

**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Agenda  
Tuesday, November 21, 2023 - 6:00 P.M.  
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

The Public is welcome to attend in person or participate by Zoom Webinar: Meeting ID, 825 9834 4511, Password: 058194

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. After receiving recognition from the Board President, please give your Name and Address (City) and your comments or questions. In order that all interested parties have an opportunity to speak, please limit your comments to the specific topics of discussion.

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

**1. Call to Order**

**2. Roll Call**

**3. Clear the Agenda**

**4. Public Participation** – *This is time set aside for the public to address the Board on any matter not on the agenda. Comments related to any item already on the agenda should be addressed at the time that that item is considered. Each speaker will be limited to five minutes, but speaker time may be reduced at the discretion of the Board President if there are a large number of speakers on any given subject.*

**5. Consent Calendar**

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

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

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

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

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

**6. Department Reports**

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

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

**7. Action**

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

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

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

**9. Adjournment**

Schedule of Upcoming Meetings

Regular Meeting – December 19, 2023

Regular Meeting – January 16, 2024

Regular Meeting – February 20, 2024

We certify that on November 17, 2023, a copy of this agenda was posted in public view at 53823 Sherritt Lane Soda Springs, California, and the Soda Springs General Store.

*Deleane Mehler*

Deleane Mehler  
Administrative Assistant



Steven Palmer  
General Manager