 10°39'40" East, 954.04 feet;

THENCE North 34°37'57" East, 1365.54 feet to the North line of said Section 16 and the TERMINUS OF THIS DESCRIPTION.

The sidelines of said easement are to be extended or truncated as to meet at angle points and to terminate on the west line of the Grantor and the North line of said Section 16.

Together with the right to install guy and anchor facilities at poles required, to support said poles. Said facilities to extend not more than 45 feet from poles so supported.

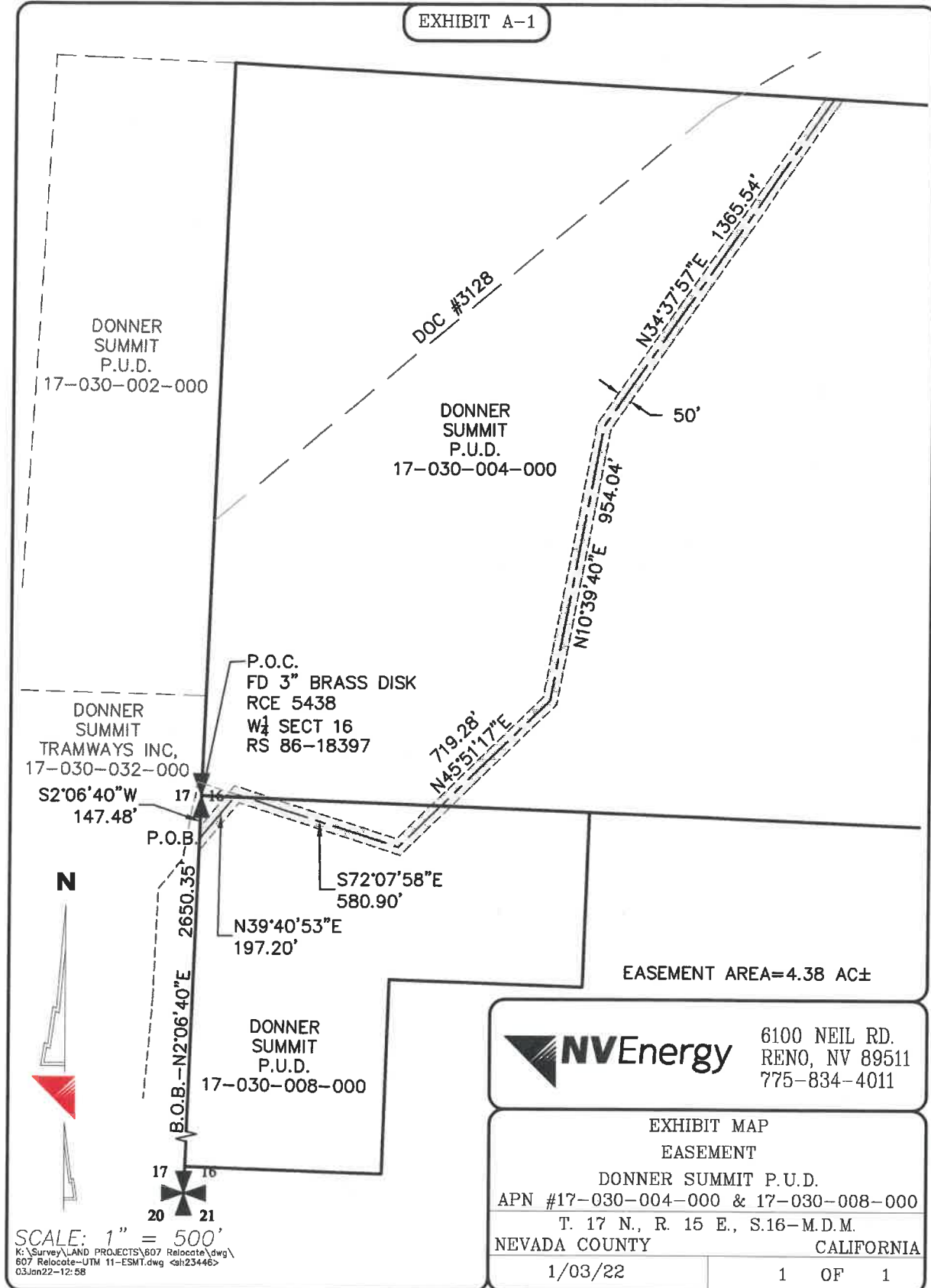


Said Easements contains 4.38 acres of land more or less.

See Exhibit "A-1" attached hereto and made a part thereof.

The Basis of Bearings for this Exhibit is the West line of the Southwest Quarter of said Section 16 taken as North 02°06'40" East.

Prepared by Seth Horm, L.S.I.



APN(s): 17-030-004-000 & 17-030-008-000

WHEN RECORDED MAIL TO:

Land Resources
NV Energy
P.O. Box 10100 MS S4B20
Reno, NV 89520

RELINQUISHMENT OF EASEMENT RIGHTS

Sierra Pacific Power Company, a Nevada corporation, d/b/a NV Energy ("NV Energy") relinquishes and reconveys unto the person or persons legally entitled thereto all easements, rights of way and other rights granted in that certain Easement granted by The Union Ice Company to Sierra Pacific Power Company by instrument recorded September 15, 1937 in Book No. 37 as Instrument No. 2492 in the Official Records, Nevada County, California, described as follows:

Situate in the County of Nevada, State of California, in the Northwest Quarter (NW ¼) of Section 16, Township 17 North, Range 14 East, M.D.M., Nevada County, California, being described on Exhibit A.

[signature page(s) follows]

APN(s): 17-030-004-000 & 17-030-008-000
REL# 0003-2022
Proj. # LIDAR2021A
Project Name: 607 Reroute
Reference Document: 2492
REL (AF)

A-1

NV Energy:

Sierra Pacific Power Company d/b/a NV Energy

By: _____
Matt Gingerich
Manager, Land Resources

STATE OF NEVADA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, _____ by Matt Gingerich as
Manager, Land Resources of Sierra Pacific Power Company.

Notary Signature

Notary Seal Area →

APN(s): 17-030-004-000 & 17-030-008-000
REL# 0003-2022
Proj. # LIDAR2021A
Project Name: 607 Reroute
Reference Document: 2492
REL (AF)

A-1

Exhibit A
Legal Description

[Attached]

APN(s): 17-030-004-000 & 17-030-008-000
REL# 0003-2022
Proj. # LIDAR2021A
Project Name: 607 Reroute
Reference Document: 2492
REL (AF)

A-1

THIS AGREEMENT, MADE and entered into this 15th day of September, 1951,
by and between THE UNION ICE COMPANY

part..... of the first part, hereinafter called the Grantor, and SIERRA PACIFIC POWER COMPANY, a Corporation,
hereinafter called the Grantee, party of the second part, WITNESSETH:

That for and in consideration of the sum of One (\$1.00) Dollars
~~XXXXXXXXXXXX~~ lawful money of the United States, this day in hand paid by the Grantee to the Grantor, receipt of which is hereby acknowledged, and subject to all the terms and conditions hereof, the Grantor hereby give and grants to the Grantee, its successors and assigns, the right, privilege and authority to construct, erect, alter, improve, repair, operate and maintain an electric transmission line consisting of steel or wooden towers or steel or wooden poles, with necessary guys and anchors, together with transmission, telephone and telegraph wires, insulators and cross-arms placed thereon, and other necessary or convenient appurtenances connected therewith, across, over and upon the following described lands and premises, situate in the County of Nevada, State of California.
to-wit: The Northwest one-quarter (NW $\frac{1}{4}$) of Section 16, T. 17 N., R. 15 E., M.D.B.&M.

The center line of said transmission line to be as follows:

Beginning at a point on the West line of the property of the grantor; from which point the quarter corner common to Sections 16 and 17, T. 17 N., R. 15 E., M.D.B.&M. bears Southerly 8.0 feet, more or less, and running thence N. 44° 16' 30" E. 450.4 feet; thence N. 61° 00' 30" E. 679.9 feet, thence N. 36° 11' E. 620.7 feet, the above described center line being further identified as being parallel to and 40.0 feet Southeasterly from the existing power line of the grantee; and running thence N. 26° 03' E. 160.0 feet, more or less, to a point on said existing power line of the grantee.

ALSO: Beginning at a point on the North line of the property of the grantor, from which point the quarter corner common to Sections 9 and 16, T. 17 N., R. 15 E., M.D.B.&M., bears Easterly 385.80 feet, more or less, and running thence S. 59° 40' W. 133.1 feet, thence S. 32° 14' W. 1441.5 feet; the above-described center line being further identified as being parallel to and 50.0 feet Northwesterly from the existing power line of the grantee; and running thence S. 19° 56' W. 170.0 feet, more or less, to a point on said existing power line of the grantee.

IT IS FURTHER AGREED:

1. That the Grantee, its successors and assigns shall at all times have ingress to, and egress from said land for the purpose of constructing, repairing, renewing, altering, changing, patrolling, and operating said transmission line.
2. That the Grantee shall pay to the Grantor, its successors heirs or assigns, such sum of money as may be equal to any damage the Grantee, its successors or assigns, may at any time cause to any buildings, fences, crops, animals, or other property of the Grantor, its successors heirs or assigns, by reason of the construction, maintenance or repair of said transmission line.
3. That the Grantee, its successors and assigns, will at all times save and hold harmless the Grantor, its successors heirs and assigns, of and from any and all loss, damage or liability it may suffer or sustain by reason of any

injury or damage to the person or property of another caused by negligent construction, maintenance or operation of said transmission line: Provided, however, that if any suit or action be begun against the Grantor, ~~its successors heirs~~ or assigns, for the recovery of any such damage, then and in that event the Grantor, ~~its successors heirs~~ or assigns, shall deliver to the proper officer or agent of the Grantee the service copy of the complaint and summons in any such action a reasonable time before the expiration of the time to answer, and the Grantee, its successors or assigns, shall have the right, at its own cost and expense, to defend any such suit or action.

4. That the Grantee, its successors and assigns, shall at all times have the right to cut all brush and timber standing or growing upon the said lands of the Grantor, which, in the opinion of the Grantee, constitute a menace or danger to said transmission line; and all brush so cut shall be removed or burned by the Grantee in the manner and at the time required by law, and so as to cause the least danger to other property.

5. That the Grantor, ~~its successors heirs~~ or assigns, shall not discharge any dynamite or other explosive for the purpose of blasting stumps, or for any other purpose, within a distance of three hundred (300) feet of said transmission line, without first giving due and reasonable notice in writing to the proper officer or agent of the Grantee of its intention so to do.

6. That the rights, privileges and authority hereby granted shall continue until such time as the Grantee, its successors and assigns, shall have permanently abandoned the use of said transmission line, at which time all such rights, privileges and authority shall cease and terminate.

7. That the Grantor makes no warranty or representation as to title to the lands herein described.

IN WITNESS WHEREOF, said parties hereto have executed these presents the day and year hereinabove first written.

SIERRA PACIFIC POWER COMPANY

By [Signature]
President

By [Signature]
Assistant Secretary

THE UNION ICE COMPANY

By [Signature]
PRESIDENT Party of First Part

By [Signature]
SECRETARY Party of First Part

STATE OF NEVADA, } ss.
County of _____

On this _____ day of _____, A. D. 19____, personally appeared before me, a notary public, in and for _____ County,

and _____, known to me to be the person described in and who executed the foregoing instrument, who acknowledged to me that _____ executed the same freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public.

STATE OF CALIFORNIA, } ss.
County of _____

On this _____ day of _____, in the year 19____, before me, _____, a notary public in and for the county of _____, State of California, personally appeared _____ and _____

known to me to be the person whose name _____ subscribed to the within instrument, and acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public.

STATE OF NEVADA, } ss.
County of _____

On this _____ day of _____, A. D. one thousand nine hundred and _____, personally appeared before me, _____, Notary Public in and for said County of _____,

_____ known to me to be the _____ of the corporation that executed the foregoing instrument, and upon oath, did depose that he is the officer of said corporation as above designated; that he is acquainted with the seal of said corporation and that the seal affixed to said instrument is the corporate seal of said corporation; that the signatures to said instrument were made by officers of said corporation as indicated after said signatures; and that the said corporation executed the said instrument freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal at my office in the County of _____, the day and year in this certificate first above written.

Notary Public in and for the County of _____, State of Nevada.

My commission expires _____.

Sherrin Pacific Constructors Co.

RECORDED AT THE REQUEST

9492
 030-928
 1937
 11-11-37

OCT 6 1937

at 3:00 p.m. past 10 o'clock P.M.
 Official Records of Nevada
 In book 37 of
 page 37
 County, Nevada
 By *J. Edwards* Recorder
 Deputy Fee \$ 1.50

On this 16th day of September in the year One Thousand Nine Hundred and Thirty-seven before me, KATHRYN E. STONE, a Notary Public in and for the said City and County of San Francisco, residing therein, duly commissioned and sworn, personally appeared

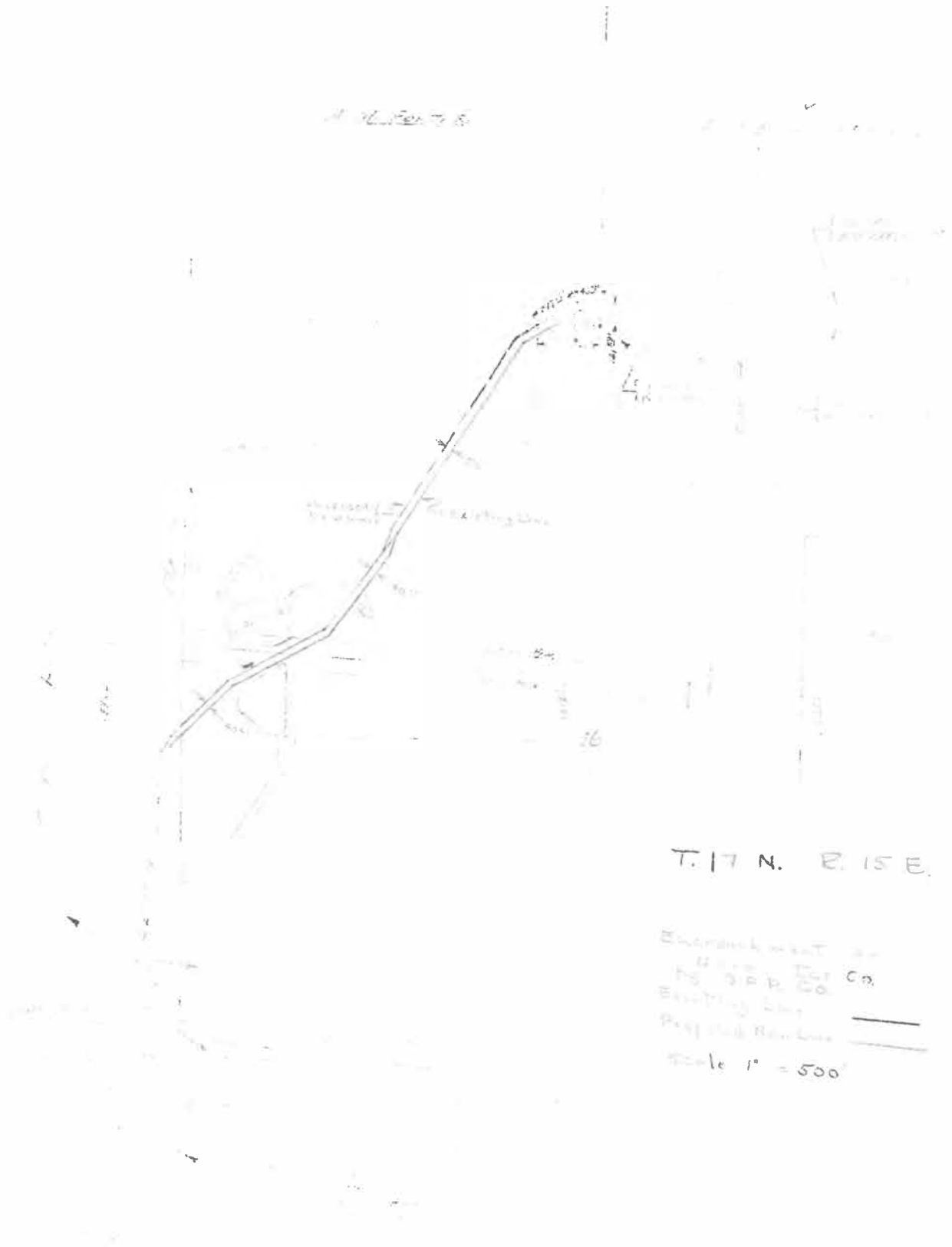
M. R. Robbins and H. A. Coogins,
 known to me to be the *President and Secretary,*
 of *The Union Ice Company,*
 the Corporation described in and that executed the within instrument and also known to me to be the persons who executed the said instrument on behalf of the Corporation therein named and acknowledged to me that such Corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal in the City and County of San Francisco, the day and year first above written.
Kathryn E. Stone
 Notary Public in and for the City and County of San Francisco, State of California.
 My Commission Expires March 1, 1941.

TELEPHONE SUtter 6835

State of California }
 City and County of San Francisco }





RESOLUTION NO. 2022-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT AUTHORIZING THE GENERAL MANAGER TO EXECUTE A GRANT OF EASEMENT FOR THE RELOCATION OF ELECTRIC LINES BY NV ENERGY

WHEREAS, a grant of easement was executed between The Union Ice Company and Sierra Pacific Power Company in 1937 for the construction and maintenance of electrical lines near Lake Angela; and

WHEREAS, the District owns property that is encumbered by that easement; and

WHEREAS, Sierra Pacific Power Company now does business as NV Energy; and

WHEREAS, NV Energy wishes to relocate a portion of the electric lines and easement that crosses APN 17-030-008, and wishes to update the easement description for the electric lines that cross APN 17-030-004; and

WHEREAS, NV Energy has provided a grant of easement document for these purposes; and

WHEREAS, NV Energy intends to quitclaim the existing easement across APN 17-030-004 and 17-030-008 that is being replaced by the new grant of easement; and

WHEREAS, District legal counsel and staff had reviewed the grant of easement and find that it is acceptable for these purposes.

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

1. The Grant of Easement is approved.
2. The General Manager is authorized to execute the Grant of Easement.

PASSED AND ADOPTED by the Board of Directors of Donner Summit Public Utility District, this 15th day of February 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____

President, Board of Directors

ATTEST:

By: _____

Secretary of the Board

February 15, 2022
Agenda Item: 9C



STAFF REPORT

TO: Board of Directors

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

SUBJECT: FY2022-2023 Budget Process

RECOMMENDATION

General Manager will outline the schedule for adopting the Fiscal Year 2022-2023 budget and accept Board input and direction.

DISCUSSION

March

Budget Workshop - Staff presentation and regarding operations, needs, and financial conditions. Board feedback and input.

April

Capital Improvement Plan Workshop - Staff presentation regarding capital improvement needs and financial conditions. Board feedback and input.

May

General Manager Present Draft Five Year Capital Improvement Plan and Fiscal Year 2022-2023 Operating Budget. Board comments and revisions.

June

Board adopt Five Year Capital Improvement Plan and Fiscal Year 2022-2023 Operating Budget

FISCAL IMPACT

There is no fiscal impact to this specific agenda item. The Board needs to adopt an operating budget for Fiscal Year 2022-2023 prior to July 1, 2022. Alternatively, if the Board does not adopt a budget prior to July 1, 2022, the Board could adopt a continuing resolution to allow day to day operations to continue.

CEQA ASSESSMENT

This is not a CEQA Project.