

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

**Tuesday, November 19, 2024 – 6:00 P.M.  
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

**Director Craig Combs will be attending by teleconference at:  
2000 Panorama Drive  
Panorama, BC V0A1T0, Canada**

The Public is welcome to attend in person or participate by Zoom Webinar: Meeting ID, 885 4814 3887 password: 331223

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 2024**

- 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 15, 2024**

**6. Department Reports**

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

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

**7. Information - None**

**8. Action**

**A. Receive a First Quarter Fiscal Year 2024-2025 Budget to Actual Report and Adopt a Resolution Approving Amendments to the Operating Budget to: Fund a Full Time Operator Position, Fund a Seasonal Operator Position, Increase Medical Expenses, and Recognize Increased Recycled Water Revenue**

**B. Adopt a Resolution Approving a Professional Services Agreement with Woodard & Curran, Inc. in the Amount of \$96,150 for Renewal of the Waste Discharge Requirements for the Wastewater Treatment Plant**

**C. Adopt a Resolution Accepting the Lake Angela Dam Tendon Tensioning Project as Complete and Directing Recording of the Notice of Completion**

**D. Approve a Volunteer Operator-In-Training Program**

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

**10. Adjournment**

Schedule of Upcoming Meetings

Regular Meeting – December 17, 2024

Regular Meeting – January 21, 2025

Regular Meeting – February 18, 2025

We certify that on November 15, 2024, 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

## Agenda Item: 5A.1

## Donner Summit Public Utility District

Agenda Item: 5A1

## Check List

All Bank Accounts

October 1, 2024

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
10651	10/01/24	ALHAMBRA & SIERRA SPRINGS	65.15
10652	10/01/24	ALSCO	143.79
10653	10/01/24	AT&T	46.23
10654	10/01/24	AT&T	30.42
10655	10/01/24	AT&T	363.56
10656	10/01/24	AUERBACH ENGINEERING CORP	3,021.25
10657	10/01/24	BARNARD, VOGLER & CO.	9,081.05
10658	10/01/24	CONSOLIDATED ELECTRICAL	116.39
10659	10/01/24	DEPT OF ENVIRONMENTAL HEALTH	688.68
10660	10/01/24	DEPT OF ENVIRONMENTAL HEALTH	563.12
10661	10/01/24	DONNER SUMMIT RENTALS	200.00
10662	10/01/24	FED-EX	8.78
10663	10/01/24	GRAINGER	478.48
10664	10/01/24	JORGENSEN CO. / SOLON FIRE CONTROL	961.84
10665	10/01/24	MAPCOMMUNICATIONS	45.25
10666	10/01/24	PG&E COMPANY	35,823.21
10677	10/01/24	PG&E COMPANY	45.04
10678	10/01/24	RESOURCE DEVELOPMENT CO.	485,709.87
10679	10/01/24	STATE WATER RESOURCES CONTROL	65.00
10680	10/01/24	THE OFFICE BOSS, INC.	237.16
10681	10/01/24	TRUCKEE TIRE	1,630.95
10682	10/01/24	ULINE	73.53
10683	10/01/24	USA BLUEBOOK	198.22
10684	10/01/24	WESTERN NEVADA SUPPLY COMPANY	942.73
10685	10/01/24	WESTERN NEVADA SUPPLY COMPANY	114.24
<b>Vendor Check Total</b>			<u>540,653.94</u>
<b>Check List Total</b>			<u><u>540,653.94</u></u>

Check count = 25

**Donner Summit Public Utility District**

**Check List**

GENERAL DISBURSEMENT-AP-FIVE STAR #5715

October 23, 2024

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
10709	10/23/24	ANTHEM/BLUE CROSS	12,728.41
10710	10/23/24	AT&T	46.83
10711	10/23/24	AUERBACH ENGINEERING CORP	2,309.25
10712	10/23/24	BENNETT ENGINEERING	3,683.42
10713	10/23/24	CALIFORNIA WATER ENVIRONMENT	106.00
10714	10/23/24	DUDEK	1,688.50
10715	10/23/24	FED-EX	9.39
10716	10/23/24	FED-EX	9.39
10717	10/23/24	GEI CONSULTANTS	3,459.50
10718	10/23/24	HUMANA DENTAL INS. CO.	1,456.36
10719	10/23/24	MAPCOMMUNICATIONS	75.20
10720	10/23/24	NATIONAL LIFE INSURANCE CO.	62.17
10721	10/23/24	PG&E COMPANY	32,572.95
10722	10/23/24	THE OFFICE BOSS, INC.	182.87
10723	10/23/24	PG&E COMPANY	758.40
10724	10/23/24	PRINCIPAL LIFE INSURANCE COMPANY	865.37
10725	10/23/24	SNOQUTP	541.25
10726	10/23/24	STATE WATER RESOURCES CONTROL	2,187.00
10727	10/23/24	STATE WATER RESOURCES CONTROL	81.00
10728	10/23/24	TAHOE TRUCKEE SIERRA DISPOSAL	1,368.00
10729	10/23/24	TAHOE TRUCKEE SIERRA DISPOSAL-BIN	62.80
10730	10/23/24	THATCHER COMPANY OF NEVADA, INC.	8,844.59
10731	10/23/24	THATCHER COMPANY OF NEVADA, INC.	15,697.34
10732	10/23/24	THATCHER COMPANY OF NEVADA, INC.	4,133.60
10733	10/23/24	TRANSAMERICA LIFE INSURANCE	194.19
10734	10/23/24	TRUCKEE AUTO PARTS	42.74
10735	10/23/24	ULINE	687.48
10736	10/23/24	USA BLUEBOOK	521.80
10737	10/23/24	USA BLUEBOOK	224.16
10738	10/23/24	WESTERN NEVADA SUPPLY COMPANY	159.25
<b>Vendor Check Total</b>			<u>94,759.21</u>
<b>Check List Total</b>			<u>94,759.21</u>

Check count = 30

## Agenda Item: 5A.2

# 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 King, James R 49	Regular			6,613.67	Social Security	410.05	Direct Deposit # 233	
	Sick		M24:0000		Medicare	95.88	Check Amt	0.00
	Vacation		M8:0000		Fed Income Tax	831.38	Chkg 730	2,869.45
	Sick Accr-Memo				CA Income Tax	437.90		
	Vacation -Memo				CA Disability	72.75		
	EMPLOYEE TOTAL		32:0000	6,613.67		1,847.67	Net Pay	2,869.45
Patrick, Sean M 59	Regular	52.8200	80:0000	4,225.60	Social Security	352.74	Direct Deposit # 234	
	Overtime	79.2300	9:5000	752.69	Medicare	82.49	Check Amt	0.00
	Double Time	105.6400	3:7500	393.15	Fed Income Tax	634.22	Chkg 717	3,734.13
	Stand By			315.00	CA Income Tax	373.28		
					CA Disability	62.58		
	EMPLOYEE TOTAL		93:2500	5,689.44		1,505.31	Net Pay	3,734.13
Schott, Paul A 14	Regular	55.3500	60:0000	3,321.00	Social Security	328.60	Direct Deposit # 235	
	Overtime	83.0250	3:0000	249.08	Medicare	76.85	Check Amt	0.00
	Double Time	110.7000	4:0000	442.80	Fed Income Tax	744.99	Chkg 019	2,798.63
	Sick	55.3500	10:0000	553.50	CA Income Tax	292.51		
	Stand By			180.00	CA Disability	58.30		
	Vacation	55.3500	10:0000	553.50				
	Sick Accr-Memo							
	Vacation -Memo							
	EMPLOYEE TOTAL		87:0000	5,299.88		1,501.25	Net Pay	2,798.63
Shelton, Joshua M... 64	Regular	40.0100	79:0000	3,160.79	Social Security	210.58	Direct Deposit # 236	
	Overtime	60.0150	3:2500	195.05	Medicare	49.24	Check Amt	0.00
	Sick	40.0100	1:0000	40.01	Fed Income Tax	289.27	Chkg 363	2,579.87
					CA Income Tax	179.57		
				CA Disability	37.35			
	EMPLOYEE TOTAL		83:2500	3,395.85		765.98	Net Pay	2,579.87
Vosburgh, Justin E 57	Regular			5,769.23	Social Security	357.68	Direct Deposit # 237	
					Medicare	83.65	Check Amt	0.00
					Fed Income Tax	934.25	Chkg 400	3,550.82
					CA Income Tax	408.02		
				CA Disability	63.46			
	EMPLOYEE TOTAL		83:2500	5,769.23		1,847.07	Net Pay	3,550.82
**** 50 ADMIN Mehler, Deleane 51	Regular	45.3300	72:0000	3,263.76	Social Security	224.84	Direct Deposit # 238	
	Vacation	45.3300	8:0000	362.64	Medicare	52.58	Check Amt	0.00
					Fed Income Tax	534.77	Chkg 963	2,128.98
					CA Income Tax	198.04		
				CA Disability	39.89			
	EMPLOYEE TOTAL		80:0000	3,626.40		1,050.12	Net Pay	2,128.98
Palmer, Steven V 65	Regular			7,634.98	Social Security	473.36	Direct Deposit # 239	
	Sick		M8:0000		Medicare	110.71	Check Amt	0.00
	Vacation		M40:0000		Fed Income Tax	1,288.93	Chkg 779	4,007.88
					CA Income Tax	608.12	Savg 217	962.00
				CA Disability	83.08			
	EMPLOYEE TOTAL		48:0000	7,634.98		2,565.10	Net Pay	4,969.88

# 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			
<b>COMPANY TOTALS</b>										
7 Person(s)	Regular		291:0000	33,989:03	Social Security	2,357:83	457	1,900:00	Check Amt	0:00
7 Transaction(s)	Double Time		7:7500	838:95	Medicare	551:41		150:00	Dir Dep**	22,631:76
	Overtime		15:7500	1,196:82	Fed Income Tax	5,257:81				
	Sick		43:0000	593:51	CA Income Tax	2,497:14		1,292:31	Garnishment	
	Stand By			495:00	CA Disability	418:31		414:86	Loan 2	
	Vacation		66:0000	916:14				558:02	Loan Payment	
	Sick Accr-Memo									
	Vacation -Memo				3:70					
	COMPANY TOTAL		423:5000	38,029:45	10:77	11,082:50		4,315:19	Net Pay	22,631:76
					<i>Employer Liabilities</i>					
					Social Security	2,357:83				
					Medicare	551:43				
					TOTAL EMPLOYER LIABILITY	2,909:26				
					TOTAL TAX LIABILITY	13,991:76				
**FinFit is a component of Paychex Flex® Perks but is not included in the Paychex Flex® Perks total amount as it is collected separately.										
(IC) = Independent Contractor										



# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/11/24: \$41,238.71**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

## TRANSACTION SUMMARY

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	41,238.71
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>41,238.71</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	3,022.88
	CASH REQUIRED FOR CHECK DATE 10/11/24	44,261.59

## TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
10/10/24	FIVE STAR BANK	xxxxxxxxxxxxx707	Direct Deposit	Net Pay Allocations*	22,631.76	<b>22,631.76</b>
10/10/24	FIVE STAR BANK	xxxxxxxxxxxxx707	Readychex®	Check Amounts	4,615.19	<b>4,615.19</b>
10/10/24	FIVE STAR BANK	xxxxxxxxxxxxx707	Taxpay®	Employee Withholdings		
				Social Security	2,357.83	
				Medicare	551.41	
				Fed Income Tax	5,257.81	
				CA Income Tax	2,497.14	
				CA Disability	418.31	
				<b>Total Withholdings</b>	<b>11,082.50</b>	
				Employer Liabilities		
				Social Security	2,357.83	
				Medicare	551.43	
				<b>Total Liabilities</b>	<b>2,909.26</b>	<b>13,991.76</b>
				<b>EFT FOR 10/10/24</b>		<b>41,238.71</b>
				<b>TOTAL EFT</b>		<b>41,238.71</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
10/11/24	Refer to your records for account information		Payroll	Employee Deductions		
				457	1,900.00	
				Credit Un 2	150.00	

# 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 King, James R 49	Regular			6,613.67	Social Security	416.25	150.00	Direct Deposit # 240		
	Life Ins Reimb Txble			100.00	Medicare	97.35	1,292.31	Check Amt	0.00	
	Sick		M6.0000		Fed Income Tax	855.38	454.24	Chkg 730	2,926.46	
	Vacation		M8.0000		CA Income Tax	447.83				
	Sick Accr-Memo				CA Disability	73.85				
	Vacation -Memo				M1.85					
					M4.62					
EMPLOYEE TOTAL			14.0000	6,713.67		1,890.66	1,896.55	Net Pay	2,926.46	
Patrick, Sean M 59	Regular	52.8200	80.0000	4,225.60	Social Security	295.11	1,050.00	Net Pay	2,686.92	
	Overtime	79.2300	3.0000	237.69	Medicare	69.02	37.41	Direct Deposit # 241		
	Double Time	105.6400	0.2500	26.41	Fed Income Tax	352.09		Check Amt	0.00	
	Stand By			270.00	CA Income Tax	216.79		Chkg 717	2,686.92	
					CA Disability	52.36				
EMPLOYEE TOTAL			83.2500	4,759.70		985.37	1,087.41	Net Pay	2,686.92	
Schott, Paul A 14	Regular	55.3500	80.0000	4,428.00	Social Security	297.47	850.00	Direct Deposit # 242		
	Standby			270.00	Medicare	69.57	150.00	Check Amt	0.00	
	Life Ins Reimb Txble			100.00	Fed Income Tax	627.52		Chkg 019	2,509.49	
	Sick Accr-Memo				CA Income Tax	241.17				
	Vacation -Memo				CA Disability	52.78				
					M1.85					
					M6.15					
	CHECK 1 TOTAL			80.0000	4,798.00		1,288.51	1,000.00	Net Pay	2,509.49
	Overtime	83.0250	11.2500	934.03	Social Security	57.91		Direct Deposit # 243		
	Sick Accr-Memo				Medicare	13.55		Check Amt	0.00	
Vacation -Memo				Fed Income Tax	75.47		Chkg 019	765.22		
				CA Income Tax	11.61					
				CA Disability	10.27					
CHECK 2 TOTAL			11.2500	934.03		168.81		Net Pay	765.22	
EMPLOYEE TOTAL			91.2500	5,732.03		1,457.32	1,000.00	Net Pay	3,274.71	
Shelton, Joshua M... 64	Regular	40.0100	67.5000	2,700.68	Social Security	215.81	50.00	Direct Deposit # 244		
	Overtime	60.0150	3.0000	180.05	Medicare	50.47		Check Amt	0.00	
	Life Ins Reimb Txble			100.00	Fed Income Tax	299.47		Chkg 363	2,638.55	
	Sick	40.0100	2.5000	100.03	CA Income Tax	188.27				
	Vacation	40.0100	10.0000	400.10	CA Disability	38.29				
EMPLOYEE TOTAL			83.0000	3,480.86		792.31	50.00	Net Pay	2,638.55	
Vosburgh, Justin E 57	Regular			5,769.23	Social Security	357.70	200.00	Direct Deposit # 245		
	Vacation		M6.0000		Medicare	83.66	35.00	Check Amt	0.00	
					Fed Income Tax	934.25	171.34	Chkg 400	3,515.80	
					CA Income Tax	408.02				
					CA Disability	63.46				
EMPLOYEE TOTAL			6.0000	5,769.23		1,847.09	406.34	Net Pay	3,515.80	
**** 40 BOARD MEMBER Combs, William C 68	Regular			250.00	Social Security	45.06		Direct Deposit # 246		
	Health Stipend			476.74	Medicare	10.54		Check Amt	0.00	
					CA Income Tax	7.05		Chkg 718	656.10	
EMPLOYEE TOTAL				726.74		70.64		Net Pay	656.10	

# 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				
**** 40 BOARD MEMBER (cont.) Gamick, Philip 28	Regular Health Stipend			250.00 996.96	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	77.25 18.07 62.29 14.06 13.71	Direct Deposit # 247 Check Amt 0:00 Chkg 486 1,060:58	
	EMPLOYEE TOTAL			1,245:96		185:38	Net Pay 1,060:58	
Kaufman, Joan B 67	Regular Health Stipend			275.00 1,147:86	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	88.22 20.64 94.44 28.24 15.65	Direct Deposit # 248 Check Amt 0:00 Chkg 974 1,175:67	
	EMPLOYEE TOTAL			1,422:86		247:19	Net Pay 1,175:67	
Parkhurst, Dawn E 66	Regular Health Stipend			250.00 780.54	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	63.93 14.94 297.36 13.73 11.34	Direct Deposit # 249 Check Amt 0:00 Chkg 320 629:27	
	EMPLOYEE TOTAL			1,030:54		401:27	Net Pay 629:27	
Preis, Cathy 44	Regular Health Stipend			300.00 746:87	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	64.91 15.18 69.16 8.00 11.52	Direct Deposit # 250 Check Amt 0:00 Chkg 011 878:10	
	EMPLOYEE TOTAL			1,046:87		168:77	Net Pay 878:10	
**** 50 ADMIN Mehler, Deleane 51	Regular Overtime	45:3300 67:9950	80:0000 3:0000	3,626:40 203:99	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	237:49 55:55 579:65 218:91 42:13	Direct Deposit # 251 Check Amt 0:00 Chkg 963 2,249:36	
	EMPLOYEE TOTAL		83:0000	3,830:39		1,133:73	Net Pay 2,249:36	
Palmer, Steven V 65	Regular			7,534:98	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	473:37 110:70 1,288:93 608:12 83:98	Direct Deposit # 252 Check Amt 0:00 Chkg 779 4,007:88 Savg 217 962:00	
	EMPLOYEE TOTAL			7,634:98		2,565:10	Net Pay 4,969:88	
<b>COMPANY TOTALS</b> 12 Person(s) 13 Transaction(s)	Regular Standby Double Time Overtime Health Stipend Life Ins Reimb Txble Sick Stand By		307:5000  0:2500 20:2500   8:5000	36,323:56 270:00 26:41 1,655:76 4,147:97 300:00 100:03 270:00	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	2,650:45 629:24 5,536:01 2,411:80 477:33	2,500:00 150:00 1,292:31 72:41 414:86 558:02	Check Amt 0:00 Dir Dep** 26,661:40

# 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			
	Vacation		24.0000	400.10			
	Sick Accr-Memo				5.55		
	Vacation -Memo				16.92		
	COMPANY TOTAL		360.5000	43,393.83			
					11,744.83		
					<i>Employer Liabilities</i>		
					Social Security	2,690.42	
					Medicare	629.21	
					TOTAL EMPLOYER LIABILITY	3,319.63	
					TOTAL TAX LIABILITY	15,064.46	
						4,987.60	Net Pay
							26,661.40

\*\*FinFit is a component of Paychex Flex® Perks but is not included in the Paychex Flex® Perks total amount as it is collected separately.

(IC) = Independent Contractor

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/25/24: \$46,341.05**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION SUMMARY**

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	46,341.05
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	<b>46,341.05</b>
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	3,695.29
	CASH REQUIRED FOR CHECK DATE 10/25/24	50,036.34

**TRANSACTION DETAIL**

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
10/24/24	FIVE STAR BANK	xxxxxxxxxxxx707	Direct Deposit	Net Pay Allocations*	26,661.40	<b>26,661.40</b>
10/24/24	FIVE STAR BANK	xxxxxxxxxxxx707	Readychex®	Check Amounts	4,615.19	<b>4,615.19</b>
10/24/24	FIVE STAR BANK	xxxxxxxxxxxx707	Taxpay®	Employee Withholdings		
				Social Security	2,690.45	
				Medicare	629.24	
				Fed Income Tax	5,536.01	
				CA Income Tax	2,411.80	
				CA Disability	477.33	
				<b>Total Withholdings</b>	<b>11,744.83</b>	
				Employer Liabilities		
				Social Security	2,690.42	
				Medicare	629.21	
				<b>Total Liabilities</b>	<b>3,319.63</b>	<b>15,064.46</b>
				<b>EFT FOR 10/24/24</b>		<b>46,341.05</b>
				<b>TOTAL EFT</b>		<b>46,341.05</b>

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
10/25/24	Refer to your records for account	Information	Payroll	Employee Deductions		
				457	2,500.00	
				Credit Un 2	150.00	

## Agenda Item: 5A.3

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES  
 SEPTEMBER 30, 2024

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Five Star #5723 Money Market		\$ 2,442,628.24	
Five Star Bank #5715 General Disbursement		(35,643.31)	
Five Star Bank #5693 Main Checking		219,921.27	
LAIF		3,620.44	
	SWRCB Loan Construction		719,191.03
	WTP Loan Construction		10,359.94
	Big Bend Water Loan Reserve 1		5,662.40
	Big Bend Water Loan Reserve 2		2,325.60
	Big Bend Assessment		7,297.44
	Big Bend Loan Fund - Loan 1		14,156.00
	Big Bend Loan Fund - Loan 2		5,814.00
	Sugar Bowl Expansion		13,434.54
	Sugar Bowl Expansion-Tripletts LLC		994,693.00
	Sugar Bowl Expansion Phase 2A		994,693.00
	Sugar Bowl Sewer Project 2A expenses		(1,068,309.99)
<b>Totals</b>		<u>2,630,526.64</u>	<u>1,699,316.96</u>
Unrestricted Cash Available			<u>\$ 931,209.68</u>

## Agenda Item: 5A.4



DONNER SUMMIT PUBLIC UTILITY DISTRICT  
FINANCIAL STATEMENTS  
AND  
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT  
SEPTEMBER 30, 2024

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
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SEPTEMBER 30, 2024

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100 West Liberty St.  
Suite 1100  
Reno, NV 89501

775.786.6141  
775.323.6211  
bvccpas.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 three months ended September 30, 2024 in accordance with the budgetary basis of accounting, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

*Barnard, Vogler & Co.*

Reno, Nevada  
October 24, 2024

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
COMBINED BUSINESS-TYPE ACTIVITIES  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024

	Water	Sewer	Treatment	Admin	Total
<b>Program Revenue</b>					
Water fees	\$ 239,167.05	\$ -	\$ -	\$ -	\$ 239,167.05
Sewer fees	-	150,612.52	451,837.57	-	602,450.09
Connection fees	6,800.00	-	-	-	6,800.00
Recycled water sales	-	-	17,494.34	-	17,494.34
Sierra Lakes service	-	-	142,791.00	-	142,791.00
Big Bend service fees	8,002.96	-	-	-	8,002.96
Big Bend assessment	5,192.88	-	-	-	5,192.88
Total Program Revenue	<u>259,162.89</u>	<u>150,612.52</u>	<u>612,122.91</u>	<u>-</u>	<u>1,021,898.32</u>
<b>Expenses</b>					
Salaries-operations	38,836.71	32,658.18	105,035.67	80,379.12	256,909.68
Overtime	2,238.91	1,882.71	6,055.21	1,384.36	11,561.19
Employee benefits and taxes	13,281.16	11,001.02	36,602.33	24,153.36	85,037.87
Board expense	-	-	-	24,840.47	24,840.47
Professional fees	-	-	1,845.77	48,470.55	50,316.32
Dues and subscriptions	-	-	494.44	943.20	1,437.64
Fees, permits, certifications, leases	637.34	-	3,010.38	3,607.91	7,255.63
Training, education, travel	65.00	-	775.53	(124.30)	716.23
Insurance	13,831.29	11,630.85	37,407.36	3,308.91	66,178.41
Office supplies and miscellaneous	-	57.37	140.03	2,730.60	2,928.00
Utilities, communications, telemetry	8,113.25	3,677.91	54,092.01	7,169.22	73,052.39
Chemicals and lab supplies	2,037.49	-	37,737.13	-	39,774.62
Laboratory testing	-	-	7,227.00	-	7,227.00
Equipment maintenance and repair	11,975.26	44.56	14,714.45	-	26,734.27
Small equipment and rental	-	-	-	-	-
Operating supplies	107.85	323.52	-	1,151.92	1,583.29
Sludge removal	-	-	18,511.71	-	18,511.71
Vehicle maintenance, repair, fuel	-	-	3,030.43	-	3,030.43
Infiltration and inflow program	-	29,300.00	-	-	29,300.00
Facility maintenance and repair	17,074.94	8,332.94	10,280.33	715.00	36,403.21
Amortization of land lease	-	-	5,613.00	-	5,613.00
Debt service	-	-	-	-	-
Capital equipment	4,183.61	3,518.03	20,278.18	986.76	28,966.58
Sugar Bowl expansion	-	1,092,075.50	-	-	1,092,075.50
Capital projects	8,540.00	52.50	-	-	8,592.50
Total Expenses	<u>120,922.81</u>	<u>1,194,555.09</u>	<u>362,850.96</u>	<u>199,717.08</u>	<u>1,878,045.94</u>
<b>Excess (Deficiency) of Program</b>					
Revenues Over Expenses	138,240.08	(1,043,942.57)	249,271.95	(199,717.08)	(856,147.62)
<b>General Revenues</b>					
Interest revenue	-	-	-	29,564.68	29,564.68
CFD revenue for WWTP loan	-	-	-	-	-
Property tax	10,921.19	522.49	2,301.78	-	13,745.46
Other income	2.80	-	-	2,658.59	2,661.39
Sugar Bowl contributed capital	-	994,693.00	-	-	994,693.00
Total General Revenues	<u>10,923.99</u>	<u>995,215.49</u>	<u>2,301.78</u>	<u>32,223.27</u>	<u>1,040,664.53</u>
Increase (Decrease) in Net Position	<u>\$ 149,164.07</u>	<u>\$ (48,727.08)</u>	<u>\$ 251,573.73</u>	<u>\$ (167,493.81)</u>	<u>\$ 184,516.91</u>
Net Position, Beginning of Year					<u>14,783,568.62</u>
Net Position, End of Period					<u>\$ 14,968,085.53</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 THREE MONTHS ENDED SEPTEMBER 30, 2024

	Actual Year to Date 9/30/24	Budget Total Fiscal Year 2025	Budget Percent Complete 9/30/24	Remaining Budget 9/30/24
<b>Program Revenue</b>				
Water fees	\$ 239,167.05	\$ 709,433.00	33.71%	\$ (470,265.95)
Connection fees	6,800.00	-	0.00%	6,800.00
Big Bend service fees	8,002.96	31,546.00	25.37%	(23,543.04)
Big Bend assessment	5,192.88	20,772.00	25.00%	(15,579.12)
Total Program Revenue	<u>259,162.89</u>	<u>761,751.00</u>	<u>34.02%</u>	<u>(502,588.11)</u>
<b>Expenses</b>				
Salaries-operations	38,836.71	140,800.00	27.58%	101,963.29
Overtime	2,238.91	10,528.00	21.27%	8,289.09
Employee benefits and taxes	13,281.16	57,734.00	23.00%	44,452.84
Professional fees	-	8,000.00	0.00%	8,000.00
Dues and subscriptions	-	680.00	0.00%	680.00
Fees, permits, certifications, leases	637.34	18,180.00	3.51%	17,542.66
Training, education, travel	65.00	1,000.00	6.50%	935.00
Insurance	13,831.29	57,475.00	24.06%	43,643.71
Office supplies and miscellaneous	-	550.00	0.00%	550.00
Utilities, communications, telemetry	8,113.25	56,740.00	14.30%	48,626.75
Chemicals and lab supplies	2,037.49	18,440.00	11.05%	16,402.51
Laboratory testing	-	5,000.00	0.00%	5,000.00
Equipment maintenance and repair	11,975.26	40,270.00	29.74%	28,294.74
Small equipment and rental	-	3,150.00	0.00%	3,150.00
Operating supplies	107.85	740.00	14.57%	632.15
Vehicle maintenance, repair, fuel	-	4,100.00	0.00%	4,100.00
Facility maintenance and repair	17,074.94	54,720.00	31.20%	37,645.06
Angela WTP loan principal and interest	-	18,188.00	0.00%	18,188.00
Big Bend debt service	-	19,970.00	0.00%	19,970.00
Capital equipment	4,183.61	8,140.00	51.40%	3,956.39
Capital projects	8,540.00	265,000.00	3.22%	256,460.00
Total Expenses	<u>120,922.81</u>	<u>789,405.00</u>	<u>15.32%</u>	<u>668,482.19</u>
<b>Excess (Deficiency) of Program</b>				
Revenues Over Expenses	138,240.08	(27,654.00)	-499.89%	165,894.08
<b>General Revenues</b>				
Property tax	10,921.19	30,213.00	36.15%	(19,291.81)
Other income	2.80	54,000.00	0.01%	(53,997.20)
Total General Revenues	<u>10,923.99</u>	<u>84,213.00</u>	<u>36.16%</u>	<u>(73,289.01)</u>
Increase in Net Position	<u>\$ 149,164.07</u>	<u>\$ 56,559.00</u>	<u>263.73%</u>	<u>\$ 92,605.07</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 THREE MONTHS ENDED SEPTEMBER 30, 2024

	Actual Year to Date 9/30/24	Budget Total Fiscal Year 2025	Budget Percent Complete 9/30/24	Remaining Budget 9/30/24
Program Revenue				
Sewer fees	\$ 150,612.52	\$ 469,758.00	32.06%	\$ (319,145.48)
Total Program Revenue	<u>150,612.52</u>	<u>469,758.00</u>	<u>32.06%</u>	<u>(319,145.48)</u>
Expenses				
Salaries-operations	32,658.18	118,400.00	27.58%	85,741.82
Overtime	1,882.71	8,853.00	21.27%	6,970.29
Employee benefits and taxes	11,001.02	49,262.00	22.33%	38,260.98
Fees, permits, certifications, leases	-	460.00	0.00%	460.00
Training, education and travel	-	300.00	0.00%	300.00
Insurance	11,630.85	48,331.00	24.06%	36,700.15
Office supplies and miscellaneous	57.37	550.00	10.43%	492.63
Utilities, communications, telemetry	3,677.91	25,950.00	14.17%	22,272.09
Operating supplies	323.52	1,200.00	26.96%	876.48
Infiltration and inflow program	29,300.00	33,100.00	88.52%	3,800.00
Equipment maintenance and repair	44.56	22,950.00	0.19%	22,905.44
Vehicle maintenance, repair, fuel	-	12,200.00	0.00%	12,200.00
Facility maintenance and repair	8,332.94	12,320.00	67.64%	3,987.06
Capital equipment	3,518.03	6,845.00	51.40%	3,326.97
Sugar Bowl expansion	1,092,075.50	-	-	(1,092,075.50)
Capital projects	52.50	82,000.00	0.06%	81,947.50
Total Expenses	<u>1,194,555.09</u>	<u>422,721.00</u>	<u>24.24%</u>	<u>(771,834.09)</u>
Excess (Deficiency) of Program				
Revenues Over Expenses	(1,043,942.57)	47,037.00	102.33%	(1,090,979.57)
General Revenues				
Property tax	522.49	20,353.00	2.57%	(19,830.51)
Other income	-	3,000.00	0.00%	(3,000.00)
Sugar Bowl expansion	-	-	-	-
Sugar Bowl contributed capital	994,693.00	-	-	994,693.00
Total General Revenues	<u>995,215.49</u>	<u>23,353.00</u>	<u>2.24%</u>	<u>971,862.49</u>
Increase in Net Position	<u>\$ (48,727.08)</u>	<u>\$ 70,390.00</u>	<u>-69.22%</u>	<u>\$ (119,117.08)</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 THREE MONTHS ENDED SEPTEMBER 30, 2024

	Actual Year to Date 9/30/24	Budget Total Fiscal Year 2025	Budget Percent Complete 9/30/24	Remaining Budget 9/30/24
<b>Program Revenue</b>				
Sewer fees	\$ 451,837.57	\$ 1,487,565.00	30.37%	\$ (1,035,727.43)
Recycled water sales	17,494.34	10,000.00	174.94%	7,494.34
Non-CFD revenue for WWTP loan	-	445,462.00	0.00%	(445,462.00)
Sierra Lakes service	142,791.00	589,177.00	24.24%	(446,386.00)
<b>Total Program Revenue</b>	<b>612,122.91</b>	<b>2,532,204.00</b>	<b>24.17%</b>	<b>(1,920,081.09)</b>
<b>Expenses</b>				
Salaries-operations	105,035.67	380,799.00	27.58%	275,763.33
Overtime	6,055.21	28,472.00	21.27%	22,416.79
Employee benefits and taxes	36,602.33	158,258.00	23.13%	121,655.67
Professional fees	1,845.77	99,800.00	1.85%	97,954.23
Dues and subscriptions	494.44	2,500.00	19.78%	2,005.56
Fees, permits, certifications, leases	3,010.38	56,300.00	5.35%	53,289.62
Training, education, travel	775.53	3,120.00	24.86%	2,344.47
Insurance	37,407.36	155,444.00	24.06%	118,036.64
Office supplies and miscellaneous	140.03	1,134.00	12.35%	993.97
Utilities, communications, telemetry	54,092.01	383,450.00	14.11%	329,357.99
Chemicals and lab supplies	37,737.13	242,920.00	15.53%	205,182.87
Laboratory testing	7,227.00	34,560.00	20.91%	27,333.00
Small equipment and rental	-	640.00	0.00%	640.00
Operating supplies	-	740.00	0.00%	740.00
Equipment maintenance and repair	14,714.45	35,850.00	41.04%	21,135.55
Vehicle maintenance, repair, fuel	3,030.43	8,980.00	33.75%	5,949.57
Sludge removal	18,511.71	27,670.00	66.90%	9,158.29
Facility maintenance and repair	10,280.33	98,730.00	10.41%	88,449.67
Amortization of land lease	5,613.00	22,452.00	25.00%	16,839.00
WWTP loan	-	719,191.00	0.00%	719,191.00
Capital equipment	20,278.18	59,265.00	34.22%	38,986.82
<b>Total Expenses</b>	<b>362,850.96</b>	<b>2,520,275.00</b>	<b>14.40%</b>	<b>2,157,424.04</b>
<b>Excess (Deficiency) of Program</b>				
Revenues Over Expenses	249,271.95	11,929.00	2089.63%	237,342.95
<b>General Revenues</b>				
CFD revenue for WWTP loan	-	290,593.00	0.00%	(290,593.00)
Property tax	2,301.78	86,800.00	2.65%	(84,498.22)
<b>Total General Revenues</b>	<b>2,301.78</b>	<b>377,393.00</b>	<b>0.61%</b>	<b>(375,091.22)</b>
<b>Increase in Net Position</b>	<b>\$ 251,573.73</b>	<b>\$ 389,322.00</b>	<b>64.62%</b>	<b>\$ 137,748.27</b>

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS  
 BUDGET AND ACTUAL  
 BUSINESS-TYPE ACTIVITY - ADMIN  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024

	Actual Year to Date 9/30/24	Budget Total Fiscal Year 2025	Budget Percent Complete 9/30/24	Remaining Budget 9/30/24
<b>Program Revenue</b>				
Service Fees	\$ -	\$ -	-	\$ -
<b>Total Program Revenue</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>				
Salaries-operations	80,379.12	292,801.00	27.45%	212,421.88
Overtime	1,384.36	3,536.00	39.15%	2,151.64
Employee benefits and taxes	24,153.36	137,630.00	17.55%	113,476.64
Board expense	24,840.47	73,555.00	33.77%	48,714.53
Professional fees	48,470.55	126,300.00	38.38%	77,829.45
Dues and subscriptions	943.20	12,700.00	7.43%	11,756.80
Fees, permits, certifications, leases	3,607.91	18,980.00	19.01%	15,372.09
Training, education, travel	(124.30)	3,000.00	-4.14%	3,124.30
Insurance	3,308.91	13,750.00	24.06%	10,441.09
Office supplies and miscellaneous	2,730.60	9,000.00	30.34%	6,269.40
Utilities, communications, telemetry	7,169.22	39,190.00	18.29%	32,020.78
Operating supplies	1,151.92	2,700.00	42.66%	1,548.08
Facility maintenance and repair	715.00	8,780.00	8.14%	8,065.00
Capital equipment	986.76	-	0.00%	(986.76)
<b>Total Expenses</b>	<u>199,717.08</u>	<u>741,922.00</u>	<u>26.92%</u>	<u>542,204.92</u>
<b>Deficiency of Program</b>				
Revenues Over Expenses	(199,717.08)	(741,922.00)	26.92%	542,204.92
<b>General Revenues</b>				
Interest revenue	29,564.68	20,000.00	147.82%	9,564.68
Other income	2,658.59	9,000.00	29.54%	(6,341.41)
<b>Total General Revenues</b>	<u>32,223.27</u>	<u>29,000.00</u>	<u>111.11%</u>	<u>3,223.27</u>
<b>Decrease in Net Position</b>	<u>\$ (167,493.81)</u>	<u>\$ (712,922.00)</u>	<u>23.49%</u>	<u>\$ 545,428.19</u>



SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT  
SCHEDULE OF BIG BEND TRANSACTIONS  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2024

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Revenue	\$	13,195.84
Expenses		
Fees and permits		-
Telephone		290.05
Interest		-
Loan principal		-
Electricity		45.04
Repairs and maintenance		<u>2,026.23</u>
Total expenses		<u>2,361.32</u>
Excess of revenue over expenses	\$	<u><u>10,834.52</u></u>

## Agenda Item: 5B

**Donner Summit Public Utility District  
Board of Directors Regular Meeting Minutes  
Tuesday, October 15, 2024 - 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, by Zoom

**1. Call to Order**

The Regular Meeting of October 15, 2024 of the Donner Summit Public Utility District Board of Directors was called to order at 6:01 p.m. by President Cathy Preis.

**A. Consider approval of request by Director Craig Combs to participate remotely due to a “just cause” exception pursuant to Government Code Section 54953 (AB2449)**

**Motion:** Approve Craig Combs to Participate Remotely due to a “just cause” exception pursuant to Government Code Section 54953 (AB2449)

**By:** Joni Kaufman

**Second:** Dawn Parkhurst

**Vote:** 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

**Motion Carries**

**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 October 2024**

**1. Cash Disbursements–General**, Month of September

**2. Cash Disbursements–Payroll**, Month of September

**3. Schedule of Cash and Reserves**, August

**4. Accountants Financial Statements**, August

**B. Approve Regular Meeting Minutes for September 17, 2024**

**Motion: Accept the Consent Calendar**  
**By: Dawn Parkhurst**  
**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, September.** Reported

**7. Information - None**

**8. Action**

- A. Adopt a Resolution Accepting the Sugar Bowl Sewer Extension Project Phase 2A as Complete and Directing the General Manager to Record a Notice of Completion**

**Motion: Adopt Resolution 2024-25 Accepting the Sugar Bowl Sewer Extension Project Phase 2A as Complete and Directing the General Manager to Record a Notice of Completion**  
**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**

- 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 6:24 p.m.**  
**By: Joni Kaufman**  
**Second: Dawn Parkhurst**  
**Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy**  
**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting – November 19, 2024

Regular Meeting – December 17, 2024

Regular Meeting – January 21, 2025

Respectfully Submitted,

*Deleane Mehler*

Deleane Mehler  
Administrative Assistant

## Agenda Item: 6A



## STAFF REPORT

**TO:** Board of Directors

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

**SUBJECT:** General Manager Report

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### Project Updates

Big Bend Water Line Replacement Project Phase 1  
Survey work completed.

Lake Angela Dam Tendon Tensioning  
Work completed.

Leak Detection Survey  
Work completed and no major leaks were identified. Waiting for final report.

Lead Service Line Inventory  
Inventory of all water service lines (District and private) was submitted by October 16. The goal of the program is to identify the material of all service laterals and notify customers whose service laterals are either known to contain lead, likely to contain lead, or are unknown whether they could contain lead. Staff identified 146 water service laterals, either District or private, where the material is unknown; these customers were notified by mail before the deadline of November 15, 2024. A copy of that notice is attached. This notice must also be sent every year until their service laterals are identified as non-lead or replaced.

Other  
Evaluating the feasibility and cost of installing an ultrasonic algae removal system in Lake Angela. Sample product information is attached.

Working with FPPC to update the conflict of interest code. A draft is attached.

### Upcoming Board Items

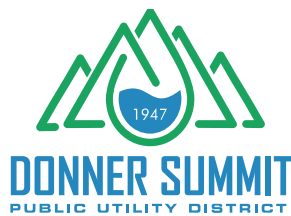
#### December

- Board Officers Election
- Annual Calendar
- Ultrasonic Algae Removal System for Lake Angela

#### January

- Audit Findings
- Conflict of Interest Code





## IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER SERVICE LINES

Este informe contiene información muy importante sobre su agua potable.  
Tradúzcalo o hable con alguien que lo entienda bien.

### **As required by U.S. EPA, Donner Summit Public Utility District has identified that your water service connection is considered a lead status unknown service line.**

The District recently conducted an inventory of all water service lines, which is the pipe that connects your [home, building, or other structure] to the water main. The purpose of the inventory is to identify the material of these service lines and fittings, including the customer-owned side of the water service line.

The pipe that connects your home to the water main was identified as an unknown material.

The District routinely monitors for lead in the distribution system and the most recent water sample results received on August 17, 2023 showed that the 90<sup>th</sup> percentile of all lead levels measured in the distribution system was 0.005 milligrams per liter (mg/L) or 5 micrograms per liter (ug/L). The action level for lead in drinking water is 0.015 milligrams per liter (mg/L) or 15 micrograms per liter (ug/L).

The most recent water sample results do not exceed the action level of 0.015 mg/L for lead.

### **What about my service line?**

- If your service line is categorized as a lead status unknown composition, you can help your public water system identify your service line material.
  - EPA has developed an online step-by-step guide to help people identify lead pipes in their homes called Protect Your Tap: A Quick Check for Lead. (<https://www.epa.gov/ground-water-and-drinking-water/protect-your-tap-quick-check-lead>)
  - Other organizations have also provided tools to identify service line material, such as the LSLR Collaborative (<https://www.lslr-collaborative.org/identifying-service-line-material.html>)
- Inform us immediately if you plan to alter or replace your service line because we may be required to replace the system portion.
- Please contact us immediately if you feel that we have incorrectly categorized the service line material.

Contact the District at (530) 426-3456 or [spalmer@dspud.com](mailto:spalmer@dspud.com) to inform us if your service line has been incorrectly categorized to share any information you may find about your service line, or to inform us of your plans to alter or replace your service line.

## What happens next?

The District will continue working to identify the material of your service line. If the District's portion of the service line is found to be lead, then it will be scheduled for replacement.

This may be expedited if you plan to alter or replace the water service line on your property at an earlier time because we may be required to replace the system portion.

## Lead Related Health Information

- *Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can cause new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems.*
- If you have concerns about your water quality, the State Water Board's Environmental Laboratory Accreditation Program has a [map of laboratories](#) that can test your water at the consumer's expense, which can be found at:  
[https://www.waterboards.ca.gov/drinking\\_water/certlic/labs/](https://www.waterboards.ca.gov/drinking_water/certlic/labs/)
- If you still have health concerns from potential lead exposure in your drinking water, there are point-of-use (POU) devices that can be used on your drinking water taps to provide an additional barrier of protection. A list of these residential treatment devices can be found at:  
[https://www.waterboards.ca.gov/drinking\\_water/certlic/device/watertreatmentdevices.html](https://www.waterboards.ca.gov/drinking_water/certlic/device/watertreatmentdevices.html)
- If you have other health issues concerning the consumption of this water, you may wish to consult your health care provider.

## Additional Resources

To replace lead or galvanized requiring replacement service lines, to learn how to verify the material of an unknown service line, for information on financial programs to assist with service line replacements or for any other information, contact Steven Palmer at (530) 426-3456 or [spalmer@dspud.com](mailto:spalmer@dspud.com) and/or visit [www.dspud.com/water-service-line-inventory](http://www.dspud.com/water-service-line-inventory).

*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this public notice in a public place or distributing copies by hand or mail.*

This notice is being sent to you by Donner Summit Public Utility District.

State Water System Number: CA2910016.

Date distributed: November 8, 2024



# Monitor, Predict, and Control Algae with the MPC-Buoy

- ✓ Reduce cyanobacteria & diatoms up to 95%
- ✓ Reduce TSS, pH, and chemical usage
- ✓ Safe for fish, plants, and other aquatic life

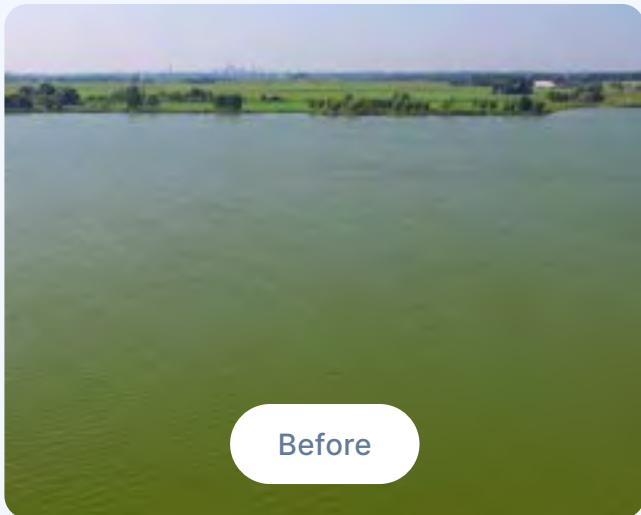
# Complete algae control solution

## Meet the MPC-Buoy

The MPC-Buoy is a floating, solar-powered system that combines real-time water quality monitoring and ultrasound to effectively control algae (blooms) in lakes and reservoirs.



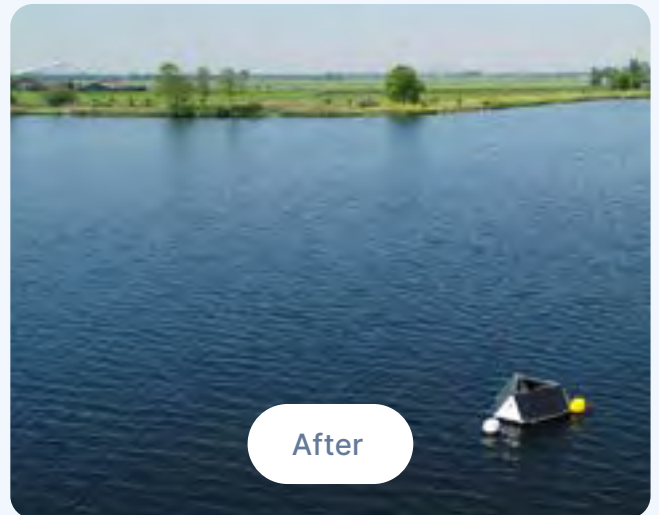
Each MPC-Buoy device can control algae in areas up to 800m in diameter.



📍 Zoetermeer, The Netherlands, 90 hectares recreational lake

### Algae problem

A combination of high temperatures, stagnant water, and nutrient overload can result in excessive algae growth. These organisms deplete oxygen levels in water, release toxins, and cause bad taste and odors. The solution is to deploy one or more MPC-Buoys that emit targeted ultrasound into the water.



### Algae solution

- ✓ Eliminate up to 90% of the algae
- ✓ Prevent the growth of new algae
- ✓ Reduce TSS, pH, and chemical usage
- ✓ Safe for fish, plants, and other aquatic life

# Designed for large water surfaces

The MPC-Buoy is specifically designed to control algae and improve water quality in large water surfaces.

## Drinking water reservoirs



Reduce chemical consumption, odor and taste issues.

## Cooling ponds



Increase the water quality and efficiency of your cooling water.

## Wastewater ponds



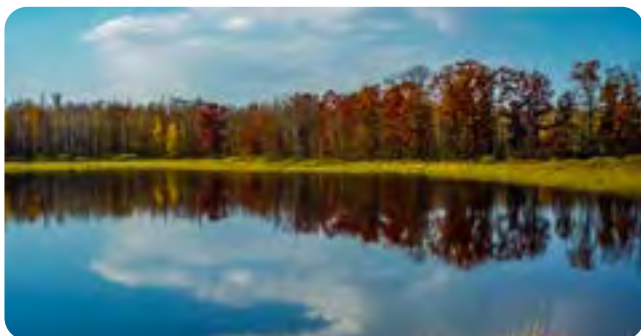
Control algal blooms to lower pH, TSS, and BOD levels.

## Hydroelectric dams



Lower chemical consumption and improve water quality.

## Lakes



Reduce odor problems and prevent dangerous toxins.

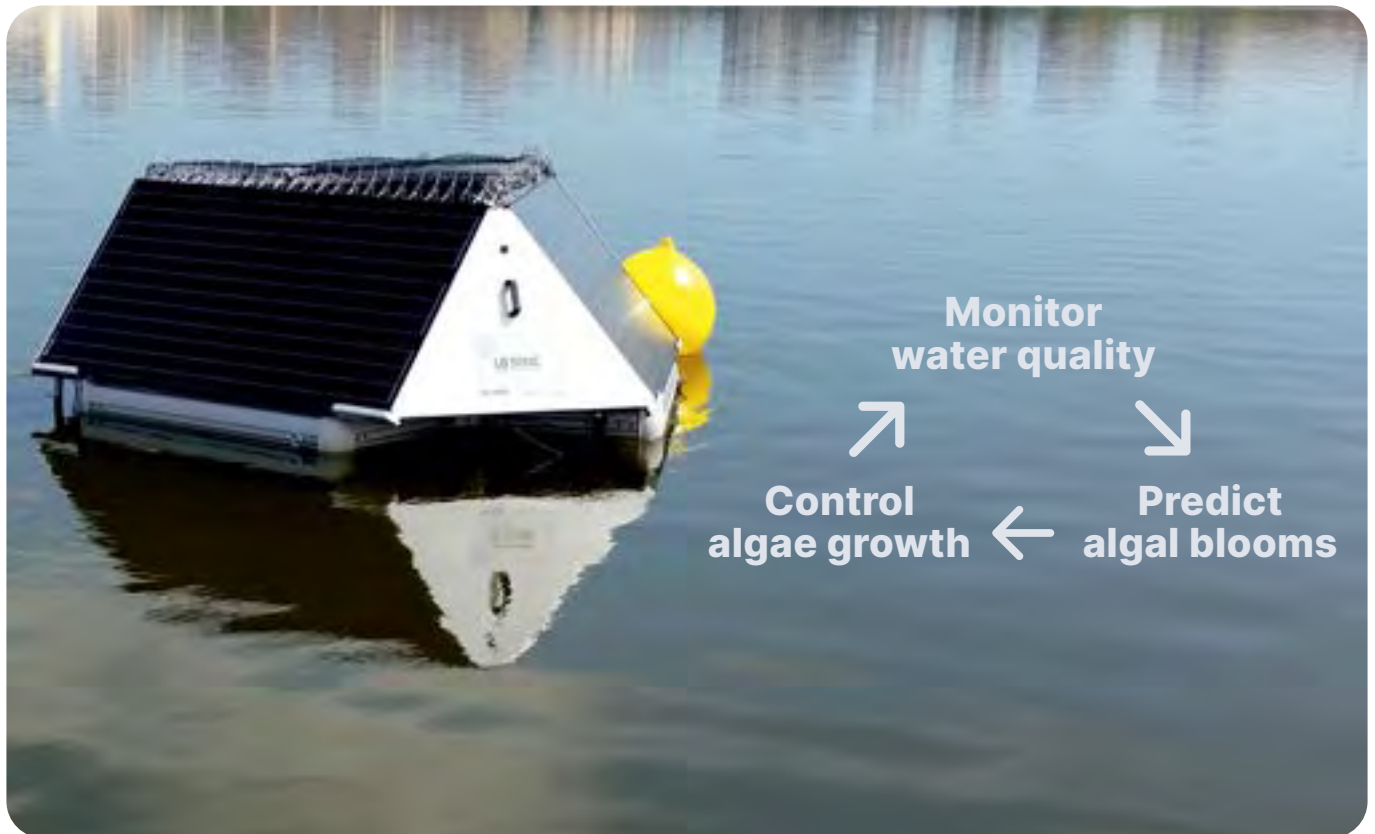
## Irrigation reservoirs



Prevent clogging of filters and pipes of drip irrigation systems.

# Monitor, predict, and control algae with ultrasound technology

The MPC-Buoy uses low-power ultrasound to stop algae growth without harming the environment.



## Monitor water quality

The LG Sonic MPC-Buoy provides a complete overview of your water quality by collecting key algae and water quality parameters in real-time.

- Chlorophyll  $\alpha$  (green algae)
- Phycocyanin (blue-green algae)
- pH
- Turbidity
- Dissolved oxygen
- Temperature

## Predict algae blooms

Our database contains more than 10 years of information collected from thousands of LG Sonic devices operating around the world. It includes datapoints on different types of water bodies, algae species, seasons, etc. Our database is continually refreshed with new information, always optimizing predictive algorithms for the benefit of all our customers.

## Control algae growth

Algae can become resistant to treatment methods, including ultrasound. To avoid this, we'll determine the most effective ultrasonic program for your unique situation. The program parameters will be specific for wave form, frequency, pause, and amplitude. The key to long-term results is adjusting settings before the algae mutate.

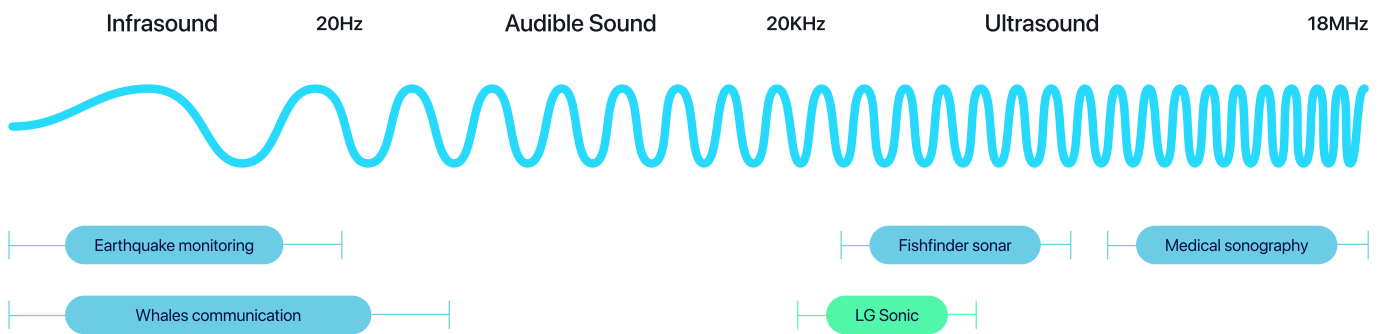
\* Additional sensors can be purchased separately

# How ultrasonic algae control works

## Eco-friendly ultrasonic treatment

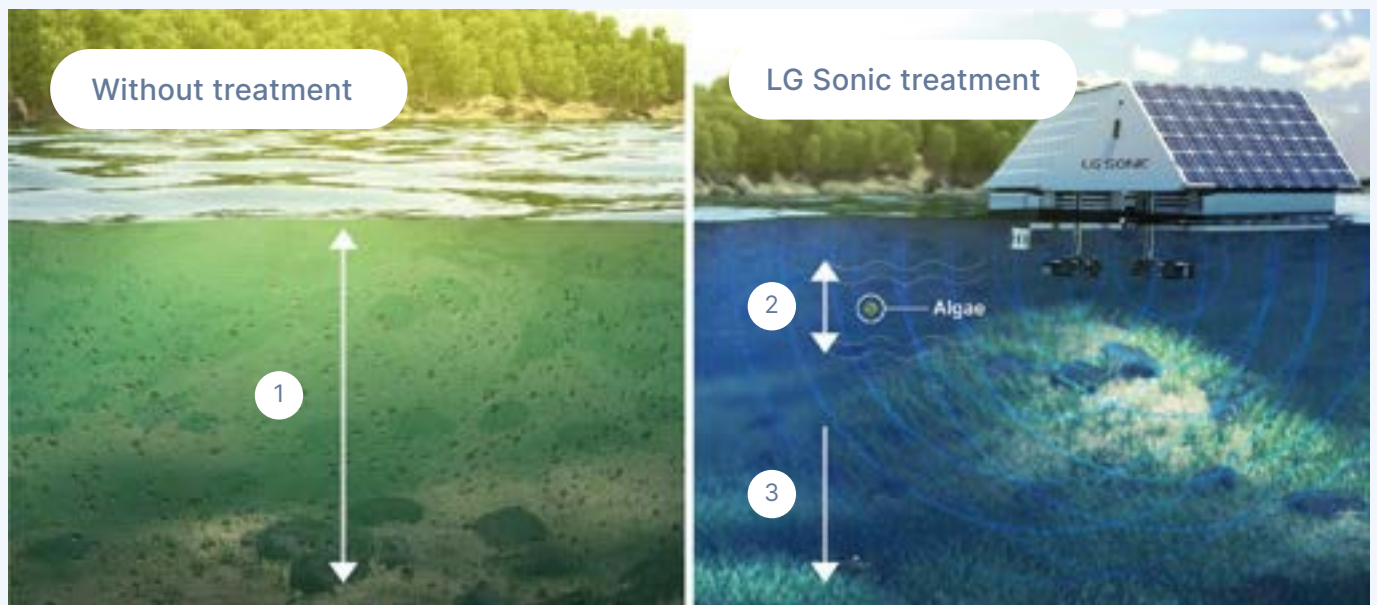
Algae blooms reduce light penetration, deplete oxygen, and release dangerous toxins, harming fish, plants, and other aquatic organisms. By controlling algal growth, LG Sonic's ultrasonic technology has the power to restore entire ecosystems.

After one year of treatment, algae levels will significantly reduce as water clarity increases, encouraging plant growth and therefore, increasing oxygen levels. Our ultrasonic treatment reduces algae blooms by up to 95%, compared to no treatment.



## How ultrasound targets the algae

- 1 Algae move to the water surface for photosynthesis. The ultrasound creates a sound layer at the top of a water body.
- 2 The low-power ultrasound waves affect algae's vertical movement by fixing them in the water column.
- 3 Without access to sunlight and nutrients, the algae sink to the bottom, where they decompose without releasing toxins. In time, bacteria will degrade the algae.



# MPC-Buoy components

## Solar-powered

- 3× 250 Wp high quality solar panel that provide power all year-round in any country
- 1× 24 Volt, 40 AMP lithium battery
- Switches to energy-saving program during periods of low sun irradiation

## Smart communication system

- 4G, Satellite, LAN
- Real-time water quality data with the MPC-View software
- Integrated alarm functions



## 4 ultrasonic transmitters

- Treatment range: 800m in diameter
- Integrated Aquawiper™: automatic cleansing system for the transmitters
- Chameleon Technology™ adjusts the ultrasonic program to specific water conditions

## Anchored floating construction

- Aluminium powder coated frame
- UV and corrosion resistant construction
- Unsinkable floats

## Complete quality sensor package

- In-situ water quality sensors to provide real-time data
- Monitors DO, turbidity, pH, chlorophyll  $\alpha$ , phycocyanin, and temperature
- Automatic antifouling wiper ensures optimal readings



# Get real-time water quality insights

## Meet the MPC-View

MPC-View is an advanced web-based software. It provides a complete water quality overview of one or more water bodies.

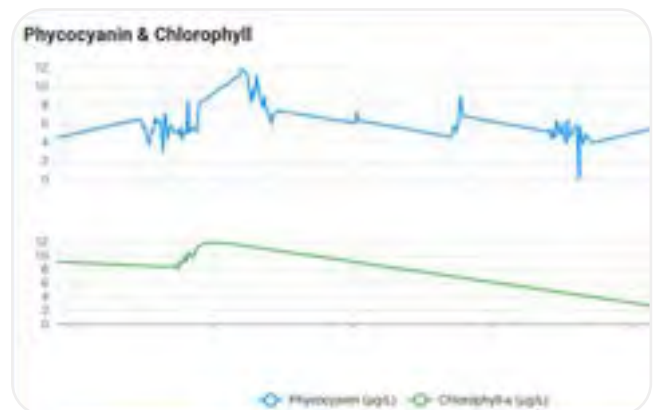
- ✓ Real-time insights into your water quality
- ✓ Integrated data visualization and reporting
- ✓ Ultrasonic programs change based on the water quality data received



## MPC-View software features



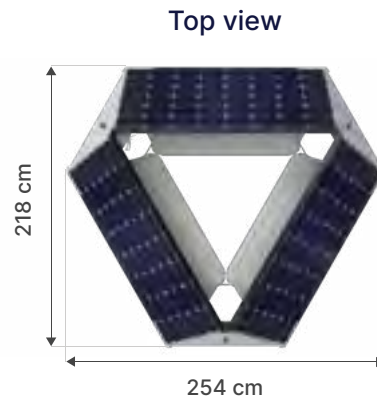
- ✓ Comply with water quality regulations and standards by delivering precise data and reports
- ✓ Analyse historical data trends to identify patterns and potential issues.



- ✓ Integrate with other systems and databases for a comprehensive view of water quality across various sources
- ✓ Generate detailed reports and visualisations to offer insights into water quality over time

*Set up alerts for specific water quality thresholds, triggering notifications when levels are outside acceptable limits*

# Technical specifications



<p><b>3x aluminum framed polyethylene buoy</b></p> <ul style="list-style-type: none"> <li>• Material: Rotationally-moulded UV-stabilized HDPE polyethylene</li> <li>• Filling: Closed-cell polyurethane foam</li> <li>• Buoy frame: Anodized aluminum</li> <li>• Weight: 15 kg</li> <li>• Size: 120 × 60 × 20 cm</li> <li>• Buoyancy capacity 270 kg</li> </ul>	<p><b>Solar panels (3x)</b></p> <ul style="list-style-type: none"> <li>• Solar cell: Monocrystalline cell</li> <li>• Rated Power (Pmax): 250 Wp Weight: 16 kg</li> <li>• Connectors IP67</li> <li>• Size: 158 × 81 × 3,5 cm</li> </ul>
<p><b>Telemetry</b></p> <ul style="list-style-type: none"> <li>• GSM/GPRS</li> <li>• CDMA (optional)</li> <li>• Radio (optional)</li> <li>• GPS (optional)</li> <li>• Iridium Satellite (optional)</li> </ul>	<p><b>Data acquisition system</b></p> <p>4 x analog channel (user-configurable for either 4-20mA)</p> <ul style="list-style-type: none"> <li>• 1 x RS485 port for instruments</li> <li>• 1 x high frequency pulse counting channel</li> <li>• 1 SDI-12 input</li> <li>• 3X RS232</li> </ul>
<p><b>Battery</b></p> <ul style="list-style-type: none"> <li>• 1× 24 volt lithium lifepo4</li> <li>• Capacity: 40 Ah</li> <li>• Weight: 15 kg</li> </ul>	<p><b>Solar Charge Controller</b></p> <p>Overcharge and Deep discharge protection          Ip68 Protection</p>

## Water quality sensor package

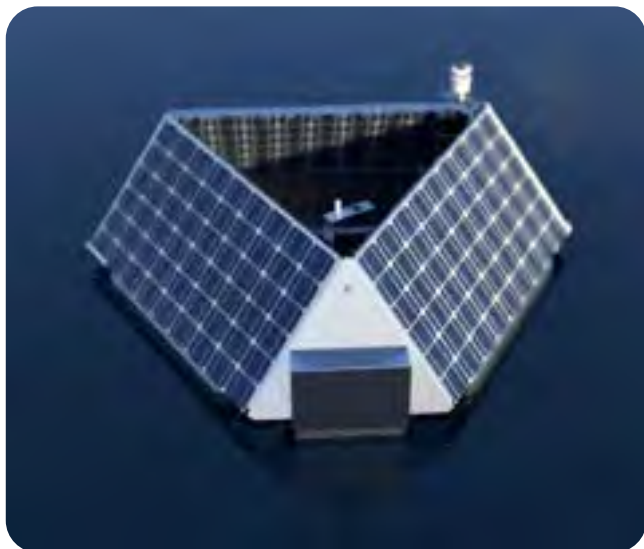
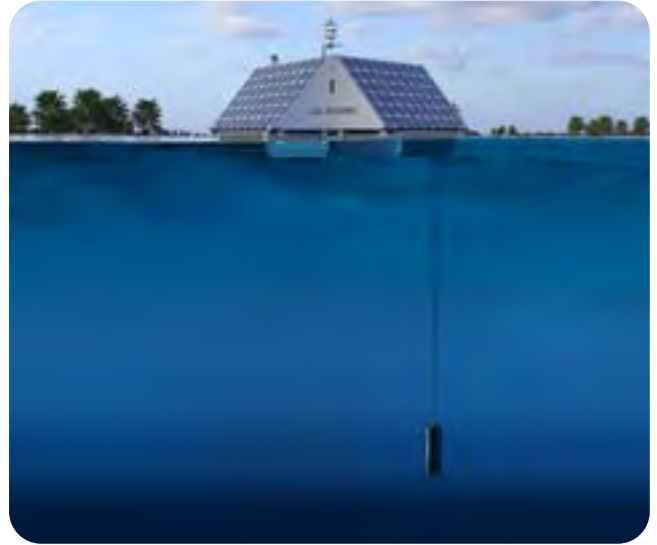
<p><b>Chlorophyll a, phycocyanin, turbidity</b></p> <ul style="list-style-type: none"> <li>• 470nm – Chlorophyll a</li> <li>• 610nm – Phycocyanin</li> <li>• 685nm Turbidity</li> </ul>	<p><b>Dissolved Oxygen</b></p> <ul style="list-style-type: none"> <li>• Optical measure by luminescence</li> <li>• Measure ranges:</li> <li>• 0.00 to 20.00 mg/L</li> <li>• 0.00 to 20.00 ppm</li> <li>• 0-200%</li> </ul>	<p><b>pH</b></p> <ul style="list-style-type: none"> <li>• Combined electrode</li> <li>• special glass, Ag/AgCl ref.</li> <li>• Gelled electrolyte (KCl)</li> <li>• Range 0 – 14 pH</li> <li>• Resolution 0,01 pH</li> <li>• Accuracy +/- 0,1 pH</li> </ul>
<p><b>Temperature</b></p> <ul style="list-style-type: none"> <li>• Technology CTN</li> <li>• Range 0°C to 55°C</li> <li>• Resolution 0,01 °C</li> <li>• Accuracy ± 0,5 °C</li> <li>• Response time &lt; 5 s</li> </ul>		<p>It is possible to add additional sensors to the water quality sensor package.</p>

# Water quality monitoring solutions

## Vertical profiling system

LG Sonic Vertical Profiler can be pre-set to take samples from a wide range of depths within a water body and measure key water parameters in real-time. Data is transmitted through 4G, radio or satellite to the MPC-View online software.

- Easy maintenance: can be done from the boat, without bringing it back to shore
- Possible to measure up to 100m in depth
- 50% more affordable than other Vertical Profilers on the market



## PO<sub>4</sub> sensor

By measuring PO<sub>4</sub> in a water body, you're able to predict harmful algae blooms and you gain a better understanding of the different PO<sub>4</sub> sources in your water.

- Reliable measurements at different depths
- 2-POINT calibration with each measurement
- High durability of reagents
- User-friendly and highly customizable
- More affordable than other PO<sub>4</sub> sensors
- Operates completely autonomously
- The sensor can be supplied on a stable buoy

## Weather station

Our Weather Station is a low-maintenance unit that enables more accurate algae bloom predictions by integrating local weather data into your MPC-Buoy and MPC-View software.

- Real-time weather data
- Highly customizable
- Low maintenance



# A selection of our customers

*We work together with top-level water and energy utilities.*



American Water is the largest and most geographically diverse U.S. public water and wastewater utility.

To control harmful algae and eliminate foul odor and taste issues, American Water installed MPC-Buoy systems in their reservoir located in New Jersey. Amongst other positive results, the utility achieved 100% chemical reduction in the reservoir



Anglian Water provides drinking water to more than four million customers and water recycling services to almost seven million.

Since the installation of the MPC-Buoy systems in Alton Water Reservoir and the implementation of additional control measures in the upstream catchment area, Anglian Water has started to see a reduction in algal blooms which minimises the extra pressure on the treatment works.



Agua Andinas, a multi-service company in Santiago, supplies water, sewerage, and wastewater services to about 8.5 million people through its subsidiaries.

The customer values the MPC-Buoys' real-time monitoring, which provides immediate biochemical data access and water quality change alerts. This helps ensure compliance with SEA Chile regulations and safeguards employees and the water supply during crises, like extreme weather.



Maynilad Water Services, responsible for water and wastewater services in the West Zone of the Greater Manila Area, caters to over nine million people and has proactively tackled the challenges faced by Laguna de Bay.

MPC-Buoy provides real-time data on water quality, included parameters are; Chlorophyll  $\alpha$ , Phycocyanin, pH, Turbidity, Dissolved Oxygen, and temperature. With real-time monitoring, Maynilad can swiftly detect potential threats and take immediate action to uphold water quality.

# About LG Sonic

LG Sonic is a leader in ultrasonic algae control with a mission to restore aquatic ecosystems without the use of chemicals or other harmful pollutants. Leading the way by producing cutting-edge technologies that manage algae blooms sustainably, LG Sonic's solutions are present in over 55 countries, serving 12 industries.

For over 10 years, we've invested in research and development. Today, while striving to provide smart strategies against water pollution, LG Sonic expands its expertise to offer comprehensive solutions for surface water management, including vertical profiling, phosphate monitoring, remote sensing, and the creation of a digital twin for surface water.

**100+**  
Customers

**55+**  
Countries

**12+**  
Industries served



## LG Sonic Headquarters

Opened in 2011, this European venue is where we established our corporate headquarters and our R&D department. At this location we continue to improve our features and technologies in our in-house water laboratory.

Zoetermeer, the Netherlands  
Heliumstraat 7 - 2718 SL  
+31 070 770 9030  
info@lgsonic.com

## International offices

### LG Sonic Headquarters

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info@lgsonic.com

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## Award-Winning Innovation



# LGSONIC

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[info@lgsonic.com](mailto:info@lgsonic.com)



**CONFLICT OF INTEREST CODE FOR THE  
DONNER SUMMIT PUBLIC UTILITY DISTRICT**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Donner Summit Public Utility District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008) All statements will be retained by the **District**.

**CONFLICT OF INTEREST CODE FOR THE  
DONNER SUMMIT PUBLIC UTILITY DISTRICT**

**APPENDIX A  
DESIGNATED POSITIONS**

<b>Designated Positions</b>	<b>Disclosure Categories</b>
Attorney	2, 3
Chief Plant Manager	1
Consultants & New Positions	*

\* The Attorney position is filled by an outside consultant but acts in a staff capacity.

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Sec. 81008).

**Officials Who Manage Public Investments**

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

- Board of Directors
- General Manager

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.



**CONFLICT OF INTEREST CODE FOR THE  
DONNER SUMMIT PUBLIC UTILITY DISTRICT**

**APPENDIX B  
DISCLOSURE CATEGORIES**

**Category 1**

Investments and business positions in business entities, and sources of income, (including receipt of gifts, loans, and travel payments) from sources, that provide services, including consulting services, supplies, materials, machinery or equipment of the type utilized by the District.

**Category 2**

Investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source is subject to the District's regulatory, permit or licensing authority.

**Category 3**

Investments and business positions in business entities and sources of income (including receipt of gifts, loans and travel payments) if the business entity or source has, during the reporting period, filed a claim or has a claim pending before the District.

## Agenda Item: 6B

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

**October 2024**

# Donner Summit Public Utility District Waste Water Flow Data

November 19, 2024  
Agenda Item: 6B

MONTH OF October 2024		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Irr	Totalizer EFF Recycled	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Weather	Lake Angela Water Level
DATE	DAY	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	Cond	Elevation
10/01/24	TUE	0.21699	0.02201	0.2390		0.1950	0.0320	0.169	0.0683	Clear	7,185.4'
10/02/24	WED	0.16990	0.02010	0.1900		0.0000	0.0320	0.160	0.0334	Clear	
10/03/24	THU	0.14675	0.01925	0.1660		0.0000	0.0320	0.176	0.0590	Clear	
10/04/24	FRI	0.12856	0.01844	0.1470		0.0200	0.0320	0.103	0.0000	Clear	
10/05/24	SAT	0.13398	0.02602	0.1600		0.0000	0.0320	0.158	0.0807	Clear	
10/06/24	SUN	0.12651	0.02249	0.1490		0.0000	0.0320	0.179	0.0000	Clear	
10/07/24	MON	0.12674	0.02626	0.1530		0.0000	0.0320	0.120	0.0611	Clear	
10/08/24	TUE	0.11386	0.02414	0.1380		0.1690	0.0320	0.206	0.0813	Clear	
10/09/24	WED	0.13258	0.02042	0.1530		0.2090	0.0320	0.149	0.0617	Clear	
10/10/24	THU	0.14704	0.01996	0.1670		0.1980	0.0320	0.154	0.0588	Clear	
10/11/24	FRI	0.16565	0.01735	0.1830		0.1940	0.0320	0.142	0.0000	Clear	
10/12/24	SAT	0.20237	0.02363	0.2260		0.2210	0.0320	0.170	0.0000	Clear	
10/13/24	SUN	0.17846	0.02454	0.2030		0.0100	0.0320	0.235	0.0000	Clear	
10/14/24	MON	0.14489	0.02111	0.1660	0.1250	0.0000	0.0320	0.228	0.0705	Clear	
10/15/24	TUE	0.17595	0.01705	0.1930	0.1300	0.0000	0.0320	0.134	0.1136	Clear	
10/16/24	WED	0.15381	0.01919	0.1730	0.1410	0.0000	0.0320	0.168	0.0597	Rain	
10/17/24	THU	0.11561	0.01539	0.1310	0.1340	0.0000	0.0320	0.138	0.0000	PT Cloudy	
10/18/24	FRI	0.10361	0.01539	0.1190	0.1290	0.0000	0.0320	0.130	0.0000	Clear	
10/19/24	SAT	0.09807	0.02193	0.1200	0.1040	0.0000	0.0320	0.097	0.0000	Clear	
10/20/24	SUN	0.10218	0.02182	0.1240	0.1150	0.0000	0.0320	0.162	0.0000	Clear	
10/21/24	MON	0.17218	0.03382	0.2060	0.1540	0.0000	0.0320	0.132	0.0675	Clear	
10/22/24	TUE	0.17169	0.01731	0.1890	0.1380	0.0000	0.0320	0.180	0.0846	Clear	
10/23/24	WED	0.15769	0.01631	0.1740	0.2280	0.0000	0.0320	0.134	0.0635	Cloudy	
10/24/24	THU	0.16507	0.01693	0.1820	0.1510	0.0000	0.0320	0.115	0.0252	Clear	
10/25/24	FRI	0.16867	0.01833	0.1870	0.1680	0.0040	0.0320	0.198	0.0000	Clear	
10/26/24	SAT	0.09760	0.02340	0.1210	0.1330	0.0000	0.0320	0.106	0.0000	Clear	
10/27/24	SUN	0.14696	0.02004	0.1670	0.0070	0.0000	0.0320	0.133	0.0000	Rain	
10/28/24	MON	0.15149	0.01851	0.1700	0.0000	0.0390	0.0320	0.136	0.0731	Lt Rain	
10/29/24	TUE	0.13716	0.01184	0.1490	0.0000	0.0000	0.0320	0.147	0.0000	PT Cloudy	
10/30/24	WED	0.13650	0.01450	0.1510	0.0000	0.0000	0.0320	0.133	0.0724	PT Cloudy	
10/31/24	THU	0.16052	0.01548	0.1760	0.1770	0.0110	0.0320	0.121	0.0788	Lt Snow	
10/2024 Daily Totals		<b>4.54903</b>	<b>0.6230</b>	<b>5.1720</b>	<b>2.0340</b>	<b>1.2700</b>	<b>0.9920</b>	<b>4.7130</b>	<b>1.2131</b>	<b>Drop</b>	<b>1.0'</b>
10/2024 Totalizer Total		<b>4.54900</b>	<b>0.6230</b>	<b>5.1720</b>	<b>2.0340</b>	<b>1.2700</b>	<b>0.9920</b>	<b>4.7130</b>	<b>1.1786</b>	<b>MG Available</b>	<b>67.5</b>
Difference		<b>-0.00003</b>	<b>0.00003</b>	<b>0.00000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>-0.0345</b>		
Percentage Difference		<b>-0.001%</b>	<b>0.004%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>0.000%</b>	<b>-2.929%</b>		
10/2024 AVG/DAY		<b>146,742</b>	<b>20,097</b>	<b>166,839</b>	<b>65,613</b>	<b>40,968</b>	<b>32,000</b>	<b>152,032</b>	<b>38,019</b>		
Percentage Flow SLCWD			<b>12.046%</b>								
10/2023 Totalizer Total		<b>3.16320</b>	<b>0.67780</b>	<b>3.84100</b>	<b>3.6810</b>	<b>0.0000</b>	<b>0.0000</b>	<b>4.4313</b>	<b>1.0242</b>		
10/2023 AVG/DAY		<b>102,039</b>	<b>21,865</b>	<b>123,903</b>	<b>118,742</b>	<b>0</b>	<b>0</b>	<b>142,945</b>	<b>33,039</b>		
Percentage Flow SLCWD			<b>17.646%</b>								

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

Prepared for: Steve Palmer, General Manager

Prepared by: Jim King, Plant Manager

Date: October 2024

## Operations WWTP

- ◆ Discontinued irrigation discharge and began river discharge on 10/13.
- ◆ Discharged 2.0 MG to River, 1.3 MG to Irrigation and 1.0 MG to Recycled Water.
- ◆ Had Nevada County Hazardous Materials inspection completed. Staff are waiting for the report's findings.
- ◆ Continued ammonia feed to the reactors in preparation for winter operation with staff making multiple adjustments.
- ◆ Continued sludge drying bed use. Filled 3 sludge dumpsters for disposal at the land fill.
- ◆ Staff conducted sewer line inspections at 58376 Donner Pass Rd, Bunny Hill Rd and Penny Royal in Sugar Bowl.
- ◆ Removed sprinklers from the ski hill and set up equipment for snow making.



- ◆ Continue to test the plant influent and effluent weekly to check zinc levels.
- ◆ Backfilled sewer and water services on Hill Rd.
- ◆ Had Dodge 1500 service truck returned from shop after electronic repairs.

- ◆ Processed 4 USA dig tickets.

## **Operations Water Plant**

- ◆ Completed the lead service line inventory study required by DDW.
- ◆ Completed and sent out monthly potable water reports to DDW.
- ◆ Staff assisted with the free leak detection services provided by CRWA.
- ◆ Covered the exposed water line on Ida Ln in Big Bend.



- ◆ Replaced finishing filterers at Big Bend.



- ◆ Staff continued to make multiple adjustments to the treatment process in efforts to keep up with the lakes changing conditions.

- ◆ Staff brought up the winter chemical supply to the plant.



- ◆ Inspected fire line hookups at 10007 and 10111 Bunny Hill Rd.
- ◆ Began tracking the active water level of Lake Angela.

◆ Date	Water Surface Elevation (FT MSL)	Storage (MG)
6/1/24	7192.2'	90
6/27/24	7191.8	88
7/1/24	7191.6	88
7/31/24	7189.3	83
8/31/24	7186.1	70
9/30/24	7185.4	68.5
10/31/24	7184.4	67.5

**Repairs and Maintenance WWTP**

- ◆ Replaced failed polymer feed pump in the sludge building.
- ◆ Serviced the standby generators at N-1, N-2 and L-8, changed oil and filters.



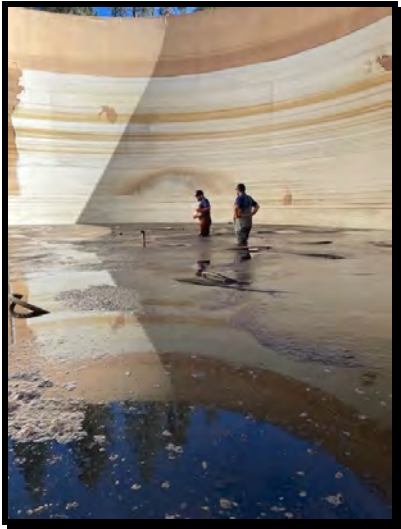
- ◆ Serviced the membrane air compressors.



- ◆ Cleaned and calibrated the UV/Transmittance Meter for the membrane system.



- ◆ Replaced failed “station flooded” switch at L-8
- ◆ Repaired main irrigation line leak at the ski hill.
- ◆ Emptied and began cleaning out the sludge storage tank so that repairs can be made to the aeration system.





- ◆ Replaced failed ballast card on UV Train 1 Vessel 2.



## **Repairs and Maintenance WTP**

- ◆ Replaced all the chemical feed line corporation stops in the main chemical pretreatment feed vault.



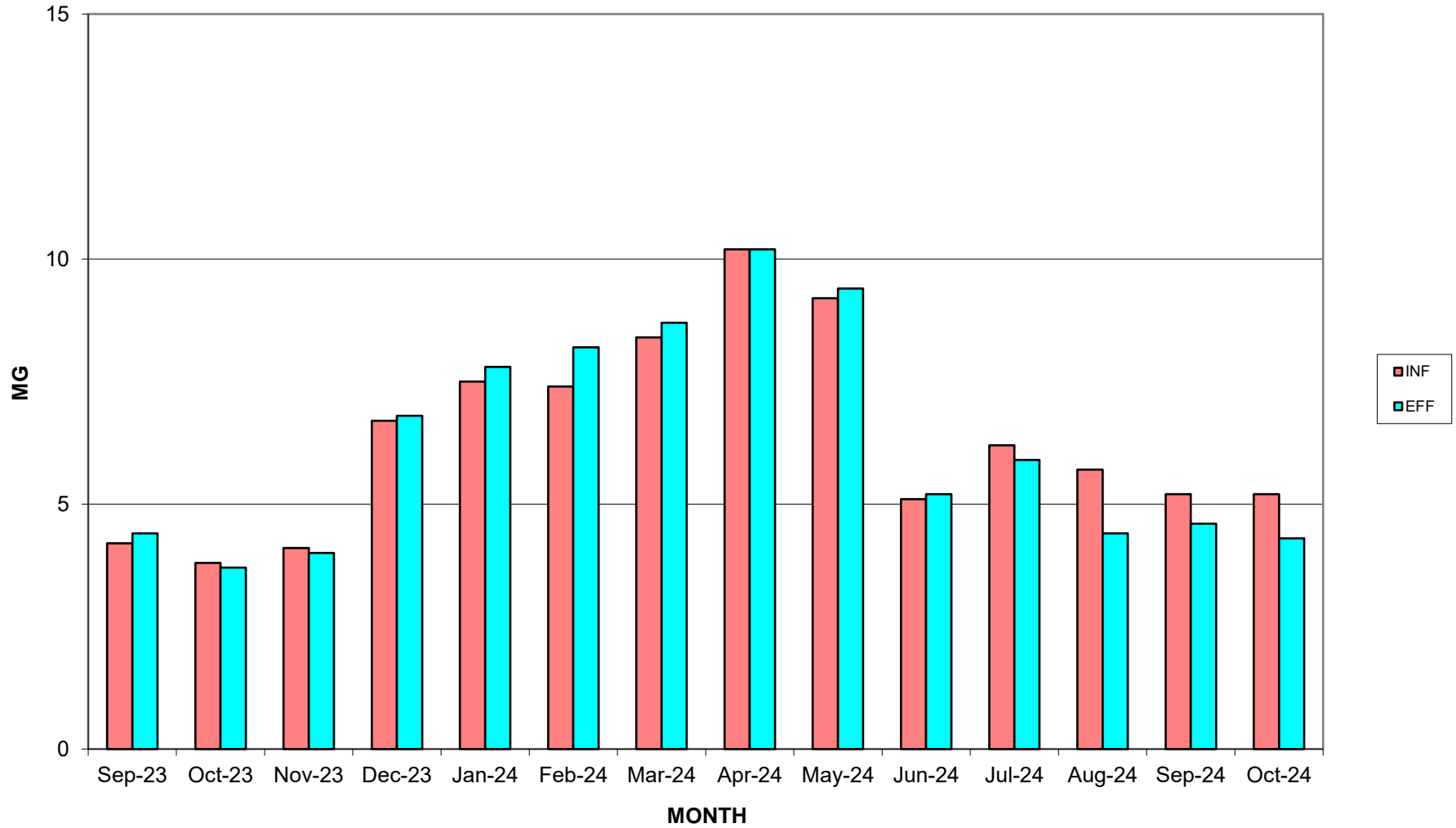
- ◆ Topped off gravel in filter #1.



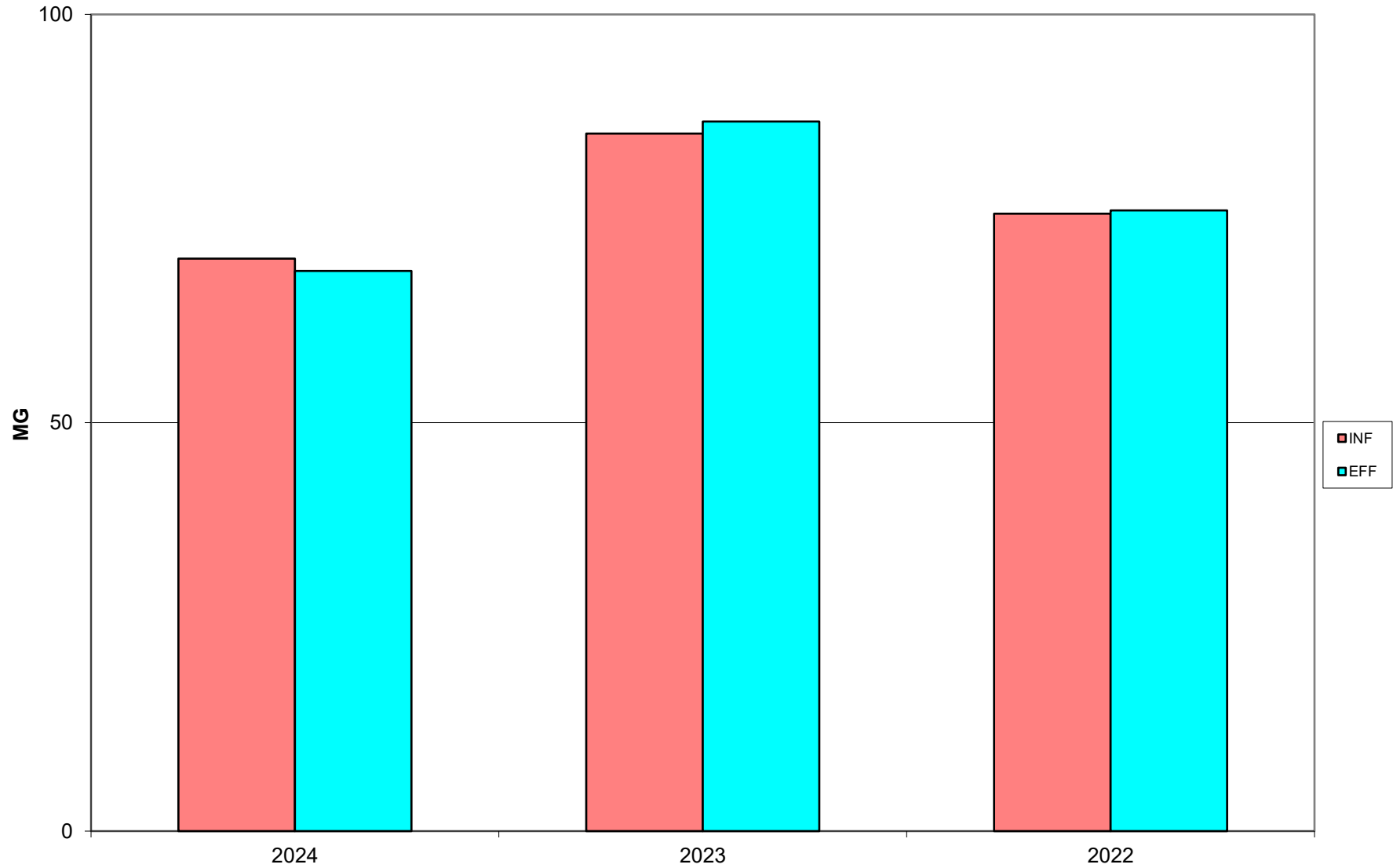
## **Laboratory**

- ◆ Continued recycled water testing protocols which include daily coliform testing for recycled water use.
- ◆ Began river discharge testing.
- ◆ Continued testing for zinc residuals out in the district's wastewater.

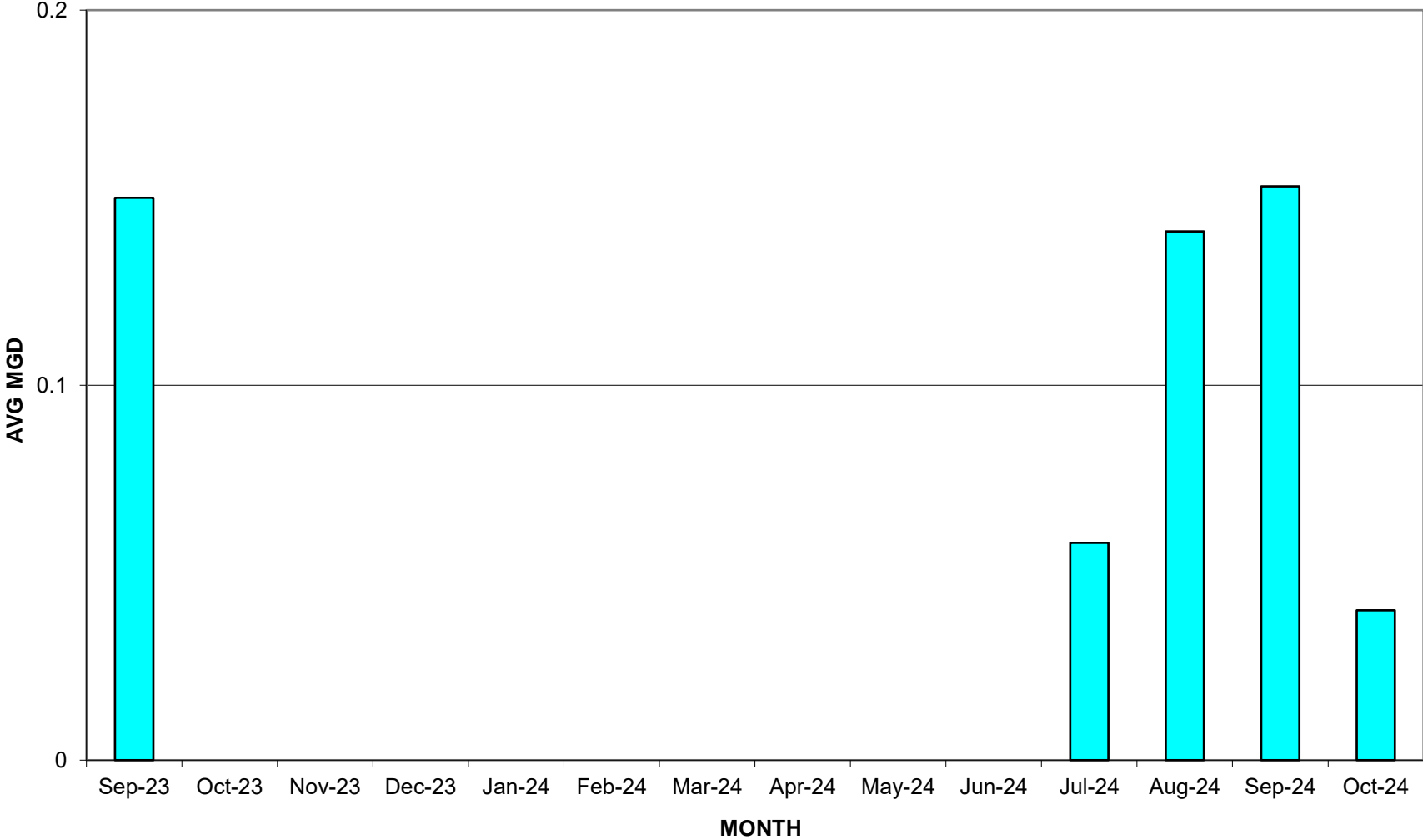
**DONNER SUMMIT PUD WWTP**                      **TOTAL INFLUENT FLOW TO TOTAL**  
**EFFLUENT FLOW YEAR 2023/2024**



**DONNER SUMMIT PUD WWTP ANNUAL TOTAL INFLUENT FLOW TO TOTAL EFFLUENT FLOW  
2024 DATA THROUGH OCTOBER**



**DONNER SUMMIT PUD WWTP AVG EFFLUENT FLOW TO RECY/IRRIGATION  
YEARS 2023/2024**



## Agenda Item: 8A



## STAFF REPORT

**TO:** Board of Directors

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

**SUBJECT:** First Quarter Budget to Actual Report and Budget Amendment No. 1  
Increasing Planned Revenue by \$99,600 and Expenditures by \$31,600

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### **RECOMMENDATION**

Receive FY2024-2025 budget to actual report for July 1, 2024 through September 30, 2024 from the General Manager. Approve Budget Amendment No. 1.

### **BACKGROUND**

To provide timely information to the Board and the public, this report provides a comparison of the approved operating budget to actual revenues and expenditures for the first three months of Fiscal Year 2024-2025. The comparison is presented in Attachment 1, and any material differences are discussed in this Staff Report.

Staff is also requesting several other changes to the adopted budget to recognize unforeseen issues, plan for upcoming staff retirement, and improve operations. These changes include:

1. Increased recycled water revenue.
2. Reduce budget for water capital projects due to reduced cost of Lake Angela Tendon Tensioning Project.
3. Increased medical insurance premiums.
4. Correct salary and retirement calculations.
5. Fund an additional full time operator position for six months.
6. Fund a part time seasonal operator position for three months.

### **DISCUSSION**

#### **Budget to Actual**

At this point in the fiscal year total expenses are 18% of the budgeted amount; with water expenses at 15%, sewer expenses at 24%, wastewater treatment expenses at 14%, and administration expenses at 27%. Overall, this appears to be within the expected range at this point in the fiscal year.

#### **Amendment No. 1**

The budget amendment includes two following changes that increase revenue or decrease expenses:

1. Recycled water sales revenue is projected to increase from the budgeted amount of \$10,000 to \$109,600. This is due to the Interstate 80 construction projects using more recycled water than anticipated, and the Board adopting new increased recycled water rates that became effective in September 2024.
2. The budget included \$150,000 for the Lake Angela Dam Tendon Tensioning Project. That project was completed under budget for a total cost of \$71,350.

Additionally, the following changes to expenses are needed to reflect unanticipated events:

1. Increase salary and retirement expenses by a total of \$38,270 to correct the calculations in the current budget.
2. Increase medical expenses by a total of \$4,400 to reflect the premium increase for calendar year 2025. The adopted budget included a projected increase of 9.87% for calendar year 2025. The quote for calendar year 2025 was just received and the actual increase is 14.38%. Despite this increase, premiums are still lower than the comparable plan from Blue Shield.

Staff is also proposing two staffing changes with budget impacts. These changes are intended to help transition through the planned retirement of Operator Paul Schott and increase the workload capacity of operations staff. The first change is to fund the vacant operator position for six months. The approved organizational chart, attached, includes a vacant and unfunded operator position. This proposal funds that vacant position for six months to provide overlap and training opportunities before Operator Paul Schott's planned retirement in August 2025. Funding is provided for a fully benefitted position with an hourly rate of up to \$30.00. The total Fiscal Year 2024-2025 operating budget increase for salary, benefits, taxes, and insurance is \$49,050.

The proposed second staffing change is hiring a part-time, seasonal operator to increase operations work capacity and efficiency. This position would provide extra labor for repairs and maintenance such as sludge removal, facility piping repairs, lift station cleaning, and utility markings. This proposal is for a part-time position that does not receive benefits with a maximum hourly rate of \$22.23. The total Fiscal Year 2024-2025 Operating Budget increase for salary, taxes, and worker's compensation insurance is \$13,580 for a maximum of 520 hours.

### **FISCAL IMPACT**

The proposed Budget Amendment is included as Attachment 3. The amendment increases revenue by \$99,600 and increases total budgeted expenditures by \$31,600.

The net impact of this Budget Amendment is that the operating fund balance will increase by \$68,000.

### **CEQA ASSESSMENT**

This is not a CEQA Project

### **ATTACHMENTS**

1. September 30, 2024, FY2024-2025 Budget to Actual Comparison
2. Approved Organizational Chart
3. Budget Amendment
4. Resolution



DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET  
 September 30, 2024

ALL DEPARTMENTS SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Water Revenue</b>					
Water Program Revenue	\$ 259,163	\$ 761,751	\$ 761,750	\$ 502,588	34%
Water General Revenue	10,924	84,213	84,213	\$ 73,289	13%
<i>Total Water Revenue</i>	<u>\$ 270,087</u>	<u>\$ 845,964</u>	<u>\$ 845,963</u>	<u>\$ 575,877</u>	<u>32%</u>
<b>Wastewater Revenue</b>					
Wastewater Program Revenue	\$ 762,735	\$ 3,101,621	\$ 3,001,962	\$ 2,239,227	25%
Wastewater General Revenue	2,824	400,746	400,746	\$ 397,922	1%
<i>Total Wastewater Revenue</i>	<u>\$ 765,560</u>	<u>\$ 3,502,367</u>	<u>\$ 3,402,708</u>	<u>\$ 2,637,148</u>	<u>22%</u>
<b>Administration Revenue</b>					
Admin Program Revenue	\$ -	\$ -	\$ -	\$ -	
Admin General Revenue	32,223	29,000	29,000	\$ (3,223)	111%
<i>Total Administration Revenue</i>	<u>\$ 32,223</u>	<u>\$ 29,000</u>	<u>\$ 29,000</u>	<u>\$ (3,223)</u>	<u>111%</u>
<b>Total Revenues</b>	<b>\$ 1,067,870</b>	<b>\$ 4,377,331</b>	<b>\$ 4,277,671</b>	<b>\$ 3,209,801</b>	<b>25%</b>
<b>Water Expenses</b>					
Salaries and Benefits	\$ 54,357	\$ 216,313	\$ 209,062	\$ 154,705	26%
Materials, Supplies, Services	53,842	269,045	269,045	\$ 215,203	20%
Debt Service	-	38,158	38,158	\$ 38,158	0%
Capital Equipment	4,184	8,140	8,140	\$ 3,956	51%
Capital Projects	8,540	191,300	265,000	\$ 256,460	3%
<i>Total Water Expenses</i>	<u>\$ 120,923</u>	<u>\$ 722,956</u>	<u>\$ 789,405</u>	<u>\$ 668,482</u>	<u>15%</u>
<b>Wastewater Expenses</b>					
Salaries and Benefits	\$ 193,235	\$ 772,013	\$ 744,044	\$ 550,809	26%
Materials, Supplies, Services	242,634	1,309,199	1,309,199	\$ 1,066,565	19%
Debt Service	5,613	741,643	741,643	\$ 736,030	1%
Capital Equipment	23,796	66,110	66,110	\$ 42,314	36%
Capital Projects	53	82,000	82,000	\$ 81,948	0%
<i>Total Wastewater Expenses</i>	<u>\$ 465,331</u>	<u>\$ 2,970,965</u>	<u>\$ 2,942,996</u>	<u>\$ 2,477,665</u>	<u>16%</u>
<b>Admin Expenses</b>					
Salaries and Benefits	\$ 105,917	\$ 443,293	\$ 433,967	\$ 328,050	24%
Board Expenses	24,840	73,555	73,555	\$ 48,715	34%
Materials, Supplies, Services	67,973	234,400	234,400	\$ 166,427	29%
Debt Service	-	-	-	\$ -	
Capital Equipment	987	987	-	\$ (987)	
Capital Projects	-	-	-	\$ -	
<i>Total Admin Expenses</i>	<u>\$ 199,717</u>	<u>\$ 752,235</u>	<u>\$ 741,922</u>	<u>\$ 542,205</u>	<u>27%</u>
<b>Total Expenses</b>	<b>\$ 785,970</b>	<b>\$ 4,446,156</b>	<b>\$ 4,474,323</b>	<b>\$ 3,688,353</b>	<b>18%</b>
		<u>\$ (68,825)</u>	<u>\$ (196,652)</u>		

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

WATER SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Program Revenue</b>					
Water fees	\$ 239,167	\$ 709,433	\$ 709,433	\$ 470,266	34%
Connection fees	6,800		-	\$ (6,800)	
Recycled water sales			-	\$ -	
Big Bend Service Fees	8,003	\$ 31,546	31,546	\$ 23,543	25%
Big Bend Assessment	\$ 5,193	\$ 20,772	\$ 20,772	\$ 15,579	25%
<i>Total Program Revenue</i>	<u>\$ 259,163</u>	<u>\$ 761,751</u>	<u>\$ 761,750</u>	<u>\$ 502,588</u>	<u>34%</u>
<b>General Revenues</b>					
Property tax	\$ 10,924	\$ 30,213	\$ 30,213	\$ 19,289	36%
Grants		54,000	54,000	\$ 54,000	0%
<i>Total General Revenues</i>	<u>\$ 10,924</u>	<u>\$ 84,213</u>	<u>\$ 84,213</u>	<u>\$ 73,289</u>	<u>13%</u>
<b>Total Revenues</b>	<b>\$ 270,087</b>	<b>\$ 845,964</b>	<b>\$ 845,963</b>	<b>\$ 575,877</b>	<b>32%</b>

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

WATER SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Expenses</b>					
Salaries	\$ 38,837	\$ 144,251	\$ 140,800	\$ 101,963	28%
Overtime	\$ 2,239	\$ 9,702	\$ 10,528	\$ 8,289	21%
Medical/Dental/Life Insurance	\$ 8,347	\$ 31,760	\$ 30,814	\$ 22,467	27%
Long Term Disability	\$ 336	\$ 1,248	\$ 1,292	\$ 956	26%
Retirement	\$ -	\$ 11,481	\$ 8,263	\$ 8,263	0%
Clothing Allowance	\$ -	\$ 792	\$ 792	\$ 792	0%
Payroll Tax	\$ 3,157	\$ 11,728	\$ 12,230	\$ 9,073	26%
W/C Insurance	\$ 1,441	\$ 5,352	\$ 4,343	\$ 2,902	33%
<i>Salaries &amp; Benefits</i>	\$ 54,357	\$ 216,313	\$ 209,062	\$ 154,705	26%
Professional fees	\$ -	8,000	8,000	\$ 8,000	0%
Dues and subscriptions	\$ -	680	680	\$ 680	0%
Fees, permits, certifications, leases	\$ 637	18,180	18,180	\$ 17,543	4%
Training, education, travel	\$ 65	1,000	1,000	\$ 935	7%
Travel	\$ -	-	-	\$ -	-
Insurance	\$ 13,831	57,475	57,475	\$ 43,644	24%
Office supplies and miscellaneous	\$ -	550	550	\$ 550	0%
Utilities, communications, telemetry	\$ 8,113	56,740	56,740	\$ 48,627	14%
Chemicals and lab supplies	\$ 2,086	18,440	18,440	\$ 16,354	11%
Laboratory testing	\$ -	5,000	5,000	\$ 5,000	0%
Equipment maintenance and repair	\$ 11,975	40,270	40,270	\$ 28,295	30%
Small equipment and rental	\$ -	3,150	3,150	\$ 3,150	0%
Interest expense	\$ -	-	-	\$ -	-
Operating supplies	\$ 108	740	740	\$ 632	15%
Vehicle maintenance, repair, fuel	\$ -	4,100	4,100	\$ 4,100	0%
Facility maintenance and repair	\$ 17,027	54,720	54,720	\$ 37,693	31%
<i>Materials, Supplies, Services</i>	\$ 53,842	\$ 269,045	\$ 269,045	\$ 215,203	20%
Angela WTP Loan P&I	\$ -	\$ 18,188	\$ 18,188	\$ 18,188	0%
Big Bend Debt Service	\$ -	19,970	19,970	\$ 19,970	0%
<i>Debt Service</i>	\$ -	\$ 38,158	\$ 38,158	\$ 38,158	0%
Capital Equipment	\$ 4,184	\$ 8,140	\$ 8,140	\$ 3,956	51%
Capital Projects	\$ 8,540	191,300	265,000	\$ 256,460	3%
<b>Total Expenses</b>	<b>\$ 120,923</b>	<b>\$ 722,956</b>	<b>\$ 789,405</b>	<b>\$ 668,482</b>	<b>15%</b>
<b>TOTAL NET REVENUE</b>		<b>\$ 123,008</b>	<b>\$ 56,558</b>		

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

SEWER SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Program Revenue</b>					
Sewer rates	\$ 150,613	\$ 469,758	\$ 469,758	\$ 319,145	32%
Connection fees				\$ -	
<i>Total Program Revenue</i>	<u>\$ 150,613</u>	<u>\$ 469,758</u>	<u>\$ 469,758</u>	<u>\$ 319,145</u>	<u>32%</u>
<b>General Revenues</b>					
Property tax	\$ 522	\$ 20,353	\$ 20,353	\$ 19,830	3%
Other		3,000	3,000	\$ 3,000	
<i>Total General Revenues</i>	<u>\$ 522</u>	<u>\$ 23,353</u>	<u>\$ 23,353</u>	<u>\$ 22,830</u>	<u>2%</u>
<b>Total Revenue:</b>	<b>\$ 151,135</b>	<b>\$ 493,111</b>	<b>\$ 493,111</b>	<b>\$ 341,976</b>	<b>31%</b>

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

SEWER SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Expenses</b>					
Salaries	\$ 32,658	\$ 121,302	\$ 118,400	\$ 85,742	28%
Overtime	\$ 1,883	\$ 6,993	\$ 8,853	\$ 6,970	21%
Medical/Dental/Life Insurance	\$ 6,506	\$ 26,750	\$ 25,912	\$ 19,406	25%
Long Term Disability	\$ 283	\$ 1,049	\$ 1,086	\$ 803	26%
Retirement	\$ -	\$ 9,655	\$ 6,948	\$ 6,948	0%
Clothing Allowance	\$ -	\$ 666	\$ 666	\$ 666	0%
Payroll Tax	\$ 2,655	\$ 9,862	\$ 10,284	\$ 7,629	26%
W/C Insurance	\$ 1,558	\$ 5,785	\$ 4,366	\$ 2,808	36%
<i>Salaries &amp; Benefits</i>	\$ 45,542	\$ 182,062	\$ 176,515	\$ 130,973	26%
Professional fees	\$ -	-	\$ -	\$ -	
Dues and subscriptions	\$ -	-	\$ -	\$ -	
Fees, permits, certifications, leases	\$ -	460	\$ 460	\$ 460	0%
Training, education, travel	\$ -	300	\$ 300	\$ 300	0%
Travel	\$ -	-	\$ -	\$ -	
Insurance	\$ 11,631	48,331	\$ 48,331	\$ 36,700	24%
Office supplies and miscellaneous	\$ 57	550	\$ 550	\$ 493	10%
Utilities, communications, telemetry	\$ 3,678	25,950	\$ 25,950	\$ 22,272	14%
Chemicals and lab supplies	\$ -	-	\$ -	\$ -	
Laboratory testing	\$ -	-	\$ -	\$ -	
Equipment maintenance and repair	\$ 45	22,950	\$ 22,950	\$ 22,905	0%
Small equipment and rental	\$ -	-	\$ -	\$ -	
Infiltration and inflow program	\$ 29,300	33,100	\$ 33,100	\$ 3,800	89%
Operating supplies	\$ 324	1,200	\$ 1,200	\$ 876	27%
Vehicle maintenance, repair, fuel	\$ -	12,200	\$ 12,200	\$ 12,200	0%
Facility maintenance and repair	\$ 8,333	12,320	\$ 12,320	\$ 3,987	68%
<i>Materials, Supplies, Services</i>	\$ 53,367	\$ 157,361	\$ 157,361	\$ 103,994	34%
Interest	\$ -				
Long Term Debt	\$ -				
<i>Debt Service</i>	\$ -	\$ -	\$ -		
Capital Equipment	\$ 3,518	\$ 6,845	\$ 6,845	\$ 3,327	51%
Capital Projects	\$ 53	82,000	82,000	\$ 81,948	0%
<b>Total Expenses</b>	<b>\$ 102,480</b>	<b>\$ 428,268</b>	<b>\$ 422,721</b>	<b>\$ 320,241</b>	<b>24%</b>
<b>TOTAL NET REVENUE</b>		<b>\$ 64,843</b>	<b>\$ 70,390</b>		

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

WASTEWATER TREATMENT PLANT SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Program Revenue</b>					
Sewer rates	\$ 451,838	\$ 1,487,565	\$ 1,487,565	\$ 1,035,727	30%
Recycled Water Sales	17,494	\$ 109,659	\$ 10,000	\$ (7,494)	
Connection fees			\$ -	\$ -	
Non CFD Revenue for WWTP Loan		\$ 445,462	\$ 445,462	\$ 445,462	0%
Sierra Lakes Service	\$ 142,791	\$ 589,177	\$ 589,177	\$ 446,386	24%
<i>Total Program Revenue</i>	<u>\$ 612,123</u>	<u>\$ 2,631,863</u>	<u>\$ 2,532,204</u>	<u>\$ 1,920,081</u>	<u>24%</u>
<b>General Revenues</b>					
Property tax	2,302	86,800	86,800	\$ 84,498	3%
CFD Revenue for WWTP Loan	\$ -	\$ 290,593	\$ 290,593	\$ 290,593	0%
Other income	-	-	-	\$ -	
<i>Total General Revenues</i>	<u>\$ 2,302</u>	<u>\$ 377,393</u>	<u>\$ 377,393</u>	<u>\$ 375,091</u>	<u>1%</u>
<b>Total Revenues</b>	<b>\$ 614,425</b>	<b>\$ 3,009,256</b>	<b>\$ 2,909,597</b>	<b>\$ 2,295,172</b>	<b>21%</b>

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

WASTEWATER TREATMENT PLANT SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Expenses</b>					
Salaries	\$ 105,036	\$ 390,132	\$ 380,799	\$ 275,763	28%
Overtime	\$ 6,055	\$ 22,491	\$ 28,472	\$ 22,417	21%
Medical/Dental/Life Insurance	\$ 20,924	\$ 85,900	\$ 83,338	\$ 62,414	25%
Long Term Disability	\$ 909	\$ 3,375	\$ 3,493	\$ 2,584	26%
Retirement	\$ -	\$ 31,051	\$ 22,347	\$ 22,347	0%
Clothing Allowance	\$ -	\$ 2,142	\$ 2,142	\$ 2,142	0%
Payroll Tax	\$ 8,539	\$ 31,718	\$ 33,076	\$ 24,537	26%
W/C Insurance	\$ 6,230	\$ 23,142	\$ 13,862	\$ 7,632	45%
<i>Salaries &amp; Benefits</i>	\$ 147,693	\$ 589,951	\$ 567,529	\$ 419,836	26%
Professional fees	\$ 1,846	99,800	99,800	\$ 97,954	2%
Dues and subscriptions	\$ 494	2,500	2,500	\$ 2,006	20%
Fees, permits, certifications, leases	\$ 3,010	56,300	56,300	\$ 53,290	5%
Training, education, travel	\$ 776	3,120	3,120	\$ 2,344	25%
Insurance	\$ 37,407	155,444	155,444	\$ 118,037	24%
Office supplies and miscellaneous	\$ 140	1,134	1,134	\$ 994	12%
Utilities, communications, telemetry	\$ 54,092	383,450	383,450	\$ 329,358	14%
Chemicals and lab supplies	\$ 37,737	242,920	242,920	\$ 205,183	16%
Laboratory testing	\$ 7,227	34,560	34,560	\$ 27,333	21%
Equipment maintenance and repair	\$ 14,714	35,850	35,850	\$ 21,136	41%
Small equipment and rental	\$ -	640	640	\$ 640	0%
Sludge removal	\$ 18,512	27,670	27,670	\$ 9,158	67%
Operating supplies	\$ -	740	740	\$ 740	0%
Vehicle maintenance, repair, fuel	\$ 3,030	8,980	8,980	\$ 5,950	34%
Facility maintenance and repair	\$ 10,280	98,730	98,730	\$ 88,450	10%
<i>Materials, Supplies, Services</i>	\$ 189,267	\$ 1,151,838	\$ 1,151,838	\$ 962,571	16%
Long Term Debt	\$ -	\$ 719,191	719,191	\$ 719,191	0%
Land Lease	\$ 5,613	22,452	22,452	\$ 16,839	25%
<i>Debt Service</i>	\$ 5,613	\$ 741,643	\$ 741,643	\$ 736,030	1%
Capital Equipment	\$ 20,278	\$ 59,265	\$ 59,265	\$ 38,987	34%
Capital Projects	\$ -	-	-	\$ -	
<b>Total Expenses</b>	<b>\$ 362,851</b>	<b>\$ 2,542,697</b>	<b>\$ 2,520,275</b>	<b>\$ 2,157,424</b>	<b>14%</b>
<b>TOTAL NET REVENUE</b>		<b>\$ 466,559</b>	<b>\$ 389,322</b>		

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

ADMINISTRATION SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Program Revenue</b>					
Service Fees	\$ -	\$ -	\$ -	\$ -	
<i>Total Program Revenue</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>General Revenues</b>					
Interest revenue	29,565	20,000	20,000	(9,565)	148%
Other income	2,659	9,000	9,000	6,341	30%
<i>Total General Revenues</i>	<u>\$ 32,223</u>	<u>\$ 29,000</u>	<u>\$ 29,000</u>	<u>(3,223)</u>	<u>111%</u>
<b>Total Revenues</b>	<b>\$ 32,223</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>	<b>\$ (3,223)</b>	<b>111%</b>



DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2024/2025 BUDGET TO ACTUAL  
 September 30, 2024

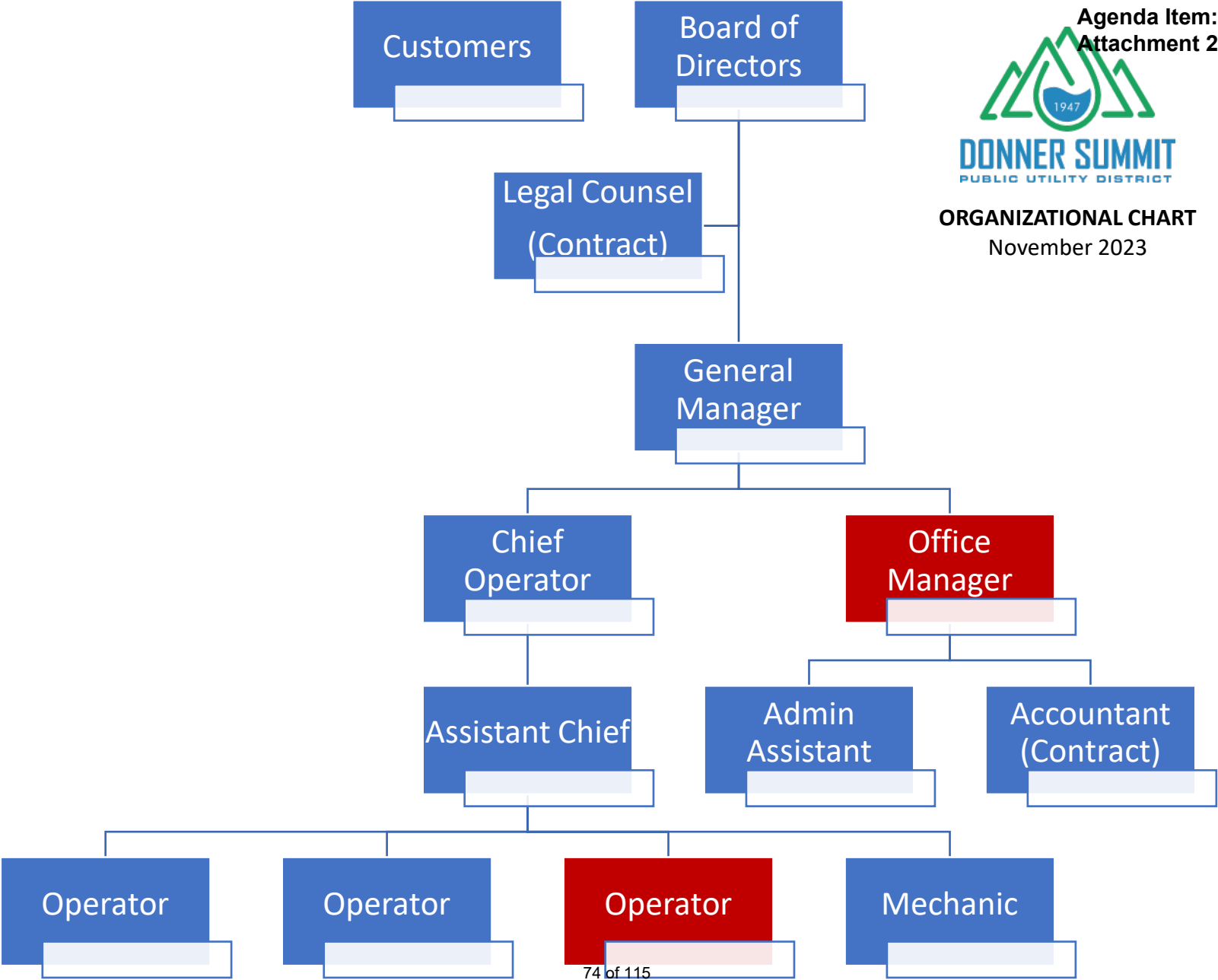
ADMINISTRATION SUMMARY

	Actual 9/30/2024	FY24-25 Projected	FY24-25 Budget	Remaining Budget	Percent Complete
<b>Expenses</b>					
Salaries	\$ 80,379	\$ 298,551	\$ 292,801	212,422	27%
Overtime	\$ 1,384	\$ 5,142	\$ 3,536	2,152	39%
Medical/Dental/Life Insurance	\$ 15,935	\$ 78,200	\$ 78,267	62,332	20%
Long Term Disability	\$ 937	\$ 3,478	\$ 3,655	2,719	26%
Retirement	\$ 0	\$ 30,476	\$ 28,486	28,486	0%
Clothing	\$ -	\$ 400	\$ 400	400	0%
Payroll Tax	\$ 6,255	\$ 23,233	\$ 24,448	18,193	26%
W/C Insurance	\$ 1,027	\$ 3,813	\$ 2,374	1,347	43%
<i>Salaries &amp; Benefits</i>	\$ 105,917	\$ 443,293	\$ 433,967	328,050	24%
Board Expense	\$ 24,840	73,555	73,555	48,715	34%
<i>Board Expense</i>	\$ 24,840	\$ 73,555	\$ 73,555	48,715	34%
Professional fees	\$ 48,471	126,300	126,300	77,829	38%
Dues and subscriptions	\$ 943	12,700	12,700	11,757	7%
Fees, permits, certifications, leases	\$ 3,608	18,980	18,980	15,372	19%
Training, education, travel	\$ (124)	3,000	3,000	3,124	-4%
Insurance	\$ 3,309	13,750	13,750	10,441	24%
Office supplies and miscellaneous	\$ 2,731	9,000	9,000	6,269	30%
Utilities, communications, telemetry	\$ 7,169	39,190	39,190	32,021	18%
Chemicals and lab supplies	\$ -	-	-	-	
Laboratory testing	\$ -	-	-	-	
Equipment maintenance and repair	\$ -	-	-	-	
Small equipment and rental	\$ -	-	-	-	
Sludge removal	\$ -	-	-	-	
Operating supplies	\$ 1,152	2,700	2,700	1,548	43%
Vehicle maintenance, repair, fuel	\$ -	-	-	-	
Facility maintenance and repair	\$ 715	8,780	8,780	8,065	8%
<i>Operating Expenses</i>	\$ 67,973	\$ 234,400	\$ 234,400	166,427	29%
<i>Debt Service</i>	\$ -	\$ -	\$ -	-	
Capital Equipment	\$ 987	\$ 987	\$ -	(987)	
Capital Projects	\$ -	-	-	-	
<b>Total Expenses</b>	<b>\$ 199,717</b>	<b>\$ 752,235</b>	<b>\$ 741,922</b>	<b>\$ 542,205</b>	<b>27%</b>
<b>TOTAL NET REVENUE</b>		<b>\$ (723,235)</b>	<b>\$ (712,922)</b>		



**DONNER SUMMIT**  
PUBLIC UTILITY DISTRICT

**ORGANIZATIONAL CHART**  
November 2023



**Donner Summit Public Utility District**  
**Budget Amendment Form**  
**Fiscal Year 2024/2025**  
**Amendment No. 1**

Date: 11/19/2024  
 Requested by: Steven Palmer  
 Source: Operating Fund

Department	Account	Description	Amount	Current Budget	Revised Budget
<b>Expenses</b>					
<i>Corrections &amp; Medical Premium Increase</i>					
30	6975	Increase salary budget to correct calculations	\$ 3,500.00	\$ 140,800.00	\$ 144,300
30	5150	Increase medical insurance cost due to premium	\$ 950.00	\$ 30,814.00	\$ 31,764
30	5175	Increase retirement to correct calculation	\$ 3,220.00	\$ 8,263.00	\$ 11,483
30	8010	Decrease cost of Lake Angela Tendon Project	\$ (73,700.00)	\$ 265,000.00	\$ 191,300
40	6975	Increase salary budget to correct calculations	\$ 2,950.00	\$ 118,400.00	\$ 121,350
40	5150	Increase medical insurance cost due to premium	\$ 850.00	\$ 20,000.00	\$ 20,850
40	5175	Increase retirement to correct calculation	\$ 2,750.00	\$ 6,948.00	\$ 9,698
42	6975	Increase salary budget to correct calculations	\$ 9,350.00	\$ 380,799.00	\$ 390,149
42	5150	Increase medical insurance cost due to premium	\$ 2,600.00	\$ 83,338.00	\$ 85,938
42	5175	Increase retirement to correct calculation	\$ 8,750.00	\$ 22,347.00	\$ 31,097
50	6975	Increase salary budget to correct calculations	\$ 5,750.00	\$ 292,801.00	\$ 298,551
50	5150	Increase medical insurance cost due to premium	\$ -	\$ 78,267.00	\$ 78,267
50	5175	Increase retirement to correct calculation	\$ 2,000.00	\$ 28,486.00	\$ 30,486
			<u>\$ (31,030.00)</u>		
<i>New Operator (Replacement)</i>					
30	6975	Increase salary budget for new operator	\$ 6,900.00	\$ 144,300.00	\$ 151,200
40	6975	Increase salary budget for new operator	\$ 5,800.00	\$ 121,350.00	\$ 127,150
42	6975	Increase salary budget for new operator	\$ 18,600.00	\$ 390,149.00	\$ 408,749
30	5150	Increase employee benefits & taxes for new operator	\$ 3,900.00	\$ 61,854.00	\$ 65,754
40	5150	Increase employee benefits & taxes for new operator	\$ 3,300.00	\$ 52,762.00	\$ 56,062
42	5150	Increase employee benefits & taxes for new operator	\$ 10,550.00	\$ 169,308.00	\$ 179,858
			<u>\$ 49,050.00</u>		
<i>New Part Time Operator (Seasonal)</i>					
30	6975	Increase salary budget for new operator	\$ 2,550.00	\$ 151,200.00	\$ 153,750
40	6975	Increase salary budget for new operator	\$ 2,150.00	\$ 127,150.00	\$ 129,300
42	6975	Increase salary budget for new operator	\$ 6,880.00	\$ 408,749.00	\$ 415,629
30	5150	Increase employee benefits & taxes for new operator	\$ 450.00	\$ 65,754.00	\$ 66,204
40	5150	Increase employee benefits & taxes for new operator	\$ 370.00	\$ 56,062.00	\$ 56,432
42	5150	Increase employee benefits & taxes for new operator	\$ 1,180.00	\$ 179,858.00	\$ 181,038
			<u>\$ 13,580.00</u>		
<i>Subtotal Expenses</i>			<u>\$ 31,600.00</u>		
<b>Revenue</b>					
42	4550	Recognize increased recycled water sales	\$ 99,600.00	\$ 10,000.00	\$ 109,600
				\$ -	\$ -
<i>Subtotal Revenue</i>			<u>\$ 99,600.00</u>		
<b>Total</b>			<b>\$ 68,000.00</b>		

Board Approval Date: \_\_\_\_\_ Resolution 2024-xx; 11/19/2024

Signature: \_\_\_\_\_  
 General Manager

**RESOLUTION NO. 2024-26**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT APPROVING AMENDMENT NO. 1 TO THE FISCAL YEAR 2024/2025 OPERATING BUDGET**

**WHEREAS**, recycled water sales revenue is projected to significantly exceed the amount planned in the Fiscal Year 2024/2025 budget; and

**WHEREAS**, water capital projects expense are projected to be significantly less than budgeted because the Lake Angela Dam Tendon Tensioning Project costs were less than planned; and

**WHEREAS**, salary and retirement expenses need to be corrected to match projections from the accountant; and

**WHEREAS**, the medical premium quotes for calendar year 2025 exceed the amount budgeted; and

**WHEREAS**, budget adjustments are required to hire an employee to fill the currently vacant operator position for six months; and

**WHEREAS**, budget adjustments are required to hire a part-time, seasonal operator for a maximum of 520 hours; and

**WHEREAS**, total revenue budget is planned to increase by \$99,600 and the total expense budget is planned to increase by \$31,600 for a net increase to the operating fund of \$68,000; and

**WHEREAS**, detail of the budget changes are described in the attached Amendment No. 1.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF DONNER SUMMIT PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE** that the attached Amendment No. 1 to the Fiscal Year 2024/2025 budget is approved.

**PASSED AND ADOPTED** by the Board of Directors of Donner Summit Public Utility District, this 19th day of November 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

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

ATTEST:

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

## Agenda Item: 8B



## STAFF REPORT

**TO:** Board of Directors

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

**SUBJECT:** Adopt a Resolution Approving a Professional Services Agreement with Woodard & Curran, Inc. in the Amount of \$96,150 for Renewal of the Waste Discharge Requirements for the Wastewater Treatment Plant

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### **RECOMMENDATION**

Adopt a Resolution Approving a Professional Services Agreement with Woodard & Curran, Inc. in the amount of \$96,150 for professional services for renewal of the waste discharge requirements for the wastewater treatment plant.

### **BACKGROUND**

The Donner Summit Public Utility District's (DSPUD) wastewater treatment plant operates under Regional Water Board Order R5-2021-0023 National Pollution Discharge Elimination System CA0081621 Waste Discharge Requirements (Order). The current Order will expire on May 31, 2026 and a Report of Waste Discharge (ROWD) renewal application package is due to the Regional Water Board by May 31, 2025.

Woodard & Curran, Inc. has been providing DSPUD with on-call services related to waste discharge permit compliance since 2021. Prior to that time, the two primary Woodard & Curran, Inc. staff members, Eric Zeigler and Brian Wickes provided the following professional services related to the wastewater treatment plant discharge permits while they were employed with other firms:

- 2021 – Time Schedule Order related to metals
- 2020 – Report of Waste Discharge for current Order.
- 2017 – Permit amendment and rescission of 2014 cease-and-desist order
- 2016 – Copper Water Effect Ratio study
- 2015 – Modified discharge permit
- 2014 – Support and negotiation related to cease-and-desist order
- 2009 – Report of waste discharge and permit

Due to the expertise and extensive knowledge that Woodard & Curran, Inc., particularly Eric Zeigler and Brian Wickes, have regarding the wastewater treatment plant and the current Order, the DSPUD staff requested a proposal for professional services necessary for renewal of the waste discharge requirements. The proposal is included as Attachment 1, and the total cost is \$96,150.

## **DISCUSSION AND ANALYSIS**

The Board adopted Procurement and Purchasing Policy requires a formal request for proposal (RFP) procedure for this type of work. The Policy does provide that the Board may dispense with the formal RFP procedure for one of the following reasons:

- 1) In an emergency
- 2) When the services can be obtained from only one source.
- 3) When compliance with the procedure is not in the best interest of DSPUD.
- 4) When purchased through a cooperative purchasing agreement whose procurement process is substantially consistent to DSPUD.

The General Manager recommends that the Board find that a formal RFP is not in the best interest of DSPUD for the following reasons. The primary staff at Woodard & Curran, Inc. provided professional services for issuance of the current Order and has been successfully supporting the DSPUD permit compliance. Issuing a formal RFP is not likely to result in identifying a firm that is more qualified than Woodard & Curran, Inc., and due to their experience with DSPUD's treatment plant and permit, it is likely that any other consultant would charge a higher fee.

The scope of work for Woodard & Curran, Inc. includes the following tasks:

### **Task 1 – Report of Waste Discharge (ROWD)**

Draft and submit ROWD to the Regional Water Board, including evaluation of the effectiveness of DSPUD's salinity evaluation and minimization plan.

### **Task 2 – Antidegradation Analysis**

Draft and submit an antidegradation analysis to the Regional Water Board. Staff intends to request that the Regional Water Board remove the seasonal discharge prohibition and allow (but not require) DSPUD to discharge to the river year round. This analysis is required to be submitted with that request.

### **Task 3- Reasonable Potential Analysis**

A reasonable potential analysis (RPA) is performed by the Regional Water Board to determine which constituents are present at concentrations that have a "reasonable potential" to cause or contribute to the exceedance of a water quality objective in the receiving body. Woodard & Curran will request the results of the RPA from the Regional Water Board and use that information to perform a targeted RPA. While this analysis is not a regulatory requirement, it will provide DSPUD with advanced notice of new constituents or limits that might be required in the renewed Order.

### **Task 4 – Negotiate Order**

Woodard & Curran, Inc. will assist DSPUD in responding to requests from the Regional Water Board, attend meetings between DSPUD and the Regional Water Board, and review the preliminary draft order and tentative order and assist DSPUD in providing comments and feedback to the Regional Water Board/

Chief Plant Operator Jim King and the General Manager have reviewed the Woodard & Curran, Inc. proposal and determined that the scope and fee is appropriate.

The General Manager recommends that the Board adopt a resolution dispensing with the formal RFP procedure and approving the professional services agreement with Woodard & Curran, Inc.

**FISCAL IMPACT**

The Fiscal Year 2024-2025 Operating Budget included \$80,000 for this work and a budget amendment is not required. The work will carry over into the next fiscal year and the entire contract amount of \$96,150 will not be expended prior to June 30, 2025. The remaining contract amount, or portion of, will need to be included in the Fiscal Year 2025-2026 Operating Budget.

**CEQA ASSESSMENT**

This activity is not a CEQA project.

**ATTACHMENTS**

1. Proposal
2. Professional Services Agreement
3. Resolution 2024-27



Via Electronic Mail

October 11, 2024



Mr. Steve Palmer, PE  
General Manager  
Donner Summit Public Utility District  
P.O. Box 610  
Soda Springs, CA 95728

**Re: Proposal for NPDES Renewal Support**

Dear Steve:

In response to your request, Woodard & Curran, Inc. (Woodard & Curran) is pleased to provide this proposal for professional services to support the renewal of Order R5-2021-0023, National Pollutant Discharge Elimination System No. CA0081621, Waste Discharge Requirements for the Donner Summit Public Utility District Wastewater Treatment Plant (Order).

The District's current Order is set to expire May 31, 2026, with a Report of Waste Discharge (ROWD) renewal application package due to the Central Valley Regional Water Quality Control Board (Regional Water Board) by May 31, 2025. Additionally, Special Provision VI.C.3.a of the Order requires an evaluation of the effectiveness of the District's salinity evaluation and minimization plan and submittal of a summary with the ROWD.

**APPROACH**

Because there have been no significant changes to the Wastewater Treatment Plant (WWTP) since issuance of the District's current Order, Woodard & Curran proposes a streamlined approach in preparing the ROWD application for renewal of the Order. This streamlined approach involves preparing a simple ROWD package for submittal to the Regional Water Board, including a cover letter noting requested permit changes, application forms (200, 2A, and 2S), salinity evaluation and minimization plan effectiveness report, and a supplemental antidegradation analysis should the District decide to request removal of the seasonal discharge prohibition from the Order. Compliance data that have been uploaded to the California Integrated Water Quality System (CIWQS), and are accessible to the Regional Water Board, will not be re-submitted with the ROWD forms.

As a cost saving measure, we will forgo a project kick-off meeting. Instead, we propose regular email and phone communication throughout the project, with a meeting after providing the District with a draft ROWD package for review and comments.

Following submittal of the final ROWD package to the Regional Water Board, Woodard & Curran will work with the District in providing targeted responses to any additional information or data requests made by the Regional Water Board and begin negotiating the terms and conditions of the renewed Order.



## SCOPE OF SERVICES

Woodard & Curran will provide the following NPDES renewal support tasks:

### Task 1. ROWD

ROWD preparation will include the following subtasks:

#### Subtask 1.1 Compile Data and Information

Woodard & Curran will obtain, compile, and review historical information and data generated during the current Order term. This effort will include accessing data and reports from CIWQS as well as requesting any needed additional information and data from the District.

#### Subtask 1.2 Draft ROWD Forms

Using information and data from CIWQS and provided by the District, Woodard & Curran will prepare draft ROWD forms for District review and comments. The following forms will be completed:

- State Form 200
- EPA Form 2A
- EPA Form 2S

#### Subtask 1.3 Salinity Evaluation and Minimization Plan Summary

Using historical WWTP salinity data from CIWQS, Woodard & Curran will conduct an evaluation of the effectiveness of the District's Salinity Evaluation and Minimization Plan and draft a summary for inclusion with the ROWD. A brief technical memorandum will be provided to the District for review and comment prior to submittal to the Regional Water Board with the final ROWD.

#### Subtask 1.4 Cover Letter

Woodard & Curran will communicate with District staff to gain an understanding of any desired changes the District would like to see in the reissued Order. Woodard & Curran will then prepare a draft cover letter for District review and comments. The cover letter will include a certification statement in accordance with Standard Provision V.B.5 in Attachment D of the Order. The final cover letter will be prepared for District letterhead and signature.

#### Subtask 1.5 Final ROWD

Following receipt of District comments on the draft ROWD package elements, Woodard & Curran will meet with the District to discuss any comments/edits the District might have on the draft ROWD and will prepare a final ROWD package, with District comments addressed for submittal to the Regional Water Board by the May 31, 2025 due date. Included in the final ROWD package will be the final Salinity Evaluation and Minimization Plan summary technical memorandum and final cover letter. The final ROWD package will require signatures from a



District representative on the cover letter and on each of the state and federal forms prior to submittal to the Regional Water Board via email and CIWQS.

## **Task 2. Antidegradation Analysis**

Should the District decide to request removal of the seasonal discharge prohibition in section III.B of the current Order, a supplemental antidegradation analysis must be submitted to the Regional Water Board. Woodard & Curran will conduct an antidegradation analysis to evaluate whether the proposed change (i.e., removal of the August through September effluent discharge prohibition) is consistent with the federal and state antidegradation policies in 40 CFR Section 131.12 and State Water Board Resolution 68-16. The analysis is required to be conducted in accordance with State Water Board Administrative Procedures Update (APU) 90-004, Antidegradation Policy Implementation for NPDES Permitting. Woodard & Curran proposes submittal of this report with the ROWD. However, this report could be submitted separate from the ROWD as long as the report is submitted prior to Regional Water Board issuance a Preliminary Draft Order.

### Subtask 2.1 Draft Antidegradation Analysis

Woodard & Curran will produce a draft supplemental antidegradation analysis for District review and comments. The supplemental antidegradation analysis report is expected to include the following primary elements:

- Overview of proposed discharge condition
- Water quality assessment
- Evaluation of best practicable treatment or control (BPTC)
- Socioeconomic considerations
- Antidegradation analysis findings

### Subtask 2.2 Final Antidegradation Analysis

Following receipt of District comments on the draft supplemental antidegradation analysis report, Woodard & Curran will produce a final supplemental antidegradation analysis report, with District comments addressed, for submittal to the Regional Water Board.

## **Task 3. Reasonable Potential Analysis**

A Reasonable Potential Analysis is not a requirement of the ROWD. However, an RPA can provide insight into what constituents will require effluent limitations in the reissued Order. Woodard & Curran proposes a targeted RPA approach as described in the following sub-tasks.

### Subtask 3.1 Correspond with Regional Water Board

Early in the Order reissuance process, between submittal of the ROWD package and Regional Water Board issuance of a Preliminary Draft Order, Regional Water Board staff will conduct a Reasonable Potential Analysis (RPA) using data from the current Order term that is available in CIWQS. Woodard & Curran will request that Regional Water Board staff share the results of their preliminary RPA. Woodard & Curran will discuss the findings with Regional Water Board staff to make sure we understand their rationale and any assumptions made.



### Subtask 3.2 Reasonable Potential Analysis

After obtaining the Regional Water Board’s preliminary RPA, Woodard & Curran will conduct a targeted RPA focused on the list of constituents identified by the Regional Water Board as having reasonable potential. The RPA includes the comparison of maximum effluent and receiving water concentrations to applicable water quality objectives for the purpose of determining what constituents are present at concentrations that have a “reasonable potential” to cause or contribute to the exceedance of a water quality objective in the receiving water. An RPA is not a regulatory requirement; however, an RPA can give the District advanced notice of any data issues and/or new constituents that might require effluent limitations or monitoring requirements in the renewed Order.

### **Task 4. Negotiate Order**

Following submittal of the ROWD, Woodard & Curran will provide the following support in negotiating the reissued Order.

#### Subtask 4.1 Respond to Regional Water Board Requests

Woodard & Curran will assist the District in responding to any requests the Regional Water Board might have following submittal of the ROWD. Woodard & Curran will correspond with District and Regional Water Board staff, as needed, to ensure that the Regional Water Board has the information and data necessary to draft the renewed Order.

#### Subtask 4.2 Meet with Regional Water Board Staff

Typically, Regional Water Board staff will meet with District staff on-site sometime between ROWD submittal and issuance of a Preliminary Draft Order. This meeting will generally consist of an Order reissuance discussion followed by the tour of the WWTP. Woodard & Curran will attend Order reissuance discussion component and support the District in responding to any information or questions posed during the meeting. Following the meeting, Woodard & Curran will prepare and circulate meeting minutes.

#### Subtask 4.3 Preliminary Draft Order Comments

Woodard & Curran will review the Preliminary Draft Order and work with District staff to compile comments on the Preliminary Draft Order for submittal to the Regional Water Board.

#### Subtask 4.4 Tentative Order Comments

Woodard & Curran will review and provide comments on the Tentative Order for submittal to the Regional Water Board. It is assumed that any significant issues with the draft Order will be resolved prior to issuance of the Tentative Order. Attendance at the Regional Water Board Order adoption hearing is not anticipated. However, Woodard & Curran will work cooperatively with Regional Water Board staff to negotiate appropriate final Order terms and conditions.

### **Task 5. Project Management**

Throughout the project, Woodard & Curran will correspond with the project team regularly to ensure the project is completed on schedule and within the authorized budget.



Subtask 5.1 Correspond with Team

The Woodard & Curran team will communicate regularly to track the project scope, schedule, and budget. In addition, Woodard & Curran will correspond regularly with the District to provide project updates. These project management activities will ensure successful project implementation.

Subtask 5.2 Generate Invoices

Woodard & Curran will generate and provide to the District monthly invoices, including billing backup information describing project work conducted.

**ASSUMPTIONS**

- All requested data will be provided to Woodard & Curran in electronic spreadsheet format
- All meetings will be held virtually except for the Order reissuance meeting with Regional Water Board staff which will be held in-person at the WWTP
- Services under this authorization will be provided during calendar years 2025 and 2026

**SCHEDULE**

Woodard & Curran will start work following notice to proceed from the District. Services under this authorization will be provided in accordance with the following schedule:

<b>Task</b>	<b>Estimated Date</b>
<b>Task 1. ROWD</b>	
Task 1.1 Compile Data and Information	February 2025
Task 1.2 Draft ROWD Forms	March 2025
Task 1.3 Salinity Evaluation and Minimization Plan Summary	March 2025
Task 1.4 Draft ROWD Cover Letter	April 2025
Task 1.5 Final ROWD Application	May 2025
<b>Task 2. Antidegradation Analysis</b>	
Task 2.1 Draft Antidegradation Analysis	April 2025
Task 2.2 Final Antidegradation Analysis	May 2025
<b>Task 3. Reasonable Potential Analysis</b>	
Task 3.1 Correspond with Regional Water Board	November 2025
Task 3.2 RPA	December 2025
<b>Task 4. Negotiate Order</b>	
Task 4.1 Respond to Regional Water Board Requests	July 2025 – June 2026
Task 4.2 Meet with Regional Water Board Staff	November 2025
Task 4.3 Preliminary Draft Order Comments	April 2026
Task 4.4 Tentative Order Comments	May 2026
<b>Task 5. Project Management</b>	
Task 5.1 Team Correspondence	January 2025 – June 2026
Task 5.2 Generate Invoices	January 2025 – June 2026
<b>Order Adoption: June 2026</b>	

**BUDGET**



Woodard & Curran will provide the services described in this proposal on a time and materials basis, in accordance with our current Rate Table, for an amount not to exceed \$96,150. A detailed fee schedule is attached.

We greatly appreciate this opportunity to offer our services to support the renewal of the District's Order. Feel free to reach out if you have any questions or would like to discuss the Scope in detail.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in black ink, appearing to read "J Graydon".

Jim Graydon, PE  
Principal in Charge

A handwritten signature in blue ink, appearing to read "B Wickes".

Brian Wickes  
Project Manager

Attachments:

- 1) Fee Estimate
- 2) 2024 Rate Table



## Fee Estimate

**Client: Donner Summit Public Utility District**  
**Project: NPDES Renewal Support**

October 11, 2024

Phases	Labor					Total Hours	Total Labor Costs (1)	ODCs	Total
	Jim Graydon	Eric Zeigler	Brian Wickes	Engineering Support	Project Assistant				
	Principal in Charge	Technical Advisor	Project Manager	Engineer	PA				
	\$360	\$350	\$315	\$210	\$140				
<b>Task 1: ROWD</b>									
1.1 Compile Data and Information		2	4	16		22	\$5,320	\$0	\$5,320
1.2 Draft ROWD Forms		4	4	32		40	\$9,380	\$0	\$9,380
1.3 Salinity Evaluation and Minimization Plan Summary		2	2	8		12	\$3,010	\$0	\$3,010
1.4 Cover Letter		2	4	2		8	\$2,380	\$0	\$2,380
1.5 Final ROWD	1	4	6	8		19	\$5,330	\$0	\$5,330
Subtotal Task 1:	1	14	20	66	0	101	\$20,090	\$0	\$25,420
<b>Task 2: Antidegradation Analysis</b>									
2.1 Draft Antidegradation Analysis	2	16	32	72		122	\$31,520	\$0	\$31,520
2.2 Final Antidegradation Analysis	1	4	8	8		21	\$5,960	\$0	\$5,960
Subtotal Task 2:	3	20	40	80	0	143	\$37,480	\$0	\$37,480
<b>Task 3: Reasonable Potential Analysis</b>									
3.1 Correspond with Regional Water Board		2	2			4	\$1,330	\$0	\$1,330
3.2 Reasonable Potential Analysis		2	8	16		26	\$6,580	\$0	\$6,580
Subtotal Task 3:	0	4	10	16	0	30	\$7,910	\$0	\$7,910
<b>Task 4: Negotiate Order</b>									
4.1 Respond to Regional Water Board Requests		2	4	6		12	\$3,220	\$0	\$3,220
4.2 Meet with Regional Water Board Staff		4	6			10	\$3,290	\$200	\$3,490
4.3 Preliminary Draft Order Comments		8	8	4		20	\$6,160	\$0	\$6,160
4.4 Tentative Order Comments		4	6	2		12	\$3,710	\$0	\$3,710
Subtotal Task 4:	0	18	24	12	0	54	\$3,220	\$0	\$16,580
<b>Task 5: Project Management</b>									
5.1 Correspond with Team	1	4	6	6	2	19	\$5,190	\$0	\$5,190
5.2 Generate Invoices			6		12	18	\$3,570	\$0	\$3,570
Subtotal Task 5:	1	4	12	6	14	37	\$8,760	\$0	\$8,760
<b>TOTAL</b>	<b>5</b>	<b>60</b>	<b>106</b>	<b>180</b>	<b>14</b>	<b>365</b>	<b>\$95,950</b>	<b>\$200</b>	<b>\$96,150</b>

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
4. W&C reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.
5. Additional Woodard & Curran staff may perform work on the project, based on our standard billing rate schedule currently in effect.

## Public 2024

STAFF TYPE	HOURLY RATE
Administrative / Administrative Assistant	\$140
Drafter / Project Assistant / Technician 1	\$150
Designer 1 / Geologist 1 / GIS Analyst 1 / Planner 1 / Scientist 1 / Technician 2	\$155
Graphic Artist / Project Specialist	\$170
Designer 2 / Geologist 2 / GIS Analyst 2 / Scientist 2 / Specifications Manager	\$180
Graphics Manager / Senior Project Assistant	\$200
Engineer 1 / Planner 2 / Technical Specialist 1 / Technician 3	\$210
Contract Document Specialist / Geologist 3 / GIS Analyst 3 / Scientist 3	\$220
Designer 3 / Engineer 2 / Plant Manager / Procurement Specialist / Programmer 1 / Project Geologist 1 / Project Scientist 1 / Technical Specialist 2	\$235
Engineer 3 / GIS Solutions Analyst / Planner 3 / Programmer 2 / Technical Specialist 3	\$265
Programmer 3 / Project Geologist 2 / Project Scientist 2 / Project Tech Specialist 1 / Senior Designer	\$270
Project Electrical Engineer 1 / Project Engineer 1 / Project Planner 1	\$280
Project Engineer 2 / Project Planner 2 / Project Tech Specialist 2 / Senior Project Geologist / Senior Project Scientist / Senior Resident Project Representative	\$290
Senior Cost Estimator / Senior Planner	\$295
GIS Manager / Project Manager 1 / Technical Manager 1	\$315
Construction Manager / Project Manager 2 / Technical Manager 2	\$330
Program Manager	\$340
Senior Project Manager / Senior Technical Manager	\$350
Senior Consultant	\$355
Senior Delivery Leader / Senior Program Leader / Senior Technical Leader	\$360
Principal in Charge	\$365
National Practice Leader	\$380
EXPENSES	
Travel	\$0.67 / mile
Other Direct Costs	At Cost Plus 15%
Subconsultants/Subcontractors	At Cost Plus 15%

### NOTES

Mileage rate will change as the federal allowable rate is modified.



**AGREEMENT BETWEEN DONNER SUMMIT PUBLIC UTILITY DISTRICT  
AND WOODARD & CURRAN INC.  
FOR THE PROVISION OF PROFESSIONAL SERVICES**

**INTRODUCTION**

WHEREAS, Donner Summit Public Utility District (hereinafter referred to as "District") has the need for the PROFESSIONAL services of Woodard & Curran, Inc.(hereinafter referred to as "Contractor"), and in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

**TERMS AND CONDITIONS**

**1. SCOPE OF WORK.**

The Contractor shall furnish to the District those services and work set forth in **Attachment A**, attached hereto and by reference incorporated herein.

Services and work provided by the Contractor at the District's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, county, and District laws, ordinances, resolutions, and directions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those which are referred to in this Agreement.

**2. TERM.**

The term of this Agreement shall be from November 20, 2024 to June 30, 2026 unless sooner terminated as provided below.

**3. CONSIDERATION.**

A. Compensation. District shall pay Contractor in accordance with the Schedule of Fees and work described in Attachment B which are performed by Contractor at the District's request.

B. Travel and per diem. District shall ~~not~~ only reimburse Contractor for the travel expenses as identified in Attachment B ~~and per diem.~~

C. No additional consideration. Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from District, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by the District to Contractor for services and work performed under this Agreement shall not exceed \$96,150 Dollars (hereinafter referred to as "contract limit"). District expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed, including travel or per diem, which is in excess of the contract limit.

E. Billing and payment. Contractor shall submit to the District, at achieved milestones, an itemized statement of all hours spent by Contractor in performing services and work described in **Attachment A**, which were done at the District's request. This statement will identify the date on which the hours were worked and describe the nature of the work which was performed on each day. Upon timely receipt of the statement, the District shall make payment to Contractor within fifteen (15) days.

**4. WORK SCHEDULE.**

Contractor's obligation is to perform, in a timely manner, those services and work identified in Attachment A which are requested by the District. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor will arrange his/her own schedule but will coordinate with District to ensure that all services and work requested by District under this Agreement will be performed within the time frame set forth by District.

**5. REQUIRED LICENSES, CERTIFICATES, AND PERMITS.**

A. Any licenses, certificates, or permits required by the federal, state, county, or municipal governments for contractor to provide the services and work described must be procured by Contractor and be valid at the time Contractor enters into this Agreement or as otherwise may be required. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the District.

B. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-Procurement Programs issued by the General Services Administration available at: <http://www.sam.gov>.

**6. PREVAILING WAGES.**

Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request and shall post copies at Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

**7. OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.**

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, and telephone service as is necessary for Contractor to provide the services identified in **Attachment A** to this Agreement. District is not obligated to reimburse or pay Contractor, for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for other costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

**8. DISTRICT PROPERTY.**

A. Personal Property of District. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, etc. provided to Contractor by District pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of District. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence.

B. Products of Contractor's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the property of the District. Notwithstanding any other provision to the contrary, Contractor will retain all right, title and interest, including without limitation all intellectual property rights in and to (a) Contractor's designs, tools, methodologies, programs, proprietary software, software frameworks, source code, specifications; and (b) third-party works or products that Contractor has acquired the rights to use or derivative works or modifications to the same.

**9. WORKERS' COMPENSATION.**

Contractor shall provide Statutory California Worker's Compensation coverage and Employer's Liability coverage for not less than \$1,000,000 per occurrence for all employees engaged in services or operations under this Agreement. Donner Summit Public Utility District, its agents, officers, employees, and volunteers shall be named as additional insured, or a waiver of subrogation shall be provided.

**10. INSURANCE.**

For the duration of this Agreement Contractor shall procure and maintain insurance of the scope and amount specified in Attachment D and with the provisions specified in that attachment.

**11. STATUS OF CONTRACTOR.**

All acts of Contractor, its agents, officers, and employees, relating to the performance of this Agreement, shall be performed as independent contractors, and not as agents, officers, or employees of District. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of District. Except as expressly provided in **Attachment A**, Contractor has no authority or responsibility to exercise any rights or power vested in the District. No agent, officer, or employee of the District is to be considered an employee of Contractor. It is understood by both Contractor and District that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture. As an independent contractor:

A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to District only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to District's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers, and employees are, and at all times during the term of this Agreement shall represent and conduct themselves as, independent contractors, and not as employees of District.

**12. DEFENSE AND INDEMNIFICATION.**

Contractor shall defend, indemnify, and hold harmless District, its agents, officers, employees, and volunteers from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the negligent performance of this Agreement by Contractor, or Contractor's agents, officers, or employees. Contractor's obligation to defend, indemnify, and hold the District, its agents, officers, employees, and volunteers harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any negligent claim, damage, loss, liability, expense, or other costs which is caused in whole or in part by any act or omission of the Contractor, its agents, employees, supplier, or any one directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Contractor's obligation to defend, indemnify, and hold the District, its agents, officers, employees, and volunteers harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance.

To the extent permitted by law, District shall defend, indemnify, and hold harmless Contractor, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, or resulting from, the active negligence, or wrongful acts of District, its officers, employees, or volunteers.

Notwithstanding any provision to the contrary, neither party shall be responsible or liable to the other for special, indirect, or consequential damages. The total aggregate liability of the Contractor to the District for any and all claims whatsoever arising out of this Agreement shall not exceed the total applicable insurance proceeds paid to Contractor by its insurers up to \$4,000,000.

**13. CANCELLATION.**

This Agreement may be canceled by District without cause, and at will, for any reason by giving to Contractor thirty (30) days written notice of such intent to cancel. Contractor may cancel this Agreement without cause, and at will, for any reason whatsoever by giving thirty (30) days written notice of such intent to cancel to District.

**14. RECORDS AND AUDIT.**

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, municipal, and District law, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, microphotographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of District shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, which District determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, District has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

**15. ASSIGNMENT.**

This is an agreement for the services of Contractor. District has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not

assign or subcontract this Agreement, or any part of it, without the express written consent of District. Further, Contractor shall not assign any monies due or to become due under this Agreement without the prior written consent of District.

**16. DEFAULT.**

If the Contractor abandons the work, or fails to proceed with the work and services requested by District in a timely manner, or fails in any way as required to conduct the work and services as required by District, District may declare the Contractor in default and terminate this Agreement upon five (5) days written notice to Contractor. Upon such termination by default, District will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

**17. WAIVER OF DEFAULT.**

Waiver of any default by either party to this Agreement shall not be deemed to be waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph twenty-four (24) below.

**18. NONDISCRIMINATION.**

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

**19. CONFIDENTIALITY.**

Contractor further agrees to comply with the various provisions of the applicable federal, state, county, and District laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such information and records. Disclosure of such confidential, privileged, or protected information shall be made by Contractor only with the express written consent of the District. Any disclosure of confidential information by Contractor without the District's written consent is solely and exclusively the legal responsibility of Contractor in all respects.

**20. CONFLICTS.**

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the work and services under this Agreement. Contractor agrees to complete and file a conflict interest statement if requested by the District. District will notify Contractor, if such a request is made, of Contractor's disclosure category under the conflict of interest laws.

**21. POST AGREEMENT COVENANT.**

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the District in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person

who, during the term of this Agreement, ~~has had an adverse or conflicting interest with the District, or who has been~~ was an adverse party in litigation with the District, and concerning such litigation, Contractor by virtue of this Agreement has gained access to the District's confidential, privileged, protected, or proprietary information.

**22. SEVERABILITY.**

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, county, or District statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

**23. FUNDING LIMITATION.**

The ability of District to enter this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, District has the option to cancel, reduce, or modify this Agreement, or any of its terms within ten (10) days of its notifying Contractor of the cancellation, reduction, or modification of available funding. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements of paragraph twenty-four (24) (Amendment).

**24. ATTORNEY'S FEES.**

If either of the parties hereto brings any action or proceeding against the other, including, but not limited to, an action to enforce or to declare the termination, cancellation, or revision of the Agreement, the prevailing party in such action or proceeding shall be entitled to receive from the other party all reasonable attorney's fees and costs, incurred in connection therewith.

**25. ARBITRATION OF DISPUTES**

Any dispute arising between the Contractor and District shall be resolved by binding arbitration in accordance with the rules of JAMS or Code of Civil Procedure §1280, et seq. and in accordance with the following provisions:

The arbitrator shall be empowered to order the losing party in the arbitration to reimburse the prevailing party for all expenses incurred in connection with the arbitration, including without limitation the arbitrator's fees and reasonable attorney fees and costs.

Contractor acknowledges the following regarding arbitration:

- A. The parties are waiving their right to a jury trial and to seek remedies available in court proceedings with the understanding and acknowledgement that the parties may seek injunctive relief from a court of competent jurisdiction should the need arise from any issue or claims arising from this contract;
- B. Pre-arbitration discovery is generally more limited than and different from court proceedings;
- C. The arbitrator's award is not required to include factual findings or legal reasoning; and
- D. Any party's right to appeal or to seek modification of the award is strictly limited and that the award is final and binding on the parties.

By signing this Agreement, Contractor acknowledges that such binding arbitration may deprive them of various rights that they otherwise might have in a legal action, including without limitation the right to a jury trial, the right to appeal, and full discovery rights.

**26. AMENDMENT.**

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

**27. NOTICE.**

Any notice, communication, amendments, additions, or deletions to this Agreement, including change of address of either party during the terms of this Agreement, which Contractor or District shall be required, or may desire, to make, shall be in writing and may be personally served, or sent by prepaid first-class mail to, the respective parties as follows:

**DONNER SUMMIT PUBLIC UTILITY DISTRICT**

Attn: Steven Palmer  
Address: PO Box 610  
City, State, Zip Soda Springs, CA 95728

**Contractor: Woodard & Curran, Inc.**

Name: [Click or tap here to enter text.](#)  
Address: 801 T Street  
City, State, Zip Sacramento, CA 95811

**28. ENTIRE AGREEMENT.**

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

///

///

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS \_\_\_th DAY OF \_\_\_\_\_, 2024.

**DONNER SUMMIT PUBLIC UTILITY DISTRICT**

**WOODARD & CURRAN, INC.**

By: Steven Palmer, General Manager  
\_\_\_\_\_  
PRINT NAME

By: \_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTACHMENT A**

**AGREEMENT BETWEEN  
DONNER SUMMIT PUBLIC UTILITY DISTRICT  
AND WOODARD & CURRAN, INC.  
FOR THE PROVISION OF PROFESSIONAL SERVICES**

**TERM:**

**FROM: NOVEMBER 20, 2024 TO: JUNE 30, 2026**

**SCOPE OF WORK**

The work performed through this contract agreement will be coordinated through General Manager Steven Palmer. Scope of work is described in the attached proposal dated October 11, 2024.



**ATTACHMENT B**

**AGREEMENT BETWEEN  
DONNER SUMMIT PUBLIC UTILITY DISTRICT  
AND WOODARD & CURRAN, INC.  
FOR THE PROVISION OF PROFESSIONAL SERVICES**

**TERM:**

**FROM: NOVEMBER 20, 2024 TO: JUNE 30, 2026**

**SCHEDULE OF FEES**

**ATTACHMENT C**

**AGREEMENT BETWEEN  
DONNER SUMMIT PUBLIC UTILITY DISTRICT  
AND WOODARD & CURRAN, INC.  
FOR THE PROVISION OF PROFESSIONAL SERVICES**

**TERM:**

**FROM: NOVEMBER 20, 2024 to JUNE 30, 2026**

**SCHEDULE OF TRAVEL AND PER DIEM PAYMENT:**

Travel and per diem costs will not be paid for by the District. The District will only pay for items identified in Attachment B – Schedule of Fees

**ATTACHMENT D**  
**AGREEMENT BETWEEN**  
**DONNER SUMMIT PUBLIC UTILITY DISTRICT**  
**AND WOODARD & CURRAN, INC.**  
**FOR THE PROVISION OF PROFESSIONAL SERVICES**

**TERM:**

**FROM: NOVEMBER 20, 2024 to JUNE 30, 2026**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.  
**(Not required if Contractor provides written verification it has no employees)**
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, \$2,000,000 aggregate.

~~If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.~~

**Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status***

**The District, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

**Primary Coverage**

For any claims related to this contract, the **Contractor's insurance coverage shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 12 19 04-13 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation**

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the District.**

**Waiver of Subrogation**

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

**Self-Insured Retentions**

Self-insured retentions must be declared to and approved by the District. The District may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

**Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

**Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least three (3) ~~five (5)~~ years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) ~~five (5)~~ years after completion of contract work.

**Verification of Coverage**

Contractor shall furnish the District with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to District before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require ~~complete~~, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Subcontractors**

Contractor shall require and verify that all subcontractors maintain insurance meeting all the applicable requirements stated herein, and Contractor shall ensure that District is an additional insured on insurance required from subcontractors.

**~~Special Risks or Circumstances~~**

~~District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.~~

**RESOLUTION NO. 2024-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT DISPENSING WITH THE FORMAL REQUEST FOR PROPOSAL PROCEDURE AND APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WOODARD & CURRAN, INC. IN THE AMOUNT OF \$96,150 FOR PROFESSIONAL SERVICES TO SUPPORT THE RENEWAL OF THE WASTE DISCHARGE REQUIREMENTS FOR THE WASTEWATER TREATMENT PLANT**

**WHEREAS**, Donner Summit Public Utility District (DSPUD) desires professional services to support the renewal of the waste discharge requirements for the wastewater treatment plant; and

**WHEREAS**, Woodard & Curran, Inc. has provided a proposal to provide the desired professional services for a not to exceed amount of \$96,150; and

**WHEREAS**, the staff at Woodard & Curran, Inc. assisted with the current waste discharge requirements and have been providing DSPUD with permit support services since those requirements were issued; and

**WHEREAS**, a formal request for proposal (RFP) procedure would likely result in increased cost and is unlikely to result in identifying a more qualified consultant.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF DONNER SUMMIT PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE** that compliance with the formal RFP procedure described in Board Policy 3080 Procurement and Purchasing Policy is not in the best interest of DSPUD and hereby approves with dispensing with the formal RFP procedure for this agreement.

**BE IT FURTHER RESOLVED** that the Professional Services Agreement with Woodard & Curran, Inc. for the renewal of waste discharge requirements for the wastewater treatment plant in the amount of \$96,150 is approved.

**BE IT FURTHER RESOLVED** that the General Manager is authorized to execute the Professional Services Agreement.

**PASSED AND ADOPTED** by the Board of Directors of Donner Summit Public Utility District, this 19th day of November 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

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

ATTEST:

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

## Agenda Item: 8C



## STAFF REPORT

**TO:** Board of Directors

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

**SUBJECT:** Adopt a Resolution Accepting the Lake Angela Dam Tendon Tensioning Project as Complete and Directing Recording of the Notice of Completion

---

### **RECOMMENDATION**

Adopt a resolution accepting the Lake Angela Dam Tendon Tensioning Project as complete and directing the recording of the Notice of Completion.

### **BACKGROUND**

The Lake Angela Dam is constructed as a concrete gravity dam. In 1972, the dam was raised by constructing a six-foot-high concrete crest which was stressed with vertical post-tensioned tendons. The stress level in these tendons is required to be checked periodically to verify that the required force is maintained in the tendons, and to verify that the tendons are in satisfactory condition. The California Division of Safety of Dams inspection report from June 2023 states that the tendons in this dam need to be tension tested every ten years, and the next testing must be completed by December 31, 2025. Staff noticed increased seepage from the dam last summer and is proceeding with this work before performing additional crack sealing on the concrete joints.

The Lake Angela Dam Tendon Tensioning Project was advertised for construction bids via the website BidNetDirect on July 19, 2024. The contract was awarded to Neil's Controlled Blasting, LP at the Board meeting on August 27, 2024. The work is now complete and ready for acceptance by the Board.

### **DISCUSSION**

Construction inspection and management was provided by Sauers Engineering, Inc. (Sauers). Sauers has confirmed that the work was completed in accordance with the Project contract documents, and DSPUD specifications. All of the tendons were tested and adjusted as needed. None of the tendons broke during testing. Work was completed on October 17, 2024, the Project is complete, and it is appropriate for the Board to accept the Project as complete and record the Notice of Completion.

Recording a Notice of Completion reduces the amount of time that a lien can be filed from 90 days to 60 days after Project completion for the general contractor, and from 90 days to 30 days for suppliers and subcontractors.

### **FISCAL IMPACT**

There were no contract change orders and the Project was completed within the approved budget. The final project costs are summarized below.

Cost Estimate

<b>Phase</b>	<b>Estimate</b>
Preliminary Engineering	\$ 7,500
Construction Contract	\$49,350
Construction Inspection & Engineering Support	\$14,500
<i>Total Cost Estimate</i>	<i>\$71,350</i>

**CEQA ASSESSMENT**

This project is categorically exempt from CEQA analysis per Section 15301 Existing Facilities and Section 15302 Replacement or Reconstruction. The Project involves repair, maintenance, or minor alteration of existing public structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of existing use; and replacement or reconstruction of existing structures and facilities. A notice of exemption was filed with the State and Nevada County on July 30, 2024.

**ATTACHMENTS**

1. Resolution 2024-28



**RESOLUTION NO. 2024-28**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT ACCEPTING THE LAKE ANGELA DAM TENDON TENSIONING PROJECT AS COMPLETE AND DIRECTING THE RECORDING OF THE NOTICE OF COMPLETION**

**WHEREAS**, on August 27, 2024 the Donner Summit Public Utility District (DSPUD) Board of Directors awarded a construction contract for the Lake Angela Dam Tendon Tensioning Project to Neil's Controlled Blasting, LP, with a bid amount of \$49,350; and

**WHEREAS**, there were no change orders to the contract; and

**WHEREAS**, as of October 18, 2024 the work was substantially complete and in conformance with the Project contract documents and DSPUD standards.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF DONNER SUMMIT PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE** that the Lake Angela Dam Tendon Tensioning Project is accepted as complete.

**BE IT FURTHER RESOLVED** that the Board directs recording of a Notice of Completion.

**PASSED AND ADOPTED** by the Board of Directors of Donner Summit Public Utility District, this 19<sup>th</sup> day of November 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

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

ATTEST:

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

## Agenda Item: 8D



## STAFF REPORT

**TO:** Board of Directors

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

**SUBJECT:** Approve a Volunteer Wastewater Treatment Plant Operator-In-Training Program

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### **RECOMMENDATION**

Approve a volunteer wastewater treatment plant operator-in-training program.

### **BACKGROUND**

Wastewater treatment plant (WWTP) operators in the State of California must be certified as a WWTP operator by the State of California through the State Water Board Wastewater Operator Certification Program (WWOCP). There are five levels of certification, Grades I-V. There are three steps to earn certification as a WWTP operator:

1. Obtain at least 1,800 working in wastewater operations as an operator-in-training (OIT).
2. Take and pass the State exam for the grade level they are pursuing (Grades I-V).
3. Submit an application to the state documenting the required education and experience.

For example, obtaining Grade I certification requires a high school diploma, six educational points, successful completion of the Grade I exam, and the equivalent of one year of full time qualifying experience (eg. 1,800 hours).

To help encourage and assist interested individuals in the local community to start a career as a wastewater treatment plant operator, many agencies administer a voluntary, nonpaid OIT program. These OIT programs provide interested individuals with a mechanism to obtain the experience and training required to earn their operator certifications and start their career as an operator. The volunteers are not required to have prior experience in plant operations.

There are two significant benefits to implementing a volunteer OIT program. First of all, the District will receive additional labor without additional cost. Secondly, the program would help educate and train local operators that could be considered for future vacant positions with the District and other wastewater treatment plants in the region.

### **DISCUSSION**

The General Manager researched other agencies with similar programs and collaborated with Chief Operator Jim King and Assistant Chief Operator Justin Vosburgh to develop program requirements and agreement, a volunteer operator-in-training job description, and a volunteer registration form. These documents were reviewed by the District's insurance representative, Henri Castro from Special District Risk Management Association, and legal counsel Geoff Evers. The final drafts of these documents are attached to this staff report.

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A volunteer will be provided with direct supervision from a certified operator and perform routine duties associated with the operation and maintenance of the District's wastewater collection, treatment, and disposal systems. Some typical duties include:

- Routine inspection and maintenance rounds.
- Collect samples.
- Monitor, operate, and adjust controls of the wastewater treatment facility.
- Monitor and interpret information taken from SCADA, gauges, meters, charts, and other instruments.
- Maintain appropriate records and logs.
- Perform general maintenance and cleaning to ensure treatment plant facilities are kept in a clean and orderly fashion.
- Monitor, operate and adjust chemical dosing systems.

To participate in the volunteer OIT program a candidate is required to:

- Apply for a State Water Resource Control Board (SWRCB) Operator-In-Training (OIT) certificate and obtain the certificate within two (2) months of the start of volunteer duty.
- Take and pass a wastewater examination before the certificate expires.
- Post OIT certificate at the wastewater treatment plant.
- Work a minimum of 10 hours per week, with a maximum of 10 hours per day.
- Maintain proper documentation of hours worked as required by the SWRCB.
- Meet all minimum criteria set forth by the SWRCB to secure the Chief Plant Operators' authorization for qualified/certified hours.
- Adhere to all plant safety protocols as directed by the operator on duty and follow all plant policy and safety procedures.
- Follow and comply with all District rules and regulations.

If the Board approves the volunteer OIT program, staff will advertise the program and accept applications. Applications will be reviewed by staff and final acceptance into the program will be made with the approval of the General Manager. Staff anticipates that only one volunteer OIT will be enrolled in the program at a time.

### **FISCAL IMPACT**

This is a voluntary unpaid position and program. There is no increased spending associated with this action.

### **CEQA ASSESSMENT**

This action is not a CEQA project.

### **ATTACHMENTS**

1. Program Requirements and Agreement
2. Volunteer Operator-In-Training Job Description
3. Volunteer Registration Form



## DONNER SUMMIT PUBLIC UTILITY DISTRICT

## VOLUNTEER OPERATOR IN TRAINING (OIT) PROGRAM

## REQUIREMENTS AND AGREEMENT

STATE REQUIREMENTS

- Apply for a State Water Resource Control Board (SWRCB) Operator-In-Training (OIT) certificate and obtain the certificate within three (3) months of the start of volunteer duty. The application must be signed by the Chief Plant Operator. A copy of the application and instructions is attached.
- Take and pass a wastewater examination before your certificate expires. OIT certificates are valid for up to two years. If you pass the examination but do not yet have the required experience for a regular certificate, your OIT may be renewed once for up to two more years. If you do not pass the examination prior to expiration of your OIT, the certificate will not be renewed.
- Post your OIT certificate at the wastewater treatment plant.
- For more information on the state certification program, visit:  
[https://www.waterboards.ca.gov/water\\_issues/programs/operator\\_certification/oit\\_info.html](https://www.waterboards.ca.gov/water_issues/programs/operator_certification/oit_info.html)

DEPARTMENT REQUIREMENTS

- Work a minimum of 10 hours per week, with a maximum of 10 hours per day.
- You will be assigned a work schedule in accordance with your volunteer agreement. If you are unable to work your scheduled time, you must inform the operator in charge.
- Maintain proper documentation of hours worked as required by the SWRCB in order to receive credit for hours worked.
- Meet all minimum criteria set forth by the SWRCB to secure the Chief Plant Operators' authorization for qualified/certified hours.
- Adhere to all plant safety protocols as directed by the operator on duty and follow all plant policy and safety procedures.
- Follow and comply with all District rules and regulations.
- Ask questions if you are not sure of proper procedures.
- Shall not enter unauthorized areas.
- May only smoke in areas authorized by District, County, and State regulations. No smoking in vehicles, remote rooms, or bathrooms is permitted.
- Maintain a good working relationship with all District personnel.
- Immediately leave the site if asked to do so by District personnel.
- Performance will be evaluated after one month and every four months thereafter.
- Must not possess, use, or come to the District under the influence of alcohol, illegal drugs, or any substance that might impair your ability to operate equipment safely, including prescription and over the counter (OTC) medications. Failure to comply may lead to immediate removal from the program.

ACKNOWLEDGEMENT

I have read and agree to comply with the above stated requirements.

I understand that if I do not follow these requirements and regulations that have been established for my safety and success in the program that I can be removed from the program at any time.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DONNER SUMMIT PUBLIC UTILITY DISTRICT**

**Job Description**

<i>Job Title (Class):</i>	<b>Volunteer/Operator-In-Training</b>	<i>Reports To:</i>	Chief Operator or as assigned
<i>FLSA Status:</i>	Non-Exempt (Volunteer)	<i>Approved by Board of Directors:</i>	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**I. Definition**

This is a voluntary, non-paid training program. The volunteer will receive training and hands on experience while acquiring the hours needed for state certification. The volunteer is not required to have experience in the area of plant operations. A volunteer will only perform routine duties under the direct supervision of a certified operator. A volunteer will adhere to all District safety protocols as directed by the operator on duty. Candidates must complete a District Registration form and may be subject to a background check.

Under supervision perform a wide variety of semi-skilled duties associated with the operation and maintenance of the District’s wastewater collection, treatment, and disposal systems; support the collection, treatment, and disposal of domestic wastewater; ensure compliance with regulatory requirements; and to perform related duties and responsibilities as assigned.

**II. Distinguishing Characteristics**

This is a voluntary, non-paid training program. This position requires little or no directly related work experience and will provide training and hands on experience required for state certification as a wastewater treatment plant operator.

**III. Supervision Received and Exercised**

Receives immediate supervision from the Assistant Chief Operator; may receive technical supervision from an Operator I/II/III during an assigned shift. Receives technical and functional supervision from the Chief Operator.

**IV. Essential Functions Statement**

*The duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list. Duties may only be performed under direct supervision*

1. Perform assigned wastewater collection system and lift station inspection and maintenance rounds.
2. Collect samples and conduct laboratory analysis of water quality, chemical dosing. Perform routine maintenance, repair and servicing of plant operation machinery and equipment including pumps, valves, motors, feeders, tanks and

**DONNER SUMMIT PUBLIC UTILITY DISTRICT**

**Job Description – Volunteer / Operator-In-Training**

reservoirs; perform preventative maintenance repairs or schedule repairs as required.

3. Monitor, operate and adjust controls of the wastewater treatment facility, including primary, secondary and solids treatment processes.
4. Report any failures or operating difficulties to appropriate staff.
5. Initiate work orders through the operator in charge.
6. Interpret and act on information taken from SCADA, gauges, meters, charts, and other instruments.
7. Maintain appropriate records and logs
8. Perform general maintenance and cleaning to ensure treatment plant facility is kept in a clean and orderly fashion, such as sweeping and cleaning; perform sludge basin and reservoir cleaning; follow safe and proper handling and storage of treatment related materials.
9. Monitor, operate and adjust chemical dosing systems, wastewater lift stations.
10. Follow safe work practices.
11. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
12. Perform related duties as assigned.

**V. Qualifications**

Knowledge of:

- Elementary mechanical principles and practices.
- Basic arithmetic to perform calculations.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Learn basic principles and procedures related to the operation and maintenance of a wastewater treatment plant.
- Learn sampling methods and techniques.
- Learn principles of biology, chemistry, and mathematics.
- Learn policies and procedures governing wastewater treatment facilities.
- Learn to perform skilled tasks associated with the operation and maintenance of wastewater treatment facilities.
- Learn to read meters and gauges accurately.
- Learn to maintain accurate records and logs.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.



**DONNER SUMMIT PUBLIC UTILITY DISTRICT**  
**Job Description – Volunteer / Operator-In-Training**

**VI. Experience and Education Guidelines**

Experience

No previous experience required.

Education

Equivalent to completion of the twelfth grade. Enrollment in, or completion of, a wastewater course either through a community college or a qualified home study program as required by the State of California Wastewater Operators Certificate Program (WWOCP).

License and Certificate

- Possession of a valid California driver's license and a satisfactory driving record.
- Apply for and obtain a State of California Wastewater Treatment Plant Operator-In-Training (OIT) certificate within three (3) months of starting volunteer duty. ([https://www.waterboards.ca.gov/water\\_issues/programs/operator\\_certification/oit\\_info.html](https://www.waterboards.ca.gov/water_issues/programs/operator_certification/oit_info.html))

**VII. Working Conditions**

Environmental Conditions

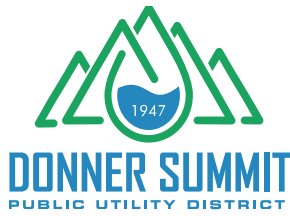
Work is normally performed in a temperature controlled room environment subject to typical plant operation noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock. The District is located at high elevation in the Sierra Mountains and winter work is frequently performed outdoors in a cold and snowy environment.

Physical Conditions

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less. Conditions also require walking short distances through and over snow and/or ice to access District facilities.

Mental Conditions

Essential functions may require maintaining mental condition necessary to know and understand operations, observe safety rules, intermittently analyze problem equipment, identify and locate equipment, interpret work orders, remember equipment location, explain jobs to others, and handle conflict.



**VOLUNTEER REGISTRATION FORM**

**DONNER SUMMIT PUBLIC UTILITY DISTRICT**

**Contact Information**

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City, State Zip

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Assignment: \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_

List any medical conditions that we should be aware of in an emergency or that would prevent you from performing any of the volunteer duties:

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement**

Have you ever been convicted of any violation of the law other than minor traffic violations, including infractions, misdemeanors, or felonies in either military or civilian judicial systems?

Yes  No

If yes, give date, place, violation, and penalty for each conviction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that volunteer positions require checking references and various types of background checks. I hereby authorize any and all such background checks. As a volunteer for the Donner Summit Public Utility District, I understand that I will not receive any monetary compensation for the time I contribute. I acknowledge that volunteer service is an "at-will" relationship to the District and that I can be released at any time. I certify that all statements made on this registration form or on supplementary materials are true and correct and I authorize the District to investigate the accuracy of this information from any person or organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approvals:**

Supervisor \_\_\_\_\_

General Manager \_\_\_\_\_