

**APPROVED**

**Donner Summit Public Utility District  
Board of Directors Regular Meeting  
Minutes**

**Tuesday, February 21, 2023 - 6:00 P.M.**

**DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

**STAFF PRESENT:** Steven Palmer, General Manager; Jim King, Plant Manager; Deleane Mehler, Office Assistant

**OTHERS PRESENT:** Geoffrey O. Evers, General Counsel; Mike Gibson, Gibson and Co. Inc; Joe Julio, Gibson and Co. Inc; Wally Auerbach, Auerbach Engineering Corporation

**1. Call to Order**

For the Regular Meeting (Section 54954), February 21, 2023 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 February 21, 2023 of the Donner Summit Public Utility District Board of Directors was called to order at 6:07p.m. by President Cathy Preis.

**2. Roll Call**

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

**3. Clear the Agenda- None**

**4. Public Participation –** *This is time set aside for the public to address the Board on any matter not on the agenda. Comments related to any item already on the agenda should be addressed at the time that that item is considered. Each speaker will be limited to five minutes, but speaker time may be reduced at the discretion of the Board President if there are a large number of speakers on any given subject.* None.

**5. Consent Calendar**

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

**A. Approve Finance Report for February 21, 2023**

- 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 17, 2023**

**C. Approve Monthly Safety Meeting Minutes – January 2023**

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

**6. Department Reports**

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

**7. Informational Items**

**Fiscal Year 2021/2022 Audited Financial Statements.** Mike Gibson and Joe Julio from Gibson and Co. presented the Draft Financial Statements for Fiscal Year ending June 30, 2022.

**8. Action Items**

- A. Approve the Purchase of Two Replacement Pumps for Wastewater Treatment Plant**

**Motion: Approve the Purchase of Two Replacement Pumps for the Wastewater Treatment Plant**

**By Phil Gamick**  
**Second: Joni Kaufman**

**Roll Call Vote**

<b>Cathy Preis</b>	<b>-</b>	<b>Aye</b>
<b>Phil Gamick</b>	<b>-</b>	<b>Aye</b>
<b>Craig Combs</b>	<b>-</b>	<b>Aye</b>
<b>Joni Kaufman</b>	<b>-</b>	<b>Aye</b>
<b>Dawn Parkhurst</b>	<b>-</b>	<b>Aye</b>

**Motion Carries**

- B. Approve Reimbursement Agreement with Sugar Bowl Corporation for Formation of Sewer Financing District and Construction Documents for Sewer Extension.** General Manager Steven Palmer provided a power point presentation.

**Motion: Approve Reimbursement Agreement with Sugar Bowl Corporation for Formation of Sewer Finance District and Construction Documents for Sewer Extension**

**By Dawn Parkhurst**  
**Second: Craig Combs**

**Roll Call Vote**

<b>Cathy Preis</b>	<b>-</b>	<b>Aye</b>
<b>Phil Gamick</b>	<b>-</b>	<b>Aye</b>
<b>Craig Combs</b>	<b>-</b>	<b>Aye</b>
<b>Joni Kaufman</b>	<b>-</b>	<b>Aye</b>

**Dawn Parkhurst - Aye**  
**Motion Carries**

**C. Approve Professional Services Agreement with Auerbach Engineering Corporation in the Amount of \$292,116 for Engineering Services for the Sugar Bowl West and East Village Sewer**

**Motion: Approve Professional Services Agreement with Auerbach Engineering Corporation in the Amount of \$292,116 for Engineering Services for the Sugar Bowl West and East Village Sewer**

**By Joni Kaufman**  
**Second: Dawn Parkhurst**

**Roll Call Vote**

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

**Motion Carries**

**D. Approve Mid-Year Budget Amendment.**

General Manager Steven Palmer presented a power point presentation.

**Motion: Approve Mid-Year Budget Amendment**

**By Phil Gamick**  
**Second: Joni Kaufman**

**Roll Call Vote**

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

**Motion Carries**

**E. Approve Purchase of New Utility Billing Software**

**Motion: Approve the Purchase of New Utility Billing Software**

**By: Cathy Preis**  
**Second: Phil Gamick**

5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

**Motion Carries**

**F. Consider Nominating a Representative for the CSDA Board of Directors**

No action was taken.

**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 7:40 p.m.**

By: Phil Gamick

Second: Joni Kaufman

5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0

Vacancy

**Motion Carries**

### Schedule of Upcoming Meetings

Regular Meeting – March 21, 2023

Regular Meeting – April 18, 2023

Regular Meeting – May 16, 2023

Respectfully Submitted,

*Deleane Mehler*

Deleane Mehler  
Administrative Assistant