

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Agenda
Tuesday, December 20, 2022 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Regular Meeting (Section 54954), December 20, 2022 at 6:00 P.M., the meeting will be conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20 and Assembly Bill 361. **The Zoom Webinar 825 0945 1779 Password 573764 If your computer does not have audio or visual capabilities, you may participate in the meeting by phone 1 669-900-6833.**

Any member of the public desiring to address the Board on any matter within the Jurisdictional Authority of the District or on a matter on the Agenda before or during the Boards consideration of that item may do so **by logging into Zoom and using the meeting ID and password or dial in only number referenced above.** After receiving recognition from the Board President, please give your Name and Address (City) and your comments or questions.

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

1. Call to Order

2. Roll Call

3. Clear the Agenda

4. Board Organization

- A. Resolution 2022-39 Recognizing Outgoing Director Alex Medvezcky**
- B. Select Board Officers – President, Vice President, Secretary**
- C. Board Meeting Calendar for 2023**

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

6. Consent Calendar

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

A. Approve Finance Report for December 20, 2022

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

B. Approve Regular Meeting Minutes November 15, 2022

C. Approve Monthly Safety Meeting Minutes – November 2022

7. Department Reports

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

8. Information Items

- A. First Quarter Budget to Actual Report for Fiscal Year 2022/2023**

9. Action Items

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

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

11. Adjournment

Schedule of Upcoming Meetings

- Regular Meeting – January 17, 2023
- Regular Meeting – February 21, 2023
- Regular Meeting – March 21, 2023

We certify that on December 16, 2022, a copy of this agenda was posted in public view at 53823 Sherritt Lane Soda Springs, California, and the Soda Springs/Norden Post Office.



Deleane Mehler
Administrative Assistant

Steven Palmer
General Manager

December 20, 2022
Agenda Item: 4A

RESOLUTION NO. 2022-39

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT RECOGNIZING OUTGOING DIRECTOR ALEX MEDVEZCKY AND EXPRESSING APPRECIATION FOR HIS SERVICE

WHEREAS, the Donner Summit Public Utility District is a California Special District formed pursuant to the Public Utility District Act; and

WHEREAS, the Board of Directors of the District consists of five elected officials who are registered to vote within the District; and

WHEREAS, the Directors give considerable personal time and effort to perform their duties; and

WHEREAS, Director Alex Medvezcky dedicated himself to serving as a Director and since 2014; and

WHEREAS, Director Medvezcky served on the Board and provided guidance and input through many improvements to District infrastructure including major upgrades to the wastewater treatment plant, major upgrades to the Lake Angela Water Treatment Plant, and construction of the new Big Bend water treatment plant; and

WHEREAS, the Board of Directors wishes to commend Director Alex Medvezcky for his years of dedicated service to the Donner Summit Public Utility District and the community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Donner Summit Public Utility District does hereby commend Director Alex Medvezcky and express their appreciation for his dedicated service to the District.

PASSED AND ADOPTED by the Board of Directors of Donner Summit Public Utility District, this 20th day of December 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

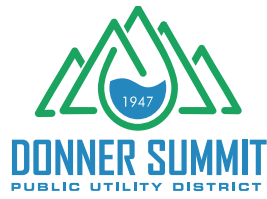
DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____
Cathy Preis
President, Board of Directors

ATTEST:

By: _____

December 20, 2022
Agenda Item: 4C



BOARD MEETING DATES
3rd TUESDAY OF EACH MONTH AT 6:00 P.M.

JANUARY 17, 2023
FEBRUARY 21, 2023
MARCH 21, 2023
APRIL 18, 2023
MAY 16, 2023
JUNE 20, 2023
JULY 18, 2023
AUGUST 15, 2023
SEPTEMBER 19, 2023
OCTOBER 17, 2023
NOVEMBER 21, 2023
DECEMBER 19, 2023

December 20, 2022
Agenda Item: 6A.1

Donner Summit Public Utility District

December 20, 2022

Check List

Agenda Item: 6A.1

All Bank Accounts
November 17, 2022

Check Number	Check Date	Payee	Amount
Vendor Checks			
11253	11/17/22	ALHAMBRA & SIERRA SPRINGS	175.35
11254	11/17/22	BLUE SHIELD OF CALIFORNIA	11,990.95
11255	11/17/22	CASHMAN EQUIPMENT COMPANY	159.89
11256	11/17/22	EMPLOYER DRIVEN SOLUTIONS	305.01
11257	11/17/22	EOSi	12,537.26
11258	11/17/22	EVERS LAW GROUP	740.00
11259	11/17/22	FED-EX	8.06
11260	11/17/22	GRAINGER	41.56
11261	11/17/22	GRAINGER	5.05
11262	11/17/22	GRAINGER	534.56
11263	11/17/22	GRAINGER	237.82
11264	11/17/22	GRAINGER	31.06
11265	11/17/22	HANSEN BROTHERS ENTERPRISES	514.80
11266	11/17/22	HANSFORD ECONOMIC CONSULTING, LLC	1,112.50
11267	11/17/22	HERC RENTALS	3,872.47
11268	11/17/22	HUMANA DENTAL INS. CO.	1,465.30
11269	11/17/22	MAPCOMMUNICATIONS	43.00
11270	11/17/22	MISCO WATER	639.66
11271	11/17/22	MOUNTAIN HARDWARE & SPORTS	1,308.48
11272	11/17/22	MOUNTAIN HARDWARE & SPORTS	89.14
11273	11/17/22	NATIONAL LIFE INSURANCE CO.	62.17
11274	11/17/22	PG&E COMPANY	23,062.95
11275	11/17/22	PG&E COMPANY	758.40
11276	11/17/22	PRINCIPAL LIFE INSURANCE COMPANY	793.46
11277	11/17/22	ROAD SAFETY SERVICES, LLC	340.00
11278	11/17/22	ROAD SAFETY SERVICES, LLC	170.00
11279	11/17/22	SIERRA MOUNTAIN PIPE & SUPPLY	232.82
11280	11/17/22	SMALL POND MARKETING ARTS & DESIGN	1,413.75
11281	11/17/22	SUBURBAN PROPANE	2,795.10
11282	11/17/22	SUMMIT HOME CARE	200.00
11283	11/17/22	TAHOE TRUCKEE SIERRA DISPOSAL	598.15
11284	11/17/22	TAHOE TRUCKEE SIERRA DISPOSAL-BIN	1,058.00
11285	11/17/22	THATCHER COMPANY OF NEVADA, INC.	30,909.66
11286	11/17/22	TRANSAMERICA LIFE INSURANCE	194.19
11287	11/17/22	TRUCKEE AUTO PARTS	55.49
11288	11/17/22	ULINE	647.76
11289	11/17/22	UNITED RENTALS (NORTH AMERICA), INC.	830.98
11290	11/17/22	USA BLUEBOOK	133.65
11291	11/17/22	USA BLUEBOOK	1,164.69
11292	11/17/22	XYLEM INC.	20,615.23
11293	11/17/22	XYLEM INC.	175.00
Vendor Check Total			<u>122,023.37</u>
Check List Total			<u>122,023.37</u>

DoR

Check count = 41

December 20, 2022
Agenda Item: 6A.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			6,133:58	Social Security 380:28 Medicare 88:93 Fed Income Tax 761:89 CA Income Tax 411:82 CA Disability 67:47	457 Garnishment 1,292:31 Overpayment Payba 129:65	150:00 Direct Deposit # 4373 Check Amt 0.00 Chkg 730 2,851:23	
	EMPLOYEE TOTAL				6,133:58	1,710:39	1,571:96	Net Pay 2,851:23
	Patrick, Sean M 59	Regular	48:0500	70:00	3,363:50	Social Security 273:51 Medicare 63:96 Fed Income Tax 512:37 CA Income Tax 300:45 CA Disability 48:53	457 50:00	Direct Deposit # 4374 Check Amt 0.00 Chkg 717 3,162:63
		Standby			135:00			
		Overtime	72:0750	6:00	432:45			
Sick		48:0500	10:00	480:50				
EMPLOYEE TOTAL				4,411:45	1,198:82	50:00	Net Pay 3,162:63	
Schott, Paul A 14	Regular	51:3300	75:00	3,849:75	Social Security 271:33 Medicare 63:46 Fed Income Tax 570:42 CA Income Tax 215:03 CA Disability 48:14	457 Credit Un 2 150:00	850:00 Direct Deposit # 4375 Check Amt 0.00 Chkg 019 2,208:02	
	Standby			270:00				
	Sick	51:3300	5:00	256:65				
	Sick Accr-Memo				M1:85			
	Vacation -Memo				M6:15			
	CHECK 1 TOTAL			80:00	4,376:40	1,168:38	1,000:00	Net Pay 2,208:02
	Overtime	76:9950	6:00	461:97	Social Security 60:47 Medicare 14:14 Fed Income Tax 89:05 CA Income Tax 13:45 CA Disability 10:73		Direct Deposit # 4376 Check Amt 0.00 Chkg 019 787:43	
	Double Time	102:6600	5:00	513:30				
	Sick Accr-Memo				M1:85			
	Vacation -Memo				M6:15			
CHECK 2 TOTAL			11:00	975:27	187:84		Net Pay 787:43	
EMPLOYEE TOTAL			91:00	5,351:67	1,356:22	1,000:00	Net Pay 2,995:45	
Shelton, Joshua M... 64	Regular	35:0400	80:00	2,803:20	Social Security 174:61 Medicare 40:83 Fed Income Tax 243:00 CA Income Tax 142:39 CA Disability 30:98		Direct Deposit # 4377 Check Amt 0.00 Chkg 722 2,184:53	
	Overtime	52:5600	0:25	13:14				
	EMPLOYEE TOTAL			80:25	2,816:34	631:81		Net Pay 2,184:53
Vosburgh, Justin E 57	Regular	51:4300	69:50	3,574:39	Social Security 274:62 Medicare 64:23 Fed Income Tax 374:16 CA Income Tax 156:99 CA Disability 48:72	457 Loan 2 171:34	200:00 Direct Deposit # 4378 Check Amt 0.00 Chkg 400 3,139:35	
	Standby			315:00				
	Vacation	51:4300	10:50	540:02				

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS		
**** 30 WATER SEWER (cont.) Vosburgh, Justin E (cont.) 57	CHECK 1 TOTAL		80.00	4,429.41			918.72	371.34	Net Pay	3,139.35
	Overtime	77.1450	24.50	1,890.05	Social Security	129.94			Direct Deposit # 4379	
	Double Time	102.8600	2.00	205.72	Medicare	30.39			Check Amt	0.00
					Fed Income Tax	116.15			Chkg 400	1,761.95
					CA Income Tax	34.29				
				CA Disability	23.05					
	CHECK 2 TOTAL		26.50	2,095.77			333.82		Net Pay	1,761.95
	EMPLOYEE TOTAL		106.50	6,525.18			1,252.54	371.34	Net Pay	4,901.30
**** 50 ADMIN Mehler, Deleane 51	Regular	42.0400	72.00	3,026.88	Social Security	208.52	457	100.00	Direct Deposit # 4380	
	Sick	42.0400	8.00	336.32	Medicare	48.77	Loan 2	243.52	Check Amt	0.00
					Fed Income Tax	512.52	Loan Payment	103.78	Chkg 963	1,920.99
					CA Income Tax	188.10				
					CA Disability	37.00				
	EMPLOYEE TOTAL		80.00	3,363.20			994.91	447.30	Net Pay	1,920.99
Palmer, Steven V 65	Regular			7,080.77	Medicare	102.67	457	201.93	Direct Deposit # 4381	
					Fed Income Tax	1,483.89			Check Amt	0.00
					CA Income Tax	557.98			Chkg 779	4,134.30
									Savg 217	600.00
		EMPLOYEE TOTAL			7,080.77			2,144.54	201.93	Net Pay
COMPANY TOTALS										
7 Person(s)	Regular		366.50	29,832.07	Social Security	1,773.28	457	1,551.93	Check Amt	0.00
9 Transaction(s)	Standby			720.00	Medicare	517.38	Credit Un 2	150.00	Dir Dep	22,750.43
	Double Time		7.00	719.02	Fed Income Tax	4,663.45	Garnishment	1,292.31		
	Overtime		38.75	2,797.61	CA Income Tax	2,020.50	Loan 2	414.86		
	Sick		23.00	1,073.47	CA Disability	314.62	Loan Payment	103.78		
	Vacation		10.50	540.02			Overpayment Pa	129.65		
	Sick Accr-Memo					3.70				
	Vacation -Memo					12.30				
	COMPANY TOTAL		443.75	35,682.19		9,289.23		3,642.53	Net Pay	22,750.43

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			
					Employer Liabilities		
					Social Security	1,773.29	
					Medicare	517.41	
					TOTAL EMPLOYER LIABILITY	2,290.70	
					TOTAL TAX LIABILITY	11,579.93	
(IC) = Independent Contractor							

CASH REQUIREMENTS

0085 0085-T591 Donner Summit Public Utility

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/10/22: \$37,843.24

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

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	37,843.24
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	37,843.24
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,350.22
	CASH REQUIRED FOR CHECK DATE 11/10/22	40,193.46

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>		BANK DRAFT AMOUNTS & OTHER TOTALS
11/10/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	22,750.43	22,750.43
11/10/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	3,512.88	3,512.88
11/10/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	1,773.28	
				Medicare	517.38	
				Fed Income Tax	4,663.45	
				CA Income Tax	2,020.50	
				CA Disability	314.62	
				Total Withholdings	9,289.23	
				Employer Liabilities		
				Social Security	1,773.29	
				Medicare	517.41	
				Total Liabilities	2,290.70	11,579.93
				EFT FOR 11/10/22		37,843.24
				TOTAL EFT		37,843.24

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>		TOTAL
11/10/22	Refer to your records for account information		Payroll	Employee Deductions		
				457	1,551.93	
				Credit Un 2	150.00	
				Loan 2	414.86	

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			6,133.58	Social Security	351.21 ⁴⁵⁷	150.00	Direct Deposit # 4382	
	Life Ins Reimb Txble			100.00	Medicare	90.39	1,292.31	Check Amt 0.00	
	Sick Accr-Memo				M1: 85 Fed Income Tax	785.89	129.65	Chkg 730 2,965.08	
	Vacation -Memo				M4: 62 CA Income Tax	422.05			
					CA Disability	47.00			
	EMPLOYEE TOTAL			6,233.58		1,696.54	1,571.96	Net Pay 2,965.08	
Patrick, Sean M 59	Regular	48:0500	66.25	3,183.31	Social Security	284.86 ⁴⁵⁷	50.00	Direct Deposit # 4383	
	Standby			270.00	Medicare	66.62	37.41	Check Amt 0.00	
	Holiday	48:0500	10.00	480.50	Fed Income Tax	552.64		Chkg 717 3,233.25	
	Sick	48:0500	10.00	480.50	CA Income Tax	319.18			
	Vacation	48:0500	3.75	180.19	CA Disability	50.54			
	EMPLOYEE TOTAL		90.00	4,594.50		1,273.84	87.41	Net Pay 3,233.25	
Schott, Paul A 14	Regular	51:3300	70.00	3,593.10	Social Security	277.54 ⁴⁵⁷	850.00	Direct Deposit # 4384	
	Standby			270.00	Medicare	64.91	150.00	Check Amt 0.00	
	Holiday	51:3300	10.00	513.30	Fed Income Tax	593.09		Chkg 019 2,266.36	
	Life Ins Reimb Txble			100.00	CA Income Tax	225.26			
	Sick Accr-Memo				M1: 85 CA Disability	49.24			
	Vacation -Memo				M6: 15				
		CHECK 1 TOTAL		80.00	4,476.40		1,210.04	1,000.00	Net Pay 2,266.36
	Overtime	76:9950	10.00	769.95	Social Security	47.73		Direct Deposit # 4385	
	Sick Accr-Memo				M1: 85 Medicare	11.16		Check Amt 0.00	
	Vacation -Memo				M6: 15 Fed Income Tax	64.41		Chkg 019 629.25	
	CHECK 2 TOTAL		10.00	769.95		140.70		Net Pay 629.25	
	EMPLOYEE TOTAL		90.00	5,246.35		1,350.74	1,000.00	Net Pay 2,895.61	
Shelton, Joshua M... 64	Regular	35:0400	70.00	2,452.80	Social Security	180.00		Direct Deposit # 4386	
	Holiday	35:0400	10.00	350.40	Medicare	42.10		Check Amt 0.00	
	Life Ins Reimb Txble			100.00	Fed Income Tax	253.42		Chkg 722 2,244.47	
		CHECK 1 TOTAL		80.00	2,903.20	CA Income Tax	151.27		
						CA Disability	31.94		
	Overtime	52:5600	10.00	525.60	Social Security	32.59		Direct Deposit # 4387	
					Medicare	7.62		Check Amt 0.00	
					Fed Income Tax	117.30		Chkg 722 362.31	
					CA Disability	5.78			

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			
**** 30 WATER SEWER (cont.) Shelton, Joshua Michael J (cont.) 64	CHECK 2 TOTAL		10.00	525.60			Net Pay 362.31
	EMPLOYEE TOTAL		90.00	3,428.80	822.02		Net Pay 2,606.78
Vosburgh, Justin E 57	Regular	51.4300	73.50	3,780.11	Social Security 298.14	457 200.00	Direct Deposit # 4388
	Standby			180.00	Medicare 69.72	Life Ins EE Post Tax 35.00	Check Amt 0.00
	Holiday	51.4300	10.00	514.30	Fed Income Tax 457.61		Chkg 400 3,504.97
	Vacation	51.4300	6.50	334.30	CA Income Tax 190.37		
	CHECK 1 TOTAL		90.00	4,808.71	CA Disability 52.90		Net Pay 3,504.97
	Overtime	77.1450	12.00	925.74			
Double Time	102.8600	6.00	617.16	Social Security 95.66	Life Ins EE Post Tax 35.00	Direct Deposit # 4389	
	CHECK 2 TOTAL		18.00	1,542.90	Medicare 22.37		Check Amt 0.00
	EMPLOYEE TOTAL		108.00	6,351.61	Fed Income Tax 54.68	35.00	Chkg 400 1,296.66
					CA Income Tax 21.56		Net Pay 1,296.66
					CA Disability 16.97		
					1,068.74		
						235.00	
							Net Pay 4,801.63
**** 40 BOARD MEMBER Gamick, Philip 28	Regular			250.00	Social Security 73.03		Direct Deposit # 4390
Health Stipend				927.84	Medicare 17.08		Check Amt 0.00
	EMPLOYEE TOTAL			1,177.84	Fed Income Tax 68.17		Chkg 486 992.64
Kaufman, Joan B 67	Board Meet			275.00	CA Income Tax 13.96		
	Health Stipend			1,142.19	CA Disability 12.96		
	EMPLOYEE TOTAL			1,417.19	185.20		Net Pay 992.64
							Direct Deposit # 4391
					Social Security 87.86		Check Amt 0.00
					Medicare 20.54		Chkg 974 1,159.23
					Fed Income Tax 102.39		
					CA Income Tax 31.58		
					CA Disability 15.59		
	EMPLOYEE TOTAL			1,417.19	257.96		Net Pay 1,159.23
Medveczky, Alexan... 58	Board Meet			250.00	Social Security 59.52		Direct Deposit # 4392
	Health Stipend			710.06	Medicare 13.92		Check Amt 0.00
	EMPLOYEE TOTAL			960.06	Fed Income Tax 47.53		Chkg 111 826.34
					CA Income Tax 2.19		
					CA Disability 10.56		

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.) Medveczky, Alexander J (cont.) 58	EMPLOYEE TOTAL				960.06	133.72	Net Pay 826.34	
Parkhurst, Dawn E 66	Board Meet			250.00	Social Security 61.58		Direct Deposit # 4393	
	Health Stipend			743.18	Medicare 14.40		Check Amt 0.00	
					Fed Income Tax 24.70		Chkg 495 867.74	
					CA Income Tax 13.84			
					CA Disability 10.92			
	EMPLOYEE TOTAL				993.18	125.44	Net Pay 867.74	
Preis, Cathy 44	Board Meet			300.00	Social Security 60.76		Direct Deposit # 4394	
	Health Stipend			679.98	Medicare 14.21		Check Amt 0.00	
					Fed Income Tax 69.77		Chkg 011 816.37	
					CA Income Tax 8.09			
					CA Disability 10.78			
	EMPLOYEE TOTAL				979.98	163.61	Net Pay 816.37	
**** 50 ADMIN Mehler, Deleane 51	Regular	42:0400	72.00	3,026.88	Social Security 208.52	457 100.00	Direct Deposit # 4395	
	Holiday	42:0400	8.00	336.32	Medicare 48.77	Loan 2 243.52	Check Amt 0.00	
					Fed Income Tax 512.52	Loan Payment 103.78	Chkg 963 1,920.99	
					CA Income Tax 188.10			
					CA Disability 37.00			
	EMPLOYEE TOTAL				80.00	994.91	447.30	Net Pay 1,920.99
Palmer, Steven V 65	Regular			7,080.77	Medicare 102.67	457 201.93	Direct Deposit # 4396	
					Fed Income Tax 1,483.89		Check Amt 0.00	
					CA Income Tax 557.98		Chkg 779 4,134.30	
							Savg 217 600.00	
	EMPLOYEE TOTAL				7,080.77	2,144.54	201.93	Net Pay 4,734.30
COMPANY TOTALS 12 Person(s) 15 Transaction(s)	Regular		351.75	29,500.55	Social Security 2,119.00	457 1,551.93	Check Amt 0.00	
	Standby			720.00	Medicare 606.48	Credit Un 2 150.00	Dir Dep 27,819.96	
	Double Time		6.00	617.16	Fed Income Tax 5,188.01	Garnishment 1,292.31		
	Overtime		32.00	2,221.29	CA Income Tax 2,154.36	Life Ins EE Post 107.41		
	Board Meet			1,075.00	CA Disability 360.65	Loan 2 243.52		
	Health Stipend			4,203.25		Loan Payment 103.78		
	Holiday		48.00	2,194.82		Overpayment Pa 129.65		
	Life Ins Reimb Txble			300.00				
	Sick		10.00	480.50				
	Vacation		10.25	514.49				

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			
	Sick Accr-Memo				5.55		
	Vacation -Memo				16.92		
	COMPANY TOTAL:		458.00	41,827.06			
						10,428.50	
							3,578.60
							Net Pay
							27,819.96
					<i>Employer Liabilities</i>		
					Social Security	2,119.07	
					Medicare	606.50	
					TOTAL EMPLOYER LIABILITY	2,725.57	
					TOTAL TAX LIABILITY	13,154.07	

(IC) = Independent Contractor

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/25/22: \$44,486.91

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

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	44,486.91
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	44,486.91
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,286.29
	CASH REQUIRED FOR CHECK DATE 11/25/22	46,773.20

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>		BANK DRAFT AMOUNTS & OTHER TOTALS
11/23/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	27,819.96	27,819.96
11/23/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	3,512.88	3,512.88
				EFT FOR 11/23/22		31,332.84
11/25/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	2,119.00	
				Medicare	606.48	
				Fed Income Tax	5,188.01	
				CA Income Tax	2,154.36	
				CA Disability	360.65	
				Total Withholdings	10,428.50	
				Employer Liabilities		
				Social Security	2,119.07	
				Medicare	606.50	
				Total Liabilities	2,725.57	13,154.07
				EFT FOR 11/25/22		13,154.07
				TOTAL EFT		44,486.91

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>
11/25/22	Refer to your records for account information		Payroll	Employee Deductions		
				457	1,551.93	
				Credit Un 2	150.00	
				Life Ins EE Post Tax	107.41	
				Loan 2	243.52	

December 20, 2022
Agenda Item: 6A.3

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES
 OCTOBER 31, 2022

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Wells Fargo - Checking		\$ (107,128.40)	
Wells Fargo - Deposit		961,719.89	
Wells Fargo - Savings		305,014.22	
Wells Fargo - Payroll		(171.34)	
LAIF		3,396.10	
	SWRCB Loan Construction		719,191.03
	WTP Loan Construction		18,187.00
	Big Bend Water Loan Reserve 1		9,019.98
	Big Bend Water Loan Reserve 2		3,704.63
	Big Bend Assessment		10,887.28
Totals		<u>1,162,830.47</u>	<u>760,989.92</u>
Unrestricted Cash Available			<u>\$ 401,840.55</u>

December 20, 2022
Agenda Item: 6A.4

DONNER SUMMIT PUBLIC UTILITY DISTRICT
FINANCIAL STATEMENTS
AND
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT
OCTOBER 31, 2022

DONNER SUMMIT PUBLIC UTILITY DISTRICT
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OCTOBER 31, 2022

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Suite 1100
Reno, NV 89501

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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 four months ended October 31, 2022 in accordance with the budgetary basis of accounting, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Barnard, Vogler & Co.

Reno, Nevada
December 8, 2022

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
COMBINED BUSINESS-TYPE ACTIVITIES
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2022

	Water	Sewer	Treatment	Admin	Total
Program Revenue					
Water fees	\$ 315,926.38	\$ -	\$ -	\$ -	\$ 315,926.38
Sewer fees	-	238,019.18	714,057.55	-	952,076.73
Connection fees	8,500.00	10,123.00	-	-	18,623.00
Recycled water sales	-	-	45,202.80	-	45,202.80
Non-CFD revenue for WWTP loan	-	-	140,619.24	-	140,619.24
Sierra Lakes service	-	-	168,764.00	-	168,764.00
Big Bend service fees	15,086.96	-	-	-	15,086.96
Big Bend assessment	10,385.76	-	-	-	10,385.76
Total Program Revenue	<u>349,899.10</u>	<u>248,142.18</u>	<u>1,068,643.59</u>	<u>-</u>	<u>1,666,684.87</u>
Expenses					
Salaries-operations	48,040.14	40,615.42	130,627.97	94,193.02	313,476.55
Employee benefits and taxes	14,528.96	11,651.10	39,681.38	29,481.21	95,342.65
Board expense	-	-	-	27,997.44	27,997.44
Professional fees	1,340.00	912.18	8,012.86	39,828.19	50,093.23
Dues and subscriptions	-	-	1,179.15	1,440.05	2,619.20
Fees, permits, certifications, leases	139.68	351.26	3,811.37	6,615.55	10,917.86
Training, education, travel	260.00	-	3,380.81	1,495.11	5,135.92
Insurance	13,476.43	11,332.44	36,447.60	3,224.03	64,480.50
Office supplies and miscellaneous	-	185.56	850.50	1,366.86	2,402.92
Utilities, communications, telemetry	15,602.43	7,206.76	101,711.05	11,522.01	136,042.25
Chemicals and lab supplies	25,015.85	-	43,648.57	-	68,664.42
Laboratory testing	360.00	-	7,101.99	-	7,461.99
Equipment maintenance and repair	7,562.25	-	11,922.98	-	19,485.23
Small equipment and rental	-	-	328.57	-	328.57
Operating supplies	90.43	271.28	242.72	1,244.09	1,848.52
Sludge removal	-	-	8,160.45	-	8,160.45
Vehicle maintenance, repair, fuel	1,352.12	4,056.37	4,995.21	-	10,403.70
Infiltration and inflow program	-	18,501.47	-	-	18,501.47
Facility maintenance and repair	16,790.77	427.53	14,972.60	1,202.11	33,393.01
Amortization of land lease	-	-	6,750.00	-	6,750.00
Capital equipment	12,856.85	855.39	23,831.57	-	37,543.81
Total Expenses	<u>157,415.91</u>	<u>96,366.76</u>	<u>447,657.35</u>	<u>219,609.67</u>	<u>921,049.69</u>
Excess (Deficiency) of Program					
Revenues Over Expenses	192,483.19	151,775.42	620,986.24	(219,609.67)	745,635.18
General Revenues					
Interest revenue	-	-	-	443.10	443.10
CFD revenue for WWTP loan	-	-	2,549.90	-	2,549.90
Other income	-	-	-	3,613.32	3,613.32
Grants	-	-	-	650.00	650.00
Total General Revenues	<u>-</u>	<u>-</u>	<u>2,549.90</u>	<u>4,706.42</u>	<u>7,256.32</u>
Increase (Decrease) in Net Position	<u>\$ 192,483.19</u>	<u>\$ 151,775.42</u>	<u>\$ 623,536.14</u>	<u>\$ (214,903.25)</u>	<u>\$ 752,891.50</u>
Net Position, Beginning of Year					13,495,729.67
Net Position, End of Period					<u>\$ 14,248,621.17</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 FOUR MONTHS ENDED OCTOBER 31, 2022

	Actual Year to Date 10/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 10/31/22	Remaining Budget 10/31/22
Program Revenue				
Water fees	\$ 315,926.38	\$ 622,878.00	50.72%	\$ (306,951.62)
Connection fees	8,500.00	-	0.00%	8,500.00
Big Bend service fees	15,086.96	30,627.00	49.26%	(15,540.04)
Big Bend assessment	10,385.76	20,772.00	50.00%	(10,386.24)
Total Program Revenue	<u>349,899.10</u>	<u>674,277.00</u>	<u>51.89%</u>	<u>(324,377.90)</u>
Expenses				
Salaries-operations	48,040.14	129,244.00	37.17%	81,203.86
Employee benefits and taxes	14,528.96	54,910.00	26.46%	40,381.04
Professional fees	1,340.00	73,000.00	1.84%	71,660.00
Dues and subscriptions	-	680.00	0.00%	680.00
Fees, permits, certifications, leases	139.68	14,680.00	0.95%	14,540.32
Training, education, travel	260.00	1,000.00	26.00%	740.00
Insurance	13,476.43	40,429.00	33.33%	26,952.57
Office supplies and miscellaneous	-	550.00	0.00%	550.00
Utilities, communications, telemetry	15,602.43	48,470.00	32.19%	32,867.57
Chemicals and lab supplies	25,015.85	22,800.00	109.72%	(2,215.85)
Laboratory testing	360.00	2,020.00	17.82%	1,660.00
Equipment maintenance and repair	7,562.25	5,600.00	135.04%	(1,962.25)
Small equipment and rental	-	2,820.00	0.00%	2,820.00
Operating supplies	90.43	3,380.00	2.68%	3,289.57
Vehicle maintenance, repair, fuel	-	9,106.00	0.00%	9,106.00
Facility maintenance and repair	16,790.77	24,380.00	68.87%	7,589.23
Angela WTP loan principal and interest	-	18,188.00	0.00%	18,188.00
Big Bend debt service	-	21,655.00	0.00%	21,655.00
Capital equipment	12,856.85	8,760.00	146.77%	(4,096.85)
Capital projects	-	32,473.00	0.00%	32,473.00
Total Expenses	<u>156,063.79</u>	<u>514,145.00</u>	<u>30.35%</u>	<u>358,081.21</u>
Excess of Program				
Revenues Over Expenses	193,835.31	160,132.00	121.05%	33,703.31
General Revenues				
Property tax	-	30,213.00	0.00%	30,213.00
Grants	-	15,000.00	100.00%	15,000.00
Total General Revenues	<u>-</u>	<u>45,213.00</u>	<u>100.00%</u>	<u>45,213.00</u>
Increase in Net Position	<u>\$ 193,835.31</u>	<u>\$ 205,345.00</u>	<u>94.39%</u>	<u>\$ 78,916.31</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 FOUR MONTHS ENDED OCTOBER 31, 2022

	Actual Year to Date 10/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 10/31/22	Remaining Budget 10/31/22
Program Revenue				
Sewer fees	\$ 238,019.18	\$ 459,844.00	51.76%	\$ (221,824.82)
Connection fees	10,123.00	-	0.00%	10,123.00
Total Program Revenue	<u>248,142.18</u>	<u>459,844.00</u>	<u>53.96%</u>	<u>(211,701.82)</u>
Expenses				
Salaries-operations	40,615.42	108,683.00	37.37%	68,067.58
Employee benefits and taxes	11,651.10	46,173.00	25.23%	34,521.90
Professional fees	912.18	-	0.00%	(912.18)
Fees, permits, certifications, leases	351.26	3,460.00	10.15%	3,108.74
Training, education and travel	-	300.00	0.00%	300.00
Insurance	11,332.44	33,997.00	33.33%	22,664.56
Office supplies and miscellaneous	185.56	550.00	33.74%	364.44
Utilities, communications, telemetry	7,206.76	30,293.00	23.79%	23,086.24
Chemicals and lab supplies	-	500.00	0.00%	500.00
Operating supplies	271.28	3,500.00	7.75%	3,228.72
Infiltration and inflow program	18,501.47	15,000.00	123.34%	(3,501.47)
Equipment maintenance and repair	-	1,600.00	0.00%	1,600.00
Vehicle maintenance, repair, fuel	4,056.37	19,026.00	21.32%	14,969.63
Facility maintenance and repair	427.53	2,000.00	21.38%	1,572.47
Capital equipment	855.39	1,263.00	67.73%	407.61
Capital projects	-	90,678.00	0.00%	90,678.00
Total Expenses	<u>96,366.76</u>	<u>357,023.00</u>	<u>26.99%</u>	<u>260,656.24</u>
Excess (Deficiency) of Program				
Revenues Over Expenses	151,775.42	102,821.00	147.61%	48,954.42
General Revenues				
Property tax	-	20,353.00	0.00%	(20,353.00)
Total General Revenues	<u>-</u>	<u>20,353.00</u>	<u>0.00%</u>	<u>(20,353.00)</u>
Increase (Decrease) in Net Position	<u>\$ 151,775.42</u>	<u>\$ 123,174.00</u>	<u>123.22%</u>	<u>\$ 28,601.42</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 FOUR MONTHS ENDED OCTOBER 31, 2022

	Actual Year to Date 10/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 10/31/22	Remaining Budget 10/31/22
Program Revenue				
Sewer fees	\$ 714,057.55	\$ 1,456,174.00	49.04%	\$ (742,116.45)
Recycled water sales	45,202.80	50,000.00	90.41%	(4,797.20)
Non-CFD revenue for WWTP loan	140,619.24	281,044.00	50.03%	(140,424.76)
Sierra Lakes service	168,764.00	381,152.00	44.28%	(212,388.00)
Total Program Revenue	<u>1,068,643.59</u>	<u>2,168,370.00</u>	<u>49.28%</u>	<u>(1,099,726.41)</u>
Expenses				
Salaries-operations	130,627.97	349,545.00	37.37%	218,917.03
Employee benefits and taxes	39,681.38	148,502.00	26.72%	108,820.62
Professional fees	8,012.86	42,070.00	19.05%	34,057.14
Dues and subscriptions	1,179.15	1,200.00	98.26%	20.85
Fees, permits, certifications, leases	3,811.37	16,600.00	22.96%	12,788.63
Training, education, travel	3,380.81	2,800.00	120.74%	(580.81)
Insurance	36,447.60	109,343.00	33.33%	72,895.40
Office supplies and miscellaneous	850.50	500.00	170.10%	(350.50)
Utilities, communications, telemetry	101,711.05	429,390.00	23.69%	327,678.95
Chemicals and lab supplies	43,648.57	172,406.00	25.32%	128,757.43
Laboratory testing	7,101.99	45,840.00	15.49%	38,738.01
Small equipment and rental	328.57	6,340.00	5.18%	6,011.43
Operating supplies	242.72	2,100.00	11.56%	1,857.28
Equipment maintenance and repair	11,922.98	56,210.00	21.21%	44,287.02
Vehicle maintenance, repair, fuel	4,995.21	9,300.00	53.71%	4,304.79
Sludge removal	8,160.45	14,510.00	56.24%	6,349.55
Facility maintenance and repair	14,972.60	43,675.00	34.28%	28,702.40
Amortization of land lease	6,750.00	20,250.00	33.33%	13,500.00
WWTP loan	-	719,191.00	0.00%	719,191.00
Capital equipment	23,831.57	4,477.00	532.31%	(19,354.57)
Total Expenses	<u>447,657.35</u>	<u>2,194,249.00</u>	<u>20.40%</u>	<u>1,746,591.65</u>
Excess (Deficiency) of Program				
Revenues Over Expenses	620,986.24	(25,879.00)	--	646,865.24
General Revenues				
CFD revenue for WWTP loan	2,549.90	282,392.00	0.90%	(279,842.10)
Property tax	-	86,767.00	0.00%	(86,767.00)
Total General Revenues	<u>2,549.90</u>	<u>369,159.00</u>	<u>0.69%</u>	<u>(366,609.10)</u>
Increase in Net Position	<u>\$ 623,536.14</u>	<u>\$ 343,280.00</u>	<u>181.64%</u>	<u>\$ (280,256.14)</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
BUDGET AND ACTUAL
BUSINESS-TYPE ACTIVITY - ADMIN
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2022

	Actual Year to Date 10/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 10/31/22	Remaining Budget 10/31/22
Program Revenue				
Service Fees	\$ -	\$ -	-	\$ -
Total Program Revenue	-	-	-	-
Expenses				
Salaries-operations	94,193.02	271,529.00	34.69%	177,335.98
Employee benefits and taxes	29,481.21	116,941.00	25.21%	87,459.79
Board expense	27,997.44	67,907.00	41.23%	39,909.56
Professional fees	39,828.19	115,680.00	34.43%	75,851.81
Dues and subscriptions	1,440.05	7,100.00	20.28%	5,659.95
Fees, permits, certifications, leases	6,615.55	20,650.00	32.04%	14,034.45
Training, education, travel	1,495.11	1,500.00	99.67%	4.89
Insurance	3,224.03	9,672.00	33.33%	6,447.97
Office supplies and miscellaneous	1,366.86	9,000.00	15.19%	7,633.14
Utilities, communications, telemetry	11,522.01	35,035.00	32.89%	23,512.99
Equipment maintenance and repair	-	6,660.00	0.00%	6,660.00
Operating supplies	1,244.09	-	0.00%	(1,244.09)
Facility maintenance and repair	1,202.11	3,000.00	40.07%	1,797.89
Total Expenses	219,609.67	664,674.00	33.04%	445,064.33
Deficiency of Program				
Revenues Over Expenses	(219,609.67)	(664,674.00)	33.04%	445,064.33
General Revenues				
Interest revenue	443.10	-	0.00%	443.10
Other income	3,613.32	6,500.00	55.59%	(2,886.68)
Grants	650.00	-	0.00%	650.00
Total General Revenues	4,706.42	6,500.00	72.41%	(1,793.58)
Decrease in Net Position	\$ (214,903.25)	\$ (658,174.00)	32.65%	\$ 443,270.75

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT
SCHEDULE OF BIG BEND TRANSACTIONS
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2022

Revenue	\$	25,472.72
Expenses		
Fees and permits		139.68
Telephone		-
Interest		-
Electricity		-
Repairs and maintenance		<u>274.38</u>
Total expenses		<u>414.06</u>
Excess of revenue over expenses	\$	<u><u>25,058.66</u></u>

December 20, 2022
Agenda Item: 6B

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

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel

1. Call to Order

For the Regular Meeting (Section 54954), November 15, 2022 at 6:00 P.M., the meeting was conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20 and Assembly Bill 361.

The Regular Meeting of November 15, 2022 of the Donner Summit Public Utility District Board of Directors was called to order at 6:02 p.m. by President Cathy Preis.

2. Roll Call

Cathy Preis, President	- Present
Philip Gamick, Director	- Present
Alex Medveczky, Secretary	- Present
Joni Kaufman, Director	- Present
Dawn Parkhurst, 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 November 15, 2022

- 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 October 18, 2022

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

6. Department Reports

A. Administration - Steven Palmer, General Manager- The General Manager Reported:

The online GIS map of District infrastructure is in draft form and being reviewed by staff.

Processing application to State Water Board to use recycled water on any construction project.

Nevada Board of Supervisors appointed Phil Gamick and Craig Combs to DSPUD Board four-year terms on October 25, 2022.

B. Operations and Maintenance Summary, October. Reported.

7. Action Items

A. Approve Professional Services Agreement with GEI for a Drought Resiliency Study in the Amount of \$81,782 by Adopting Resolution 2022-36

Motion: Adopt Resolution 2022-36 Approving Professional Services Agreement with GEI for a Drought Resiliency Study in the Amount of \$81,782

By Alex Medveczky

Second: Joni Kaufman

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

B. Review Wastewater Capacity Fee Update and Provide Comments and Direction. The Board supported proceeding with the fee calculations and directed that the updated wastewater capacity fee structure for single family residence should be based on the number of bedrooms..

Motion: Direct Staff to Continue with Wastewater Capacity Fee Update with Fees for Single Family Residences Based on Number of Bedrooms.

By Dawn Parkhurst

Second: Alex Medveczky

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

C. Review Wastewater Infrastructure Fee for Sugar Bowl East and West Villages and Provide Comments and Direction.

Catherine Hansford provided information and options regarding the Sugar Bowl East West Village. The Board supported this effort and asked that staff discuss with Sugar Bowl management before the next action by DSPUD Board.

D. Adopt Employee Benefit and Compensation Resolution 2022-37

Motion: Approve Resolution 2022-37 Employee Benefit and Compensation

By Alex Medveczky

Second: Phil Gamick

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

E. Adopt Resolution 2022-38 to Continue Remote Board Meetings in Accordance with Assembly Bill 361

Motion: Adopt Resolution 2022-38 to Continue Remote Board Meetings in Accordance with Assembly Bill 361

By Phil Gamick

Second: Joni Kaufman

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

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

9. **Adjournment**

Motion: **Adjourn Meeting at 7:44 p.m.**
By: Alex Medveczky
Second: Joni Kaufman
5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting – December 20, 2022
Regular Meeting – January 17, 2023
Regular Meeting - February 21, 2023

Respectfully Submitted,

Deleane Mehler

Deleane Mehler
Administrative Assistant

December 20, 2022
Agenda Item: 6C

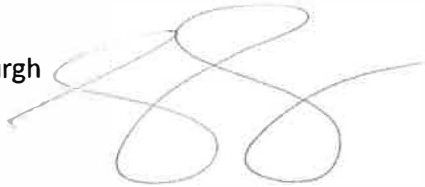
Safety / Plant Training Donner Summit PUD WWTP

- **Safety Topics** : November 2022
 - Safe Winter Driving

- **Training Notes** :
 - DVD

Attendance :

1. Justin Vosburgh



2. Sean Patrick

3. Josh Shelton



4. Jim King



5. Deleane Mehler



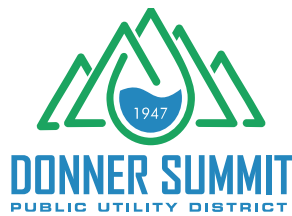
6. Steve Palmer



7. Paul Schott



December 20, 2022
Agenda Item: 7A



STAFF REPORT

TO: Board of Directors

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

SUBJECT: General Manager Report

Project Updates

Online GIS map of District infrastructure is in draft form and being reviewed by Staff.

Application to State Water Board to use recycled water on any construction project has been conditionally approved. Formal approval by the water board executive officer is expected without any comments.

Winter Storm Update

CalOES approved maximum reimbursement for all submitted costs. Total approved payment amount is \$50,487.53.

Upcoming Board Items

- District Wide Wastewater Capacity Fee
- Sugar Bowl Sewer East and West Village Wastewater Infrastructure Fee Program
- Sugar Bowl Sewer Extension Agreements
- Personnel Manual Update
- Water Theft Ordinance
- Recycled Water Fee
- Debt Policy
- FY21-22 Audit

December 20, 2022
Agenda Item: 7B

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

November 2022

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

December 20, 2022

Agenda Item: 7B

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

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: November 2022

Operations WWTP

- ◆ Continued receiving water discharge and began snow making storage and discharge.
- ◆ Flows to river discharge 3.2 MG.
- ◆ Flows to snow making and storage 1.4 MG.
- ◆ Continued lime slurry feed and adjustment.
- ◆ Staff met with the SDRMA representative to review safety at the district facilities.
- ◆ Continued feeding and adjusting the ammonia and Micro C for winter operation.
- ◆ Received a bulk Micro C delivery and soda ash.



- ◆ Staff spent multiple hours moving snow from around the plant and sewer lift stations, also blew out sludge drying beds.
- ◆ Staff processed 4 USA dig tickets.

Operations Water Plant

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Installed the tracks on the UTV.
- ◆ Replaced the asphalt at 21164 Donner Pass Rd.



- ◆ Staff met with GEI Consulting to discuss plans and needs for the Water Supply Resiliency Study.
- ◆ Returned rental dump truck and steel road plates.
- ◆ Installed hydrant snow stakes around Boreal Hotel and Condos.
- ◆ Installed new tracks on service trailer to aid in water plant chemical deliveries.



- ◆ Continued tracking the active water level of Lake Angela.

◆ Date	Water Surface Elevation (FT MSL)	Storage (MG)
7/18/2022	7191.24	86
8/16/2022	7190.75	80
9/13/2022	7188.30	78
9/28/2022	7187.80	72
10/31/2022	7186.40	68
11/29/2022	7186.90	72

Repairs and Maintenance WWTP

- ◆ Reset the controls at sewer lift station #4 after power outage.
- ◆ Serviced all outlying standby generators and fueled.



- ◆ Replaced asphalt in front of the standby generator/electrical building after leak repair.



- ◆ Reinstalled the motor for solids tank blower #4213.



- ◆ Repaired air compressor #1 blowoff valve.

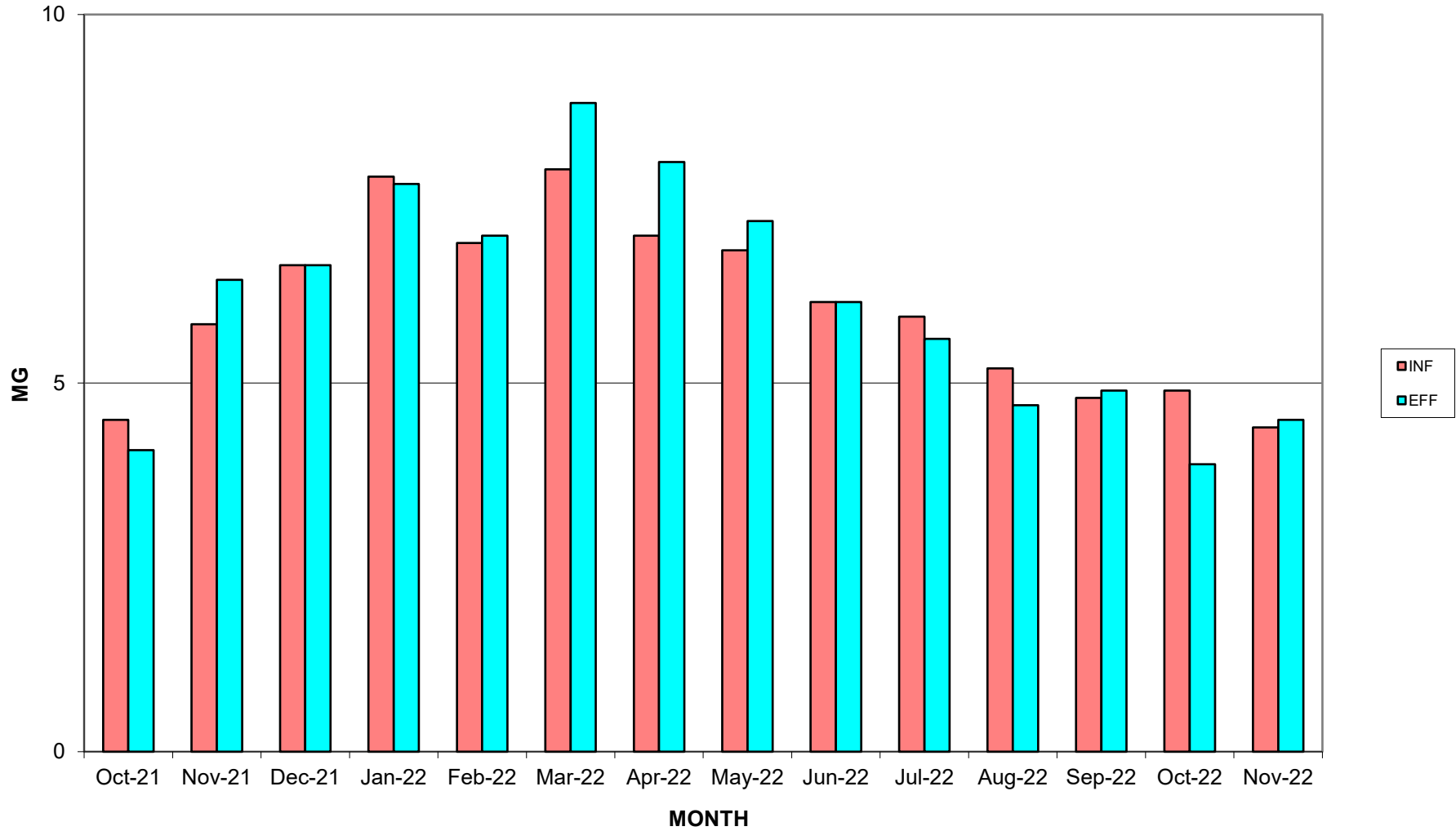
Repairs and Maintenance WTP

- ◆ Replaced chlorine feed pump check valves.

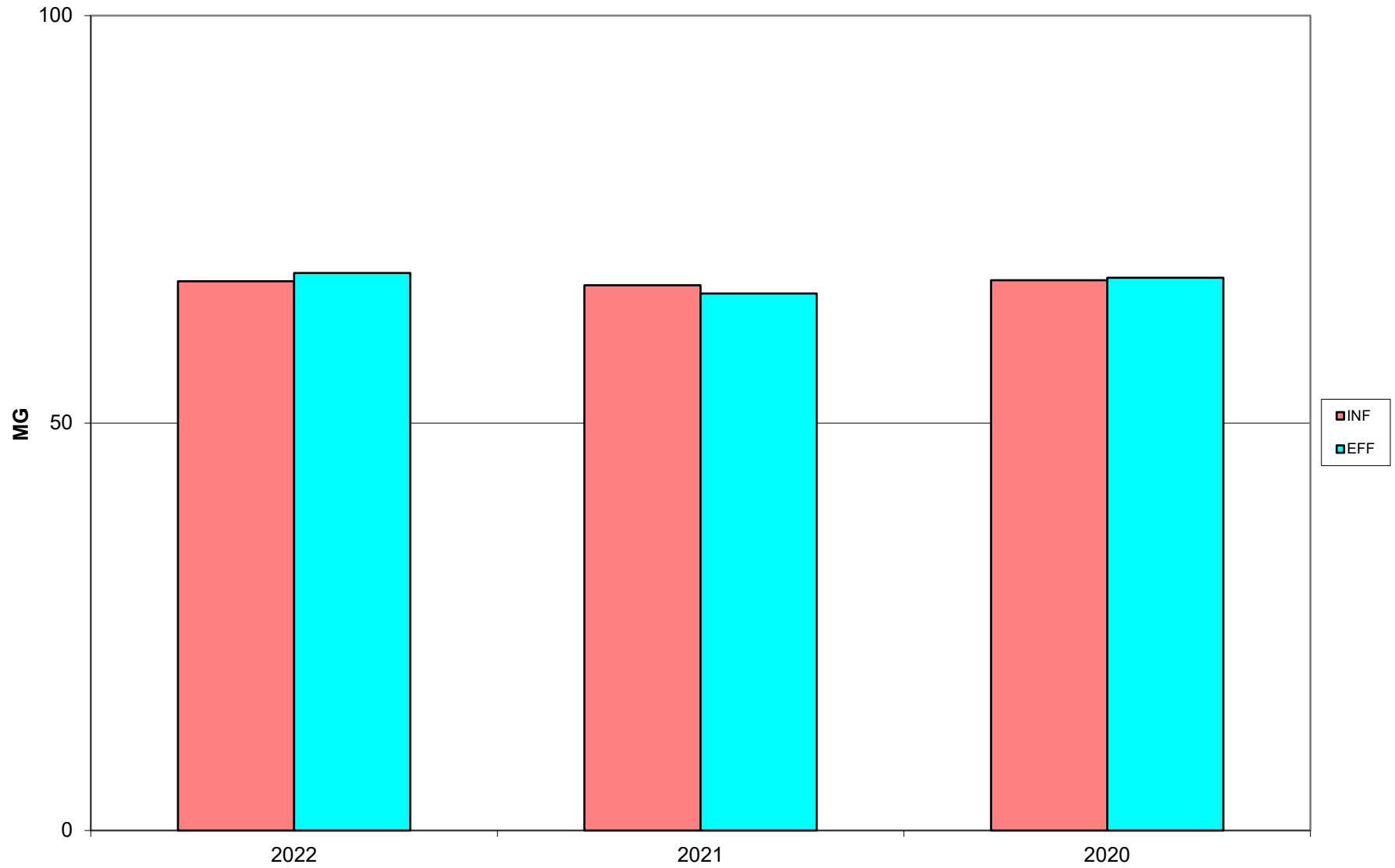
Laboratory

- ◆ Began snow making discharge and water quality testing.
- ◆ Began river discharge monitoring.
- ◆ Collected samples for the biannual bioassay testing.

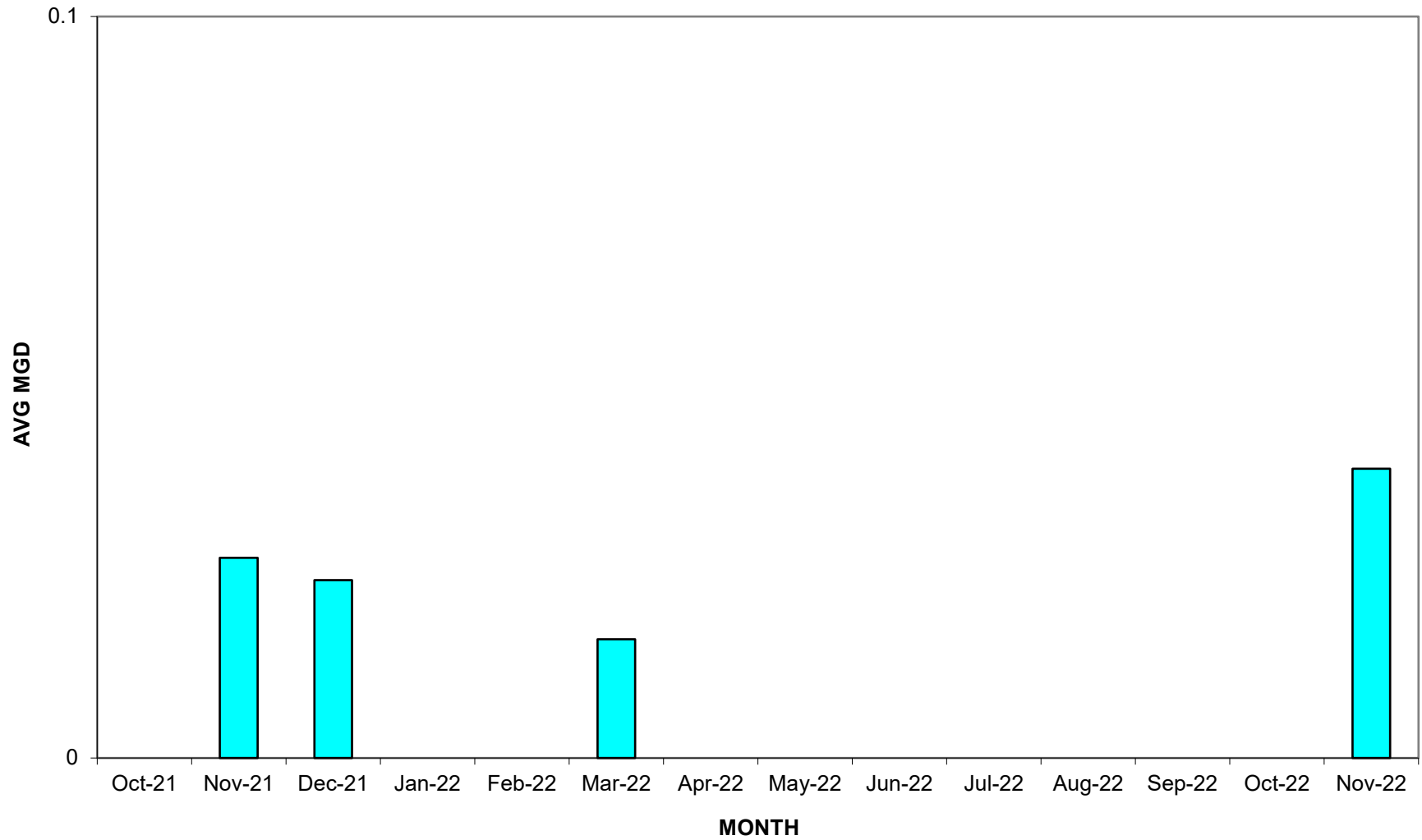
DONNER SUMMIT PUD WWTP **TOTAL INFLUENT FLOW TO TOTAL**
EFFLUENT FLOW YEAR 2021/2022



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

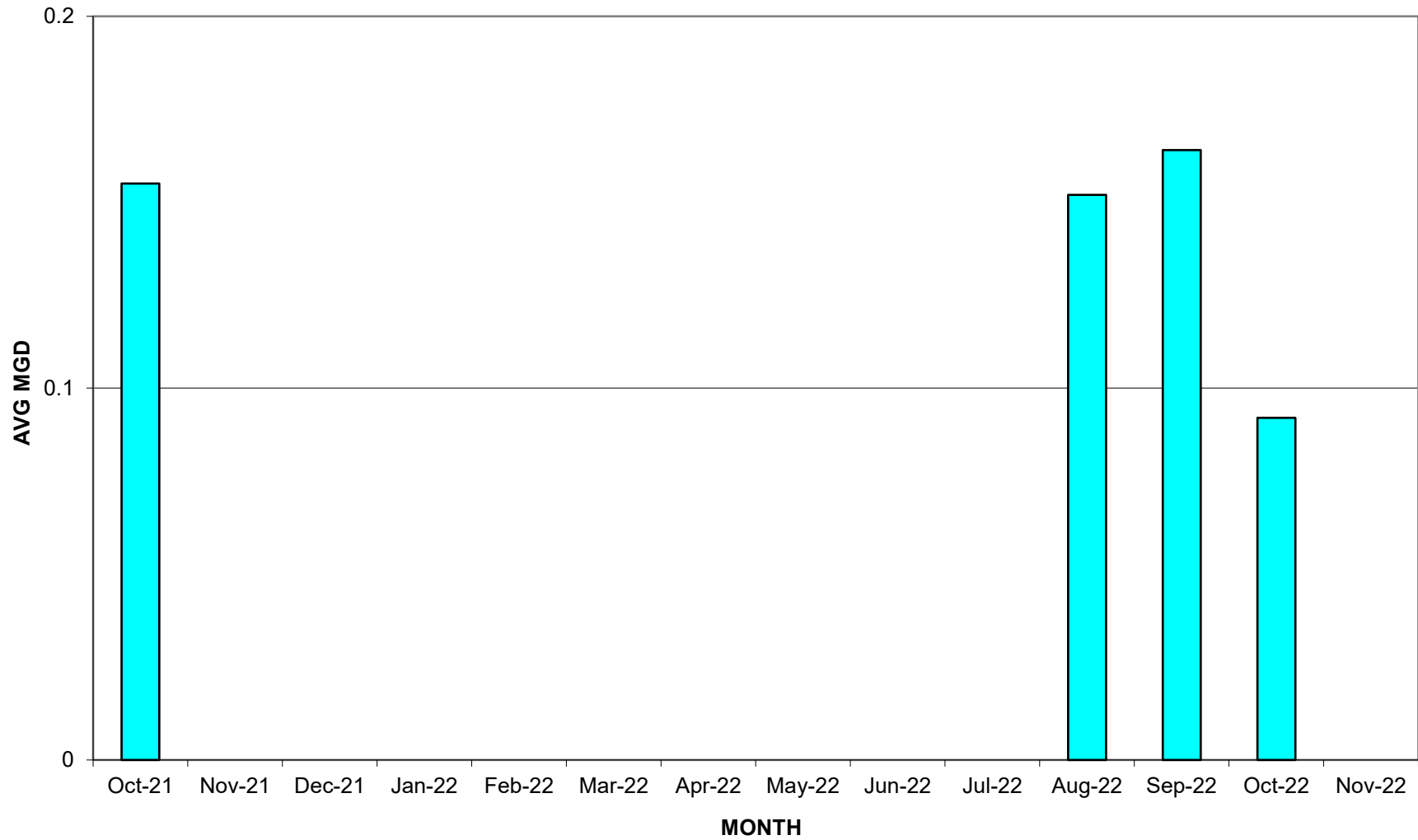


**DONNER SUMMIT PUD WWTP AVG EFFLUENT FLOW TO SNOW
STORAGE/PRODUCTION
YEARS 2021/2022**



DONNER SUMMIT PUD WWTP

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



December 20, 2022
Agenda Item: 8A



STAFF REPORT

TO: Board of Directors

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

SUBJECT: First Quarter FY2022-2023 Budget to Actual Report

RECOMMENDATION

Receive First Quarter FY2022-2023 Budget to Actual Report from the General Manager.

BACKGROUND

To provide timely information to the Board and the public, this report provides a comparison of approved operating budget to actual revenues and expenditures for the First Quarter of Fiscal Year 2022-2023. The comparison is presented in Attachment 1, and any material differences are discussed in this Staff Report.

DISCUSSION

Revenues and expenses for the First Quarter of FY2022-2023 are tracking well with the Adopted Budget. There are no material differences noted at this time.

After the first quarter of the fiscal year, total revenue is 24% of the budgeted amount; with water revenue at 25%, sewer revenue at 25%, and wastewater treatment revenue at 24%.

One quarter of the way through the fiscal year total expenses are 18% of the budgeted amount; with water expenses at 22%, sewer expenses at 22%, and wastewater treatment expenses at 14%. Wastewater treatment expenses are less than 25% because the annual wastewater treatment plant loan payment has not yet been made. The loan payment is paid in one lump sum and not paid at regular intervals. The expense detail for wastewater treatment shows that the percent of budget expended is heavily influenced by this long-term debt payment. This item accounts for 33% of the wastewater treatment expense budget. After excluding the long-term debt payment, the wastewater treatment plant expenses are 22% of the budgeted amount, which is within the expected range.

ANALYSIS

While the First Quarter actual revenues and expenses are within budget, there are four items that will impact revenue for this fiscal year:

1. The District will receive \$50,488 as a grant from the State of California Office of Emergency Services to help with response and repairs related to the 2021 Winter Storm Emergency (State Disaster Number 2022-03). This was not included in the adopted budget and will increase revenue.
2. Actual revenue from Sierra Lakes County Water District (SLCWD) for annual Total Cost for Maintenance and Operation (TCM&O) of the wastewater treatment plant will be \$512,570. This revenue was estimated as \$381,152 in the approved budget. This is an increase of \$131,418.

3. Other minor variations in connection fees, recycled water sales, interest, etc. are projected to result in an increase of approximately \$8,000.
4. The budget includes \$15,000 in grant revenue from Placer County Water Agency (PCWA) for the water supply resiliency study. The District will receive reimbursement from PCWA after the invoices are paid by the District. Based on current project schedule, the District is projected to receive \$6,500 in FY22/23 and \$8,500 in FY23/24. The result is a decrease in FY22/23 revenue of \$8,500.

Additionally, there are six items with the potential to cause expenses to exceed the budgeted amount during the remainder of the fiscal year:

1. The budget included \$7,500 for the purchase of snow tracks for the trailer to haul materials to and from the water treatment plant. The actual cost of the tracks was \$9,289.
2. As approved by the Board at the September 20, 2002 Board meeting, the ultraviolet (UV) lamps required for the wastewater treatment plant disinfection system are being replaced this year. The cost of replacing the UV lamps was not in the approved budget. The actual cost of the lamps is \$20,790.23, and SLCWD is responsible for 30.2% of the cost (\$6,278).
3. The budget included \$2,670 for the maintenance contract associated with the wastewater treatment plant UV disinfection system. The actual cost was determined to be \$7,494.
4. The budget included \$15,000 to video and clean sewers on Donner Pass Road. This work took slightly longer than expected and the actual cost was \$18,500.
5. Remaining contract amount of \$14,440 for Hansford Economic Consulting's work on the wastewater capacity fee study and Sugar Bowl Infrastructure Fee Study.
6. Remaining contract amount of \$3,909 for assistance from CPS HR with the employee manual.

FISCAL IMPACT

Revenues and expenses appear to be within expected ranges at this time, however the projected revenues and expenses are likely to exceed the annual budget amounts. Current projections indicate that actual revenues will exceed the budgeted revenues by \$185,960; and that actual expenditures will exceed the budgeted expenditures by \$49,252. This will result in a projected increase of \$132,000 to the operating fund balance.

A budget amendment is needed to account for these changes, and an amendment will be presented to the Board with the mid-year (second quarter) budget to actual comparison.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. First Quarter FY2022-2023 Budget to Actual Comparison
2. Presentation

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

ALL DEPARTMENTS SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Water Revenue				
Water Program Revenue	\$ 674,277	\$ 176,349	26%	\$ 497,928
Water General Revenue	45,213	-	0%	\$ 45,213
<i>Total Water Revenue</i>	<u>\$ 719,490</u>	<u>\$ 176,349</u>	<u>25%</u>	<u>\$ 543,141</u>
Wastewater Revenue				
Wastewater Program Revenue	\$ 2,628,214	\$ 717,997	27%	\$ 1,910,217
Wastewater General Revenue	389,512	2,550	1%	\$ 386,962
<i>Total Wastewater Revenue</i>	<u>\$ 3,017,726</u>	<u>\$ 720,547</u>	<u>24%</u>	<u>\$ 2,297,179</u>
Administration Revenue				
Admin Program Revenue	\$ -	\$ -		\$ -
Admin General Revenue	6,500	3,927	60%	\$ 2,573
<i>Total Administration Revenue</i>	<u>\$ 6,500</u>	<u>\$ 3,927</u>	<u>60%</u>	<u>\$ 2,573</u>
Total Revenues	\$ 3,743,716	\$ 900,823	24%	\$ 2,842,893
Water Expenses				
Salaries and Benefits	\$ 184,152	\$ 48,616	26%	\$ 135,536
Materials, Supplies, Services	248,915	51,179	21%	\$ 197,736
Debt Service	39,843	-	0%	\$ 39,843
Capital Equipment	8,760	12,857	147%	\$ (4,097)
Capital Projects	32,473	-	0%	\$ 32,473
<i>Total Water Expenses</i>	<u>\$ 514,143</u>	<u>\$ 112,652</u>	<u>22%</u>	<u>\$ 401,491</u>
Wastewater Expenses				
Salaries and Benefits	\$ 652,902	\$ 171,365	26%	\$ 481,537
Materials, Supplies, Services	1,062,510	212,793	20%	\$ 849,717
Debt Service	739,441	5,063	1%	\$ 734,379
Capital Equipment	5,740	3,897	68%	\$ 1,843
Capital Projects	90,678	-	0%	\$ 90,678
<i>Total Wastewater Expenses</i>	<u>\$ 2,551,271</u>	<u>\$ 393,118</u>	<u>15%</u>	<u>\$ 2,158,154</u>
Admin Expenses				
Salaries and Benefits	\$ 388,470	\$ 92,440	24%	\$ 296,030
Board Expenses	67,907	22,585	33%	\$ 45,322
Materials, Supplies, Services	208,297	58,421	28%	\$ 149,876
Debt Service	-	-		
Capital Equipment	-	-		
Capital Projects	-	-		
<i>Total Admin Expenses</i>	<u>\$ 664,674</u>	<u>\$ 173,447</u>	<u>26%</u>	<u>\$ 491,227</u>
Total Expenses	\$ 3,730,088	\$ 679,217	18%	\$ 3,050,872

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

WATER SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Program Revenue				
Water fees	\$ 622,878	\$ 156,813	25%	\$ 466,065
Connection fees	-	6,800		(6,800)
Recycled water sales	-	-		
Big Bend Debt Service				
Big Bend Service Fees	30,627	7,543	25%	23,083
Big Bend Assessment	\$ 20,772	\$ 5,193	25%	15,579
<i>Total Program Revenue</i>	<u>\$ 674,277</u>	<u>\$ 176,349</u>	<u>26%</u>	<u>\$ 497,928</u>
General Revenues				
Property tax	\$ 30,213	\$ -	0%	30,213
Grants (PCWA)	15,000	-	0%	15,000
<i>Total General Revenues</i>	<u>\$ 45,213</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 45,213</u>
Total Revenues	\$ 719,490	\$ 176,349	25%	\$ 543,141

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

WATER SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Expenses				
Salaries	\$ 123,158	\$ 33,941	28%	89,217
Overtime	\$ 6,086	\$ 3,658	60%	2,428
Medical/Dental/Life Insurance	\$ 25,633	\$ 6,984	27%	18,649
Long Term Disability	\$ 1,550	\$ 327	21%	1,223
Retirement	\$ 6,883	\$ -	0%	6,883
Clothing Allowance	\$ 792	\$ -	0%	792
Payroll Tax	\$ 10,661	\$ 2,671	25%	7,990
W/C Insurance	\$ 9,389	\$ 1,036	11%	8,353
<i>Salaries & Benefits</i>	\$ 184,152	\$ 48,616	26%	\$ 135,536
Professional fees	73,000	-	0%	73,000
Dues and subscriptions	680	-	0%	680
Fees, permits, certifications, leases	14,680	140	1%	14,540
Training, education, travel	1,000	260	26%	740
Travel	-	-	-	-
Insurance	40,429	10,107	25%	30,322
Office supplies and miscellaneous	550	-	0%	550
Utilities, communications, telemetry	48,470	10,453	22%	38,017
Chemicals and lab supplies	22,800	9,161	40%	13,639
Laboratory testing	2,020	360	18%	1,660
Equipment maintenance and repair	5,600	5,958	106%	(358)
Small equipment and rental	2,820	-	0%	2,820
Interest expense	-	-	-	-
Operating supplies	3,380	90	3%	3,290
Vehicle maintenance, repair, fuel	9,106	1,352	15%	7,754
Facility maintenance and repair	24,380	13,297	55%	11,083
<i>Materials, Supplies, Services</i>	\$ 248,915	\$ 51,179	21%	\$ 197,736
Angela WTP Loan P&I	\$ 18,188	\$ -	0%	18,188
Big Bend Debt Service	21,655	-	0%	21,655
<i>Debt Service</i>	\$ 39,843	\$ -	0%	\$ 39,843
Capital Equipment	\$ 8,760	\$ 12,857	147%	\$ (4,097)
Capital Projects	32,473	-	-	32,473
Total Expenses	\$ 514,143	\$ 112,652	22%	\$ 401,491

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

SEWER SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Program Revenue				
Sewer rates	\$ 459,844	\$ 118,987	26%	\$ 340,858
Connection fees				
<i>Total Program Revenue</i>	<u>\$ 459,844</u>	<u>\$ 118,987</u>	<u>26%</u>	<u>\$ 340,858</u>
General Revenues				
Property tax	\$ 20,353	\$ -	0%	\$ 20,353
CalOES 2021 Winter Storm	-	-		
<i>Total General Revenues</i>	<u>\$ 20,353</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 20,353</u>
Total Revenues	\$ 480,197	\$ 118,987	25%	\$ 361,211
Expenses				
Salaries	\$ 103,565	\$ 28,541	28%	\$ 75,024
Overtime	\$ 5,118	\$ 3,076	60%	\$ 2,042
Medical/Dental/Life Insurance	\$ 21,555	\$ 4,994	23%	\$ 16,561
Long Term Disability	\$ 1,303	\$ 275	21%	\$ 1,028
Retirement	\$ 5,788		0%	\$ 5,788
Clothing Allowance	\$ 666		0%	\$ 666
Payroll Tax	\$ 8,966	\$ 2,438	27%	\$ 6,528
W/C Insurance	\$ 7,895	\$ 1,046	13%	\$ 6,849
<i>Salaries & Benefits</i>	<u>\$ 154,856</u>	<u>\$ 40,369</u>	<u>26%</u>	<u>\$ 114,487</u>
Professional fees	-	912		\$ (912)
Dues and subscriptions	-			\$ -
Fees, permits, certifications, leases	3,460	351	10%	\$ 3,109
Training, education, travel	300		0%	\$ 300
Travel	-			\$ -
Insurance	33,997	8,499	25%	\$ 25,498
Office supplies and miscellaneous	550	98	18%	\$ 452
Utilities, communications, telemetry	30,293	4,448	15%	\$ 25,845
Chemicals and lab supplies	500		0%	\$ 500
Laboratory testing	-			\$ -
Equipment maintenance and repair	1,600		0%	\$ 1,600
Small equipment and rental	-			\$ -
Sludge removal	-			\$ -
Infiltration - Inflow	15,000	18,501	123%	\$ (3,501)
Operating supplies	3,500	271	8%	\$ 3,229
Vehicle maintenance, repair, fuel	19,026	4,056	21%	\$ 14,970
Facility maintenance and repair	2,000		0%	\$ 2,000
<i>Materials, Supplies, Services</i>	<u>\$ 110,226</u>	<u>\$ 37,137</u>	<u>34%</u>	<u>\$ 73,089</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

SEWER SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Interest				\$ -
Long Term Debt				\$ -
<i>Debt Service</i>	\$ -	\$ -		
Capital Equipment	\$ 1,263	\$ 855	68%	\$ 408
Capital Projects	90,678		0%	\$ 90,678
Total Expenses	\$ 357,023	\$ 78,362	22%	\$ 278,661

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

WASTEWATER TREATMENT PLANT SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Program Revenue				
Sewer rates	\$ 1,456,174	\$ 356,960	25%	\$ 1,099,214
Recycled Water Sales	\$ 50,000	\$ 45,203	90%	\$ 4,797
Connection fees				
Non CFD Revenue for WWTP Loan	\$ 281,044	\$ 70,275	25%	\$ 210,769
Sierra Lakes Service	\$ 381,152	\$ 126,573	33%	\$ 254,579
<i>Total Program Revenue</i>	<u>\$ 2,168,370</u>	<u>\$ 599,010</u>	<u>28%</u>	<u>\$ 1,569,359</u>
General Revenues				
Property tax	86,767	-	0%	\$ 86,767
CFD Revenue for WWTP Loan	\$ 282,392	\$ 2,550	1%	\$ 279,842
Other income	-			\$ -
<i>Total General Revenues</i>	<u>\$ 369,159</u>	<u>\$ 2,550</u>	<u>1%</u>	<u>\$ 366,609</u>
Total Revenues	\$ 2,537,529	\$ 601,560	24%	\$ 1,935,969
Expenses				
Salaries	\$ 333,086	\$ 91,794	28%	\$ 241,292
Overtime	\$ 16,459	\$ 9,893	60%	\$ 6,566
Medical/Dental/Life Insurance	\$ 69,325	\$ 16,061	23%	\$ 53,264
Long Term Disability	\$ 4,192	\$ 856	20%	\$ 3,336
Retirement	\$ 18,614	\$ -	0%	\$ 18,614
Clothing Allowance	\$ 2,142	\$ 369	17%	\$ 1,773
Payroll Tax	\$ 28,837	\$ 7,840	27%	\$ 20,997
W/C Insurance	\$ 25,391	\$ 4,183	16%	\$ 21,208
<i>Salaries & Benefits</i>	<u>\$ 498,046</u>	<u>\$ 130,996</u>	<u>26%</u>	<u>\$ 367,050</u>
Professional fees	42,070	7,673	18%	\$ 34,397
Dues and subscriptions	1,200	1,121	93%	\$ 79
Fees, permits, certifications, leases	16,600	526	3%	\$ 16,074
Training, education, travel	2,800	3,270	117%	\$ (470)
Insurance	109,343	27,336	25%	\$ 82,007
Office supplies and miscellaneous	500	841	168%	\$ (341)
Utilities, communications, telemetry	429,390	60,076	14%	\$ 369,314
Chemicals and lab supplies	172,406	33,796	20%	\$ 138,610
Laboratory testing	45,840	7,102	15%	\$ 38,738
Equipment maintenance and repair	56,210	10,464	19%	\$ 45,746
Small equipment and rental	6,340	329	5%	\$ 6,011
Sludge removal	14,510	6,504	45%	\$ 8,006
Operating supplies	2,100	243	12%	\$ 1,857
Vehicle maintenance, repair, fuel	9,300	4,865	52%	\$ 4,435
Facility maintenance and repair	43,675	11,511	26%	\$ 32,164
<i>Materials, Supplies, Services</i>	<u>\$ 952,284</u>	<u>\$ 175,656</u>	<u>18%</u>	<u>\$ 776,628</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

WASTEWATER TREATMENT PLANT SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
WWTP Loan	719,191		0%	\$ 719,191
Land Lease	20,250	5,063	25%	\$ 15,188
<i>Debt Service</i>	<i>\$ 739,441</i>	<i>\$ 5,063</i>	<i>1%</i>	<i>\$ 734,379</i>
Capital Equipment	\$ 4,477	\$ 3,041	68%	\$ 1,436
Capital Projects	-			\$ -
Total Expenses	\$ 2,194,248	\$ 314,756	14%	\$ 1,879,492

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

ADMINISTRATION SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
Program Revenue				
Service Fees	\$ -			
<i>Total Program Revenue</i>	<u>\$ -</u>	<u>\$ -</u>		
General Revenues				
Interest revenue	-	314		(314)
Other income	6,500	3,613	56%	2,887
<i>Total General Revenues</i>	<u>\$ 6,500</u>	<u>\$ 3,927</u>	<u>60%</u>	<u>\$ 2,573</u>
Total Revenues	\$ 6,500	\$ 3,927	60%	\$ 2,573
Expenses				
Salaries	\$ 271,529	\$ 72,643	27%	198,886
Overtime	\$ -	\$ 662		(662)
Medical/Dental/Life Insurance	\$ 60,684	\$ 11,836	20%	48,849
Long Term Disability	\$ 2,818	\$ 950	34%	1,868
Retirement	\$ 26,417		0%	26,417
Clothing	\$ 400		0%	400
Payroll Tax	\$ 22,401	\$ 5,608	25%	16,793
W/C Insurance	\$ 4,221	\$ 742	18%	3,479
<i>Salaries & Benefits</i>	<u>\$ 388,470</u>	<u>\$ 92,440</u>	<u>24%</u>	<u>\$ 296,030</u>
Board Expense	67,907	22,585	33%	45,322
<i>Board Expense</i>	<u>\$ 67,907</u>	<u>\$ 22,585</u>	<u>33%</u>	<u>\$ 45,322</u>
Professional fees	115,680	32,509	28%	83,172
Dues and subscriptions	7,100	1,440	20%	5,660
Fees, permits, certifications, leases	20,650	10,890	53%	9,760
Training, education, travel	1,500	1,495	100%	5
Insurance	9,672	2,418	25%	7,254
Office supplies and miscellaneous	9,000	1,411	16%	7,589
Utilities, communications, telemetry	35,035	7,077	20%	27,958
Chemicals and lab supplies	-			-
Laboratory testing	-			-
Equipment maintenance and repair	6,660		0%	6,660
Small equipment and rental	-			-
Sludge removal	-			-
Operating supplies	-	245		(245)
Vehicle maintenance, repair, fuel	-			-
Facility maintenance and repair	3,000	937	31%	2,063
<i>Operating Expenses</i>	<u>\$ 208,297</u>	<u>\$ 58,421</u>	<u>28%</u>	<u>\$ 149,876</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 First Quarter Update

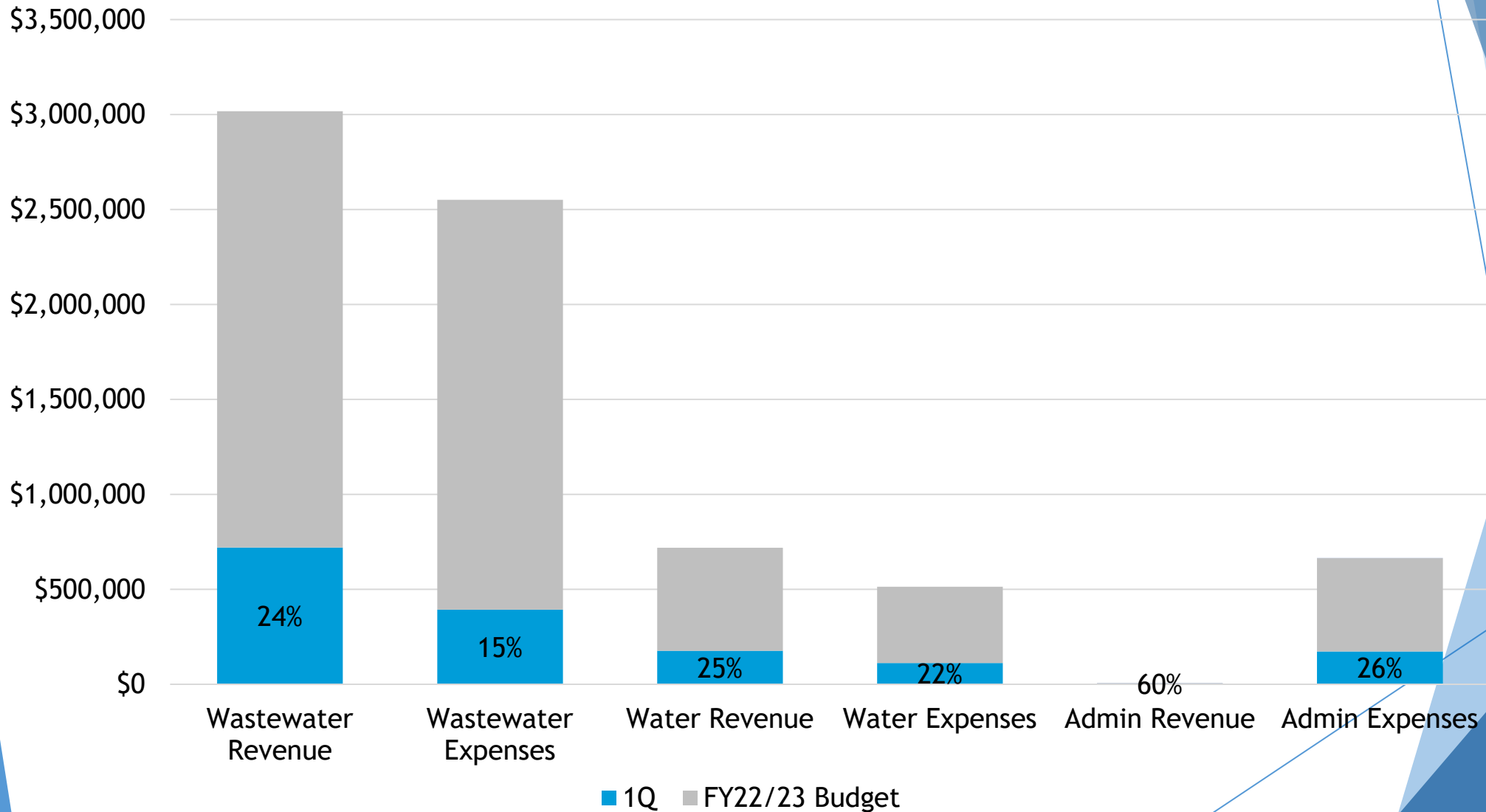
ADMINISTRATION SUMMARY

	FY22-23 Budget	Actual 9/30/2022	Percent Complete	Remaining Budget
<i>Debt Service</i>	\$ -	\$ -		
Capital Equipment	\$ -			-
Capital Projects	-			-
<i>Total Expenses</i>	\$ 664,674	\$ 173,447	26%	\$ 491,227

FIRST QUARTER FY2022-2023 BUDGET COMPARISON

Steven Palmer, General Manager
Donner Summit Public Utility District
December 20, 2022

Budget to Actual

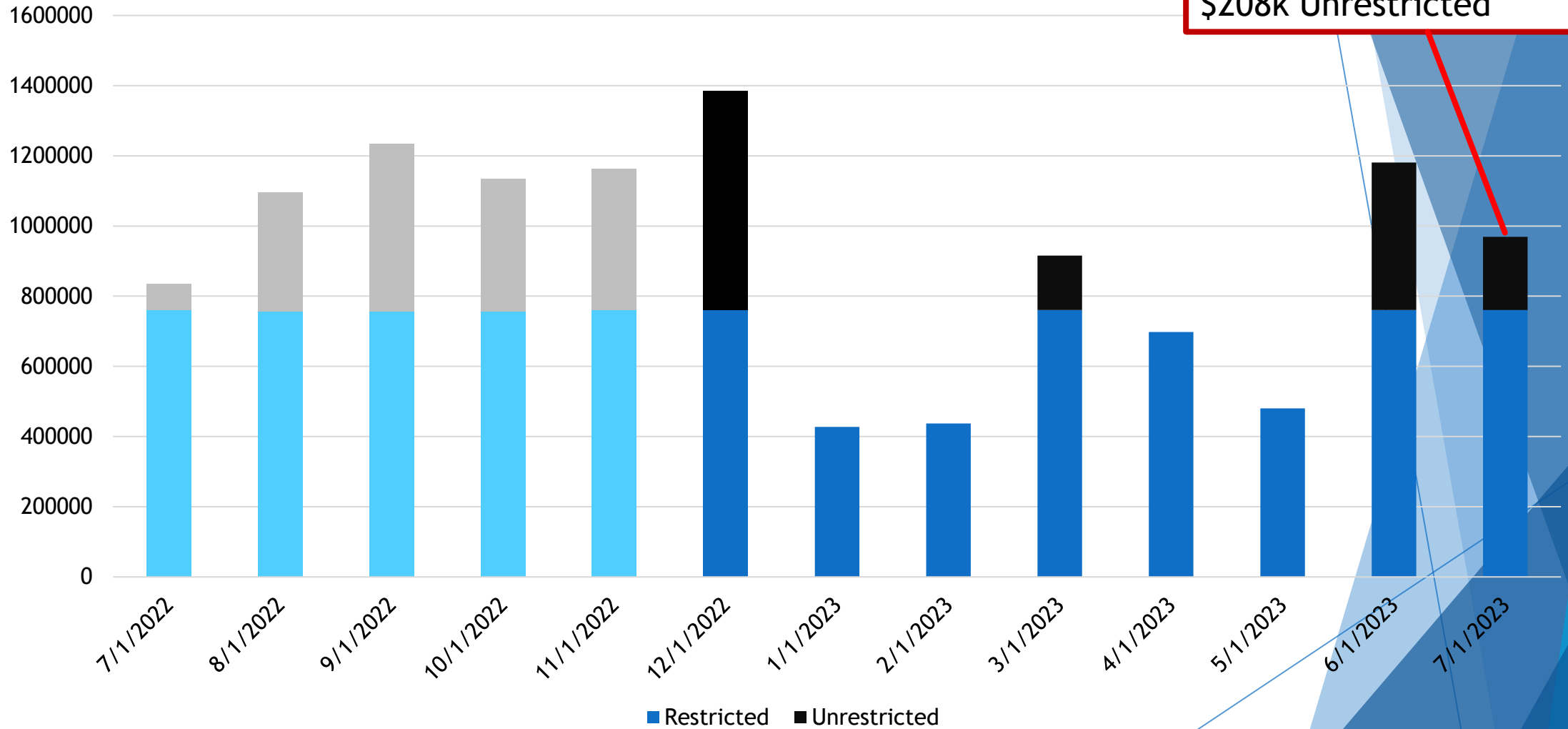


Budget to Actual

- Inline with Expectations
 - Total Revenue is 24% of annual budget
 - Property Tax Revenue not received this period
 - Total Expenses are 18% of annual budget
 - Less than 25% due to wastewater treatment plant loan payment (loan payment is 33% of wastewater treatment expenditures)
 - Total Expenses excluding loan payment are 22%

Analysis

CASH BALANCE



PROJECTED 6/30/2023
\$760k Restricted
\$208k Unrestricted

Analysis

- Changes from Budget

- *Revenues*

- CalOES grant of \$50,488 for 2021 winter storm response
- Increase SLCWD TCM&O payments by \$131,418
- Minor variations in other income resulting in \$8,000 increase
- Defer portion of PCWA grant from FY22/23 to FY23/24
 - \$6,500 in FY22/23
 - \$8,500 in FY23/24

Analysis

- Changes from Budget

- *Expenses*

- Cost of trailer snow tracks increased by \$1,789
- Add WWTP UV lamp replacement cost of \$20,790
- WWTP UV lamp maintenance cost increased by \$4,820
- Increase infiltration and inflow program budget by \$3,500 to \$18,500.
- Add wastewater capacity fee update & Sugar Bowl Infrastructure Fee Study of \$14,440
- Add employee manual assistance of \$3,909
- *Net increase of \$132,000 to the operating fund*

December 20, 2022
Agenda Item: 9A



STAFF REPORT

TO: Board of Directors

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

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

RECOMMENDATION

Consider adopting a resolution that will allow the Board to continue meeting remotely.

BACKGROUND

Starting in March 2020 California Governor Gavin Newsom issued a series of Executive Orders (N-25-20, N-29-20, N-35-20) aimed at containing the novel coronavirus. These Executive Orders collectively modified certain requirements created by the Ralph M. Brown Act (“the Brown Act”). The effect of these modifications was to allow legislatively bodies to meet without requiring the physical presence of members of the legislative body, staff, or of the public. Since that time, The Board has been conducting its’ meetings over Zoom, in compliance with the Executive Orders.

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds those Brown Act modifications effective on September 30, 2021. After that date, local agencies are required to observe all the usual Brown Act requirements such as providing a physical location with public access for the meeting, publishing the location of teleconferencing board members, posting meeting notices and agendas in those teleconference locations, and making those locations available to the public.

In response the California legislature passed Assembly Bill 361 (AB361), which provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements, similar to the procedures established by the Governor’s Executive Orders. AB361 allows local agencies to meet remotely if any of the following conditions exist:

1. The legislative body holds a meeting during a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

In order to continue to hold virtual meetings the legislative body shall, not later than 30 days after teleconferencing for the first time in compliance with AB361, and every 30 days thereafter must make the following findings by majority vote:

1. The legislative body has reconsidered the circumstances of the state of emergency.
2. Any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

AB 361 shall remain in effect only until January 1, 2024.

DISCUSSION AND ANALYSIS

Since the October meeting, the Board has taken action at each meeting to adopt a resolution to allow the continuation of remote meetings.

The State of California still has an active emergency declaration. Nevada County recently took action to revert to the State of California Department of Public Health guidance which, beginning on March 1, 2022, includes a strong recommendation to wear masks in all indoor public setting and businesses and a mask requirement for certain high-risk situations.

Due to the State declaration and Public Health guidance, the Board can continue to meet remotely without the typical Brown Act teleconference notifications (Government Code 54953(e)(1)(A)). If the Board wishes to continue to meet remotely, they will need to adopt the attached resolution that makes the findings required by AB361. To continue meeting remotely, the Board will need to make the required findings every 30 days (Government Code 54953(e)(3)).

If the Board does not adopt the attached resolution at this meeting, then the January meeting will need to take place in person.

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

FISCAL IMPACT

There is no direct fiscal impact to this action.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2022-40

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS IN RESPONSE TO THE NOVEL CORONAVIRUS (COVID19) FOR ALL LEGISLATIVE BODIES OF THE DISTRICT FOR THE PERIOD JANUARY 1, 2023 THROUGH JANUARY 31, 2023 AS THIS IS THE TIME PERIOD THAT ENCOMPASSES THE NEXT SCHEDULED BOARD MEETING PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Donner Summit Public Utility District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Donner Summit Public Utility District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 2021-07 on October 19, 2021, finding that the requisite conditions exist for the legislative bodies of the Donner Summit Public Utility District to conduct remote teleconference meetings without compliance of paragraph (f) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions now exist in the District, specifically, as proclaimed in the Proclamation of a State of Emergency regarding the Novel Coronavirus (COVID19) issued on March 4, 2020 by the Governor of the State of California; and

WHEREAS, the County of Nevada Public Health Officer issued guidance regarding COVID19 on February 11, 2022 which reverted to the State Public Officer Guidance which includes a

strong recommendation for wearing masks in indoor public settings indoors and businesses, and requires masks in certain high-risk situations; and

WHEREAS, the Board of Directors does hereby find that the Governor of the State of California's Proclamation of Emergency, and the Nevada County Public Health Officer guidance indicate that the outbreak of COVID19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California, and ratify the California Public Health Order; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Donner Summit Public Utility District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the next scheduled meeting of a legislative body of the Donner Summit Public Utility District is January 17, 2023; and

WHEREAS, public access to meetings will be ensured by posting the agenda with meeting links, and allowing public comment in real time during the meeting.

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

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and the County of Nevada Public Health Officer issued an Health Officer issued guidance regarding COVID19 on February 11, 2022 which reverted to the State Public Officer Guidance which includes a strong recommendation for wearing masks in indoor public settings indoors and businesses, and requires masks in certain high-risk situations.

Section 3. Re-Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency and the State of California Public Health Order.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Donner Summit Public Utility District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during

which the legislative bodies of Donner Summit Public Utility District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Donner Summit Public Utility District, this 20th day of December 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____

President, Board of Directors

ATTEST:

By: _____

Secretary of the Board