

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Agenda
Tuesday, July 8, 2023 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

The Public is welcome to attend in person or participate by Zoom Webinar: Meeting ID 815 4568 6098, Password: 333916

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 July 2023

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

B. Approve Regular Meeting Minutes for June 18, 2023

C. Approve Monthly Safety Meeting Minutes – June 2023

6. Department Reports

A. Administration - Steven Palmer, General Manager

B. Operations and Maintenance Summary, June

7. Information

A. Budget to Actual Report for May 2023

8. Action

A. Approve a Film Permit Policy and Fee

9. Discussion

A. Board Discussion Regarding Succession Planning
Requested by Director Kaufman

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 – August 15, 2023

Regular Meeting – September 19, 2023

Regular Meeting – October 17, 2023

We certify that on July 14, 2023, a copy of this agenda was posted in public view at 53823 Sherritt Lane Soda Springs, California, and the Soda Springs General Store.

Deleane Mehler

Deleane Mehler
Administrative Assistant

Steven Palmer

Steven Palmer
General Manager

Agenda Item: 5A.1

Donner Summit Public Utility District

**July 18, 2023
Agenda Item: 5A1**

Check List
All Bank Accounts
June 14, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
11622	06/14/23	ALSCO	169.84 ~
11623	06/14/23	ALSCO	172.77 ~
11624	06/14/23	AT&T	24.29 ~
11625	06/14/23	AT&T	364.84 ·
11626	06/14/23	AUERBACH ENGINEERING CORP	36,999.75 ·
11627	06/14/23	BLUE SHIELD OF CALIFORNIA	11,990.95 ·
11628	06/14/23	BOREAL MOUNTAIN RESORT	20,958.75 ·
11629	06/14/23	EMPLOYER DRIVEN SOLUTIONS	2,820.71 ·
11630	06/14/23	EVERS LAW GROUP	758.50 ·
11631	06/14/23	FED-EX	8.74 ·
11632	06/14/23	FED-EX	8.74 ·
11633	06/14/23	HANSFORD ECONOMIC CONSULTING, LLC	3,692.21 ·
11634	06/14/23	HANSFORD ECONOMIC CONSULTING, LLC	1,485.00 ·
11635	06/14/23	HUMANA DENTAL INS. CO.	1,456.30 ·
11636	06/14/23	JENFITCH INC.	6,258.25 ·
11637	06/14/23	NATIONAL LIFE INSURANCE CO.	62.17 ·
11638	06/14/23	<u>SEAN PATRICK</u>	<u>134.72</u> ·
11639	06/14/23	PIT. BOWES GLOBAL FINANCIAL SERVICES	225.60 ·
11640	06/14/23	PRINCIPAL LIFE INSURANCE COMPANY	793.46 ·
11641	06/14/23	SCHAELENE ROLLINS	747.50 ·
11642	06/14/23	SDRMA-WORKERS COMP PROGRAM	19,891.06 ·
11643	06/14/23	SMALL POND MARKETING ARTS & DESIGN	2,882.50 ·
11644	06/14/23	STATE WATER RESOURCES CONTROL BOARD	9,093.64 ·
11645	06/14/23	STATE WATER RESOURCES CONTROL BOARD	100.00 ·
11646	06/14/23	STATE WATER RESOURCES CONTROL BOARD	65.00 ·
11647	06/14/23	SUBURBAN PROPANE	14,658.34 ·
11648	06/14/23	SUBURBAN PROPANE	11,695.35 ·
11649	06/14/23	SUMMIT HOME CARE	100.00 ·
11650	06/14/23	TAHOE TRUCKEE SIERRA DISPOSAL	835.42 ·
11651	06/14/23	TAHOE TRUCKEE SIERRA DISPOSAL-BIN	598.15 ·
11652	06/14/23	TRANSAMERICA LIFE INSURANCE	194.19 ·
Vendor Check Total			<u>149,246.74</u>
Check List Total			<u>149,246.74</u>

Check count = 31

Donner Summit Public Utility District

Check List

All Bank Accounts

June 28, 2023

July 18, 2023

Agenda Item: 5A1

Check Number	Check Date	Payee	Amount
Vendor Checks			
11653	06/28/23	49ER WATER SERVICES	2,270.00
11654	06/28/23	49ER WATER SERVICES	80.00
11655	06/28/23	ALHAMBRA & SIERRA SPRINGS	95.96
11656	06/28/23	ASBURY ENVIRONMENTAL SERVICES	95.00
11657	06/28/23	AT&T	92.46
11658	06/28/23	AT&T	363.86
11659	06/28/23	AT&T	24.29
11660	06/28/23	BARNARD, VOGLER & CO.	4,159.00
11661	06/28/23	CORBIN WILLITS SYSTEMS, INC.	474.50
11662	06/28/23	DELEANE MEHLER	200.00
11663	06/28/23	EMCOR SERVICES INC.	7,160.38
11664	06/28/23	FED-EX	8.74
11665	06/28/23	GIBSON & COMPANY, INC.	4,221.00
11666	06/28/23	JIM KING	550.00
11667	06/28/23	JOSH SHELTON	550.00
11668	06/28/23	JUSTIN VOSBURGH	550.00
11669	06/28/23	KIMBALL MIDWEST	473.61
11670	06/28/23	MOUNTAIN HARDWARE & SPORTS	404.82
11671	06/28/23	MOUNTAIN HARDWARE & SPORTS	80.08
11672	06/28/23	PAUL SCHOTT	550.00
11673	06/28/23	PG&E COMPANY	35,449.34
11674	06/28/23	PG&E COMPANY	758.40
11675	06/28/23	PG&E COMPANY	261.49
11676	06/28/23	SDRMA	241,764.94
11677	06/28/23	SEAN PATRICK	550.00
11678	06/28/23	STEVEN PALMER	350.00
11679	06/28/23	THATCHER COMPANY OF NEVADA, INC.	712.98
11680	06/28/23	THE OFFICE BOSS, INC.	85.98
11681	06/28/23	ULINE	61.29
11682	06/28/23	USA BLUEBOOK	79.49
11683	06/28/23	WATERS VACUUM TRUCK SERVICE	435.00
Vendor Check Total			<u>302,912.61</u>
Check List Total			<u>302,912.61</u>

Check count = 31

OK *[Signature]* 6/28/23

Agenda Item: 5A.2

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/09/23: \$38,363.25

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)	38,363.25
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	38,363.25
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,854.46
	CASH REQUIRED FOR CHECK DATE 06/09/23	41,217.71

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
06/08/23	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	21,671.60	21,671.60
06/08/23	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	4,117.12	4,117.12
				EFT FOR 06/08/23		25,788.72
06/09/23	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	2,211.20	
				Medicare	517.14	
				Fed Income Tax	4,622.37	
				CA Income Tax	2,174.50	
				CA Disability	320.98	
				Total Withholdings	9,846.19	
				Employer Liabilities		
				Social Security	2,211.20	
				Medicare	517.14	
				Total Liabilities	2,728.34	12,574.53
				EFT FOR 06/09/23		12,574.53
				TOTAL EFT		38,363.25

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>
06/09/23	Refer to your records for account	Information	Payroll	Employee Deductions		
				457	1,601.93	
				Credit Un 2	150.00	
				Loan 2	869.10	
				Loan Payment	103.78	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/09/23: \$38,363.25

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - 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>
06/09/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Overpayment Payback	129.65
				Total Deductions	2,854.46
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					2,854.46

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/14/23	Taxpay®	FED IT PMT Group	10,079.05
06/14/23	Taxpay®	CA IT PMT Group	2,495.48

PAYROLL JOURNAL

July 18, 2023
Agenda Item: 5A2

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	457	150.00	Direct Deposit # 4550	
	Holiday		M8.0000		Medicare	88.93		1,292.31	Check Amt	0.00
	Vacation		M2.0000		Fed Income Tax	736.83		454.24	Chkg 730	2,451.07
	Sick Accr-Memo				M1.85 CA Income Tax	395.07		129.65	Overpayment Payba	
	Vacation -Memo				M4.62 CA Disability	55.20				
	EMPLOYEE TOTAL		10.0000		6,133.58		1,656.31	2,026.20	Net Pay	2,451.07
									Direct Deposit # 4551	
Patrick, Sean M 59	Regular	48.0500	58.2500	2,798.91	Social Security	289.14	457	50.00	Direct Deposit # 4551	
	Overtime	72.0750	7.0000	504.53	Medicare	67.62			Check Amt	0.00
	Holiday	48.0500	20.0000	961.00	Fed Income Tax	528.78			Chkg 717	3,371.88
	Stand By			315.00	CA Income Tax	314.14				
	Vacation	48.0500	1.7500	84.09	CA Disability	41.97				
	EMPLOYEE TOTAL		87.0000		4,663.53		1,241.65	50.00	Net Pay	3,371.88
									Direct Deposit # 4552	
Schott, Paul A 14	Regular	51.3300	70.0000	3,593.10	Social Security	319.47	457	850.00	Direct Deposit # 4552	
	Overtime	76.9950	4.0000	307.98	Medicare	74.72		150.00	Check Amt	0.00
	Holiday	51.3300	10.0000	513.30	Fed Income Tax	730.34			Chkg 019	2,699.44
	Stand By			225.00	CA Income Tax	282.34				
	Vacation	51.3300	10.0000	513.30	CA Disability	46.37				
	Sick Accr-Memo				M1.85					
	Vacation -Memo				M6.15					
EMPLOYEE TOTAL		94.0000		5,152.68		1,453.24	1,000.00	Net Pay	2,699.44	
Shelton, Joshua M... 64	Regular	35.0400	70.0000	2,452.80	Social Security	174.61	457	50.00	Direct Deposit # 4553	
	Overtime	52.5600	0.2500	13.14	Medicare	40.84			Check Amt	0.00
	Holiday	35.0400	10.0000	350.40	Fed Income Tax	227.57			Chkg 722	2,172.79
					CA Income Tax	125.18				
					CA Disability	25.35				
	EMPLOYEE TOTAL		80.2500		2,816.34		593.55	50.00	Net Pay	2,172.79
									Direct Deposit # 4554	
Vosburgh, Justin E 57	Regular	51.4300	70.0000	3,600.10	Social Security	266.26	457	200.00	Direct Deposit # 4554	
	Holiday	51.4300	10.0000	514.30	Medicare	62.27		171.34	Check Amt	0.00
	Stand By			180.00	Fed Income Tax	346.56			Chkg 400	2,947.28
					CA Income Tax	262.04				
					CA Disability	38.65				
	CHECK 1 TOTAL		80.0000		4,294.40		975.78	371.34	Net Pay	2,947.28
	Overtime	77.1450	20.0000	1,542.90	Social Security	133.92			Direct Deposit # 4555	
Double Time	102.8600	6.0000	617.16	Medicare	31.32			Check Amt	0.00	
				Fed Income Tax	114.44			Chkg 400	1,787.09	
				CA Income Tax	73.85					
				CA Disability	19.44					
CHECK 2 TOTAL		26.0000		2,160.06		372.97		Net Pay	1,787.09	
EMPLOYEE TOTAL		106.0000		6,454.46		1,348.75	371.34	Net Pay	4,734.37	
**** 50 ADMIN Mehler, Deleane 51	Regular	42.0400	72.0000	3,026.88	Social Security	208.52	457	100.00	Direct Deposit # 4556	
	Holiday	42.0400	8.0000	336.32	Medicare	48.77		243.52	Check Amt	0.00
					Fed Income Tax	493.00		103.78	Chkg 963	1,959.34
					CA Income Tax	176.00				
					CA Disability					

PAYROLL JOURNAL

July 18, 2023
Agenda Item: 5A2

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
**** 50 ADMIN (cont.) Mehler, Deleane (cont.) 51					CA Disability 30:27			
	EMPLOYEE TOTAL		80:0000	3,363:20	956:56	447:30	Net Pay 1,959:34	
Palmer, Steven V 65	Regular			7,080:77	Social Security 439:00	457	Direct Deposit # 4557	
	Holiday		08:0000		Medicare 102:67	201:93	Check Amt 0:00	
					Fed Income Tax 1,444:85		Chkg 779 3,682:71	
					CA Income Tax 545:88		Savg 217 600:00	
					CA Disability 63:73			
	EMPLOYEE TOTAL		8:0000	7,080:77	2,596:13	201:93	Net Pay 4,282:71	
COMPANY TOTALS								
7 Person(s)	Regular		340:2500	28,686:14	Social Security 2,211:20	457	1,601:93	Check Amt 0:00
8 Transaction(s)	Double Time		6:0000	617:16	Medicare 517:14		150:00	Dir Dep 21,671:60
	Overtime		31:2500	2,368:55	Fed Income Tax 4,622:37	Credit Un 2	1,292:31	
	Holiday		74:0000	2,675:32	CA Income Tax 2,174:50	Garnishment	869:10	
	Stand By			720:00	CA Disability 320:98	Loan 2	103:78	
	Vacation		13:7500	597:39		Loan Payment	129:65	
	Sick Accr-Memo					Overpayment Pa		
	Vacation -Memo				3:70			
	COMPANY TOTAL		465:2500	35,664:56	10:77	9,846:19	4,146:77	Net Pay 21,671:60
					<i>Employer Liabilities</i>			
					Social Security 2,211:20			
					Medicare 517:14			
					TOTAL EMPLOYER LIABILITY 2,728:34			
					TOTAL TAX LIABILITY 12,574:53			
(IC) = Independent Contractor								

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/23/23: \$37,435.28

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)	37,435.28
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	37,435.28
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	3,054.46
	CASH REQUIRED FOR CHECK DATE 06/23/23	40,489.74

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
06/22/23	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	21,101.33	21,101.33
06/22/23	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	4,117.12	4,117.12
				EFT FOR 06/22/23		25,218.45
06/23/23	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	2,169.28	
				Medicare	507.33	
				Fed Income Tax	4,454.52	
				CA Income Tax	2,094.20	
				CA Disability	314.90	
				Total Withholdings	9,540.23	
				Employer Liabilities		
				Social Security	2,169.27	
				Medicare	507.33	
				Total Liabilities	2,676.60	12,216.83
				EFT FOR 06/23/23		12,216.83
				TOTAL EFT		37,435.28

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>
06/23/23	Refer to your records for account	Information	Payroll	Employee Deductions		
				457	1,751.93	
				457 2	50.00	
				Credit Un 2	150.00	
				Loan 2	414.86	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 06/23/23: \$37,435.28

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - 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>
06/23/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Loan Payment	558.02
				Overpayment Payback	129.65
				Total Deductions	3,054.46
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					3,054.46

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
06/28/23	Taxpay®	FED IT PMT Group	9,807.73
06/28/23	Taxpay®	CA IT PMT Group	2,409.10

Agenda Item: 5A.3

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES
 MAY 31, 2023

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Wells Fargo - Checking		\$ (146,088.79)	
Wells Fargo - Deposit		1,529,219.25	
Wells Fargo - Savings		306,407.41	
Wells Fargo - Payroll		-	
LAIF		3,448.55	
	SWRCB Loan Construction		719,191.03
	WTP Loan Construction		18,187.00
	Big Bend Water Loan Reserve 1		10,435.58
	Big Bend Water Loan Reserve 2		4,286.03
	Big Bend Assessment		1,303.04
	Sugar Bowl Expansion		207,679.75
Totals		<u>1,692,986.42</u>	<u>961,082.43</u>
Unrestricted Cash Available			<u><u>\$ 731,903.99</u></u>

Agenda Item: 5A.4

DONNER SUMMIT PUBLIC UTILITY DISTRICT
FINANCIAL STATEMENTS
AND
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT
MAY 31, 2023

DONNER SUMMIT PUBLIC UTILITY DISTRICT
TABLE OF CONTENTS
MAY 31, 2023

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



100 West Liberty St.
Suite 1100
Reno, NV 89501

775.786.6141
775.323.6211
bvcopas.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 eleven months ended May 31, 2023 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
June 27, 2023

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
COMBINED BUSINESS-TYPE ACTIVITIES
FOR THE ELEVEN MONTHS ENDED MAY 31, 2023

	Water	Sewer	Treatment	Admin	Total
Program Revenue					
Water fees	\$ 633,134.10	\$ -	\$ -	\$ -	\$ 633,134.10
Sewer fees	-	472,581.66	1,417,744.98	-	1,890,326.64
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	-	-	294,733.28	-	294,733.28
Sierra Lakes service	-	-	538,514.63	-	538,514.63
Big Bend service fees	30,400.44	-	-	-	30,400.44
Big Bend assessment	20,771.52	-	-	-	20,771.52
Total Program Revenue	<u>692,806.06</u>	<u>482,704.66</u>	<u>2,296,195.69</u>	<u>-</u>	<u>3,471,706.41</u>
Expenses					
Salaries-operations	131,685.29	111,731.35	359,352.13	250,852.57	853,621.34
Employee benefits and taxes	46,759.57	38,247.10	128,848.87	97,121.98	310,977.52
Board expense	-	-	-	70,403.66	70,403.66
Professional fees	36,750.08	912.18	51,481.96	109,163.08	198,307.30
Dues and subscriptions	-	-	2,553.29	9,780.59	12,333.88
Fees, permits, certifications, leases	14,746.74	351.26	27,905.99	11,899.90	54,903.89
Training, education, travel	634.75	-	4,646.28	2,334.41	7,615.44
Insurance	37,060.20	31,164.21	100,230.90	8,866.10	177,321.41
Office supplies and miscellaneous	-	185.56	1,704.80	8,663.11	10,553.47
Utilities, communications, telemetry	53,707.36	29,743.21	465,701.46	29,136.72	578,288.75
Chemicals and lab supplies	55,776.32	-	136,785.35	-	192,561.67
Laboratory testing	935.00	-	19,531.99	-	20,466.99
Equipment maintenance and repair	13,040.01	-	17,477.24	-	30,517.25
Small equipment and rental	-	-	927.31	-	927.31
Operating supplies	609.83	1,585.69	242.72	3,133.62	5,571.86
Sludge removal	-	-	18,186.54	-	18,186.54
Vehicle maintenance, repair, fuel	3,887.44	12,353.35	16,437.29	-	32,678.08
Infiltration and inflow program	-	18,501.47	-	-	18,501.47
Facility maintenance and repair	24,964.13	4,465.28	27,930.00	4,882.36	62,241.77
Amortization of land lease	-	-	19,271.25	-	19,271.25
Debt service	29,063.64	-	719,191.03	-	748,254.67
Capital equipment	12,856.85	855.39	72,196.02	-	85,908.26
Sugar Bowl expansion	-	50,932.25	-	-	50,932.25
Capital projects	-	-	-	-	-
Total Expenses	<u>462,477.21</u>	<u>301,028.30</u>	<u>2,190,602.42</u>	<u>606,238.10</u>	<u>3,560,346.03</u>
Excess (Deficiency) of Program					
Revenues Over Expenses	230,328.85	181,676.36	105,593.27	(606,238.10)	(88,639.62)
General Revenues					
Interest revenue	-	-	-	2,272.97	2,272.97
CFD revenue for WWTP loan	-	-	280,206.63	-	280,206.63
Property tax	34,758.17	22,798.21	100,435.34	-	157,991.72
Other income	5,716.02	9,964.63	-	5,474.49	21,155.14
Sugar Bowl expansion	-	258,612.00	-	-	258,612.00
Grants	15,000.00	19,847.59	-	650.00	35,497.59
Total General Revenues	<u>55,474.19</u>	<u>311,222.43</u>	<u>380,641.97</u>	<u>8,397.46</u>	<u>755,736.05</u>
Increase (Decrease) in Net Position	<u>\$ 285,803.04</u>	<u>\$ 492,898.79</u>	<u>\$ 486,235.24</u>	<u>\$ (597,840.64)</u>	<u>\$ 667,096.43</u>
Net Position, Beginning of Year					<u>12,800,341.19</u>
Net Position, End of Period					<u>\$ 13,467,437.62</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 ELEVEN MONTHS ENDED MAY 31, 2023

	Actual Year to Date 5/31/23	Budget Total Fiscal Year 2023	Budget Percent Complete 5/31/23	Remaining Budget 5/31/23
Program Revenue				
Water fees	\$ 633,134.10	\$ 622,878.00	101.65%	\$ 10,256.10
Connection fees	8,500.00	-	0.00%	8,500.00
Big Bend service fees	30,400.44	30,627.00	99.26%	(226.56)
Big Bend assessment	20,771.52	20,772.00	100.00%	(0.48)
Total Program Revenue	<u>692,806.06</u>	<u>674,277.00</u>	<u>102.75%</u>	<u>18,529.06</u>
Expenses				
Salaries-operations	131,685.29	131,769.00	99.94%	83.71
Employee benefits and taxes	46,759.57	54,910.00	85.16%	8,150.43
Professional fees	36,750.08	73,000.00	50.34%	36,249.92
Dues and subscriptions	-	680.00	0.00%	680.00
Fees, permits, certifications, leases	14,746.74	14,680.00	100.45%	(66.74)
Training, education, travel	634.75	1,000.00	63.48%	365.25
Insurance	37,060.20	40,429.00	91.67%	3,368.80
Office supplies and miscellaneous	-	550.00	0.00%	550.00
Utilities, communications, telemetry	53,707.36	48,470.00	110.81%	(5,237.36)
Chemicals and lab supplies	55,776.32	22,800.00	244.63%	(32,976.32)
Laboratory testing	935.00	2,020.00	46.29%	1,085.00
Equipment maintenance and repair	13,040.01	5,600.00	232.86%	(7,440.01)
Small equipment and rental	-	2,820.00	0.00%	2,820.00
Operating supplies	609.83	3,380.00	18.04%	2,770.17
Vehicle maintainance, repair, fuel	3,887.44	9,106.00	42.69%	5,218.56
Facility maintenance and repair	24,964.13	24,380.00	102.40%	(584.13)
Angela WTP loan principal and interest	9,093.64	18,188.00	50.00%	9,094.36
Big Bend debt service	19,970.00	21,655.00	92.22%	1,685.00
Capital equipment	12,856.85	12,001.00	107.13%	(855.85)
Capital projects	-	32,473.00	0.00%	32,473.00
Total Expenses	<u>462,477.21</u>	<u>519,911.00</u>	<u>88.95%</u>	<u>57,433.79</u>
Excess of Program				
Revenues Over Expenses	230,328.85	154,366.00	149.21%	75,962.85
General Revenues				
Property tax	34,758.17	30,213.00	115.04%	(4,545.17)
Other income	5,716.02	-	0.00%	(5,716.02)
Grants	15,000.00	6,500.00	100.00%	(8,500.00)
Total General Revenues	<u>55,474.19</u>	<u>36,713.00</u>	<u>215.04%</u>	<u>(18,761.19)</u>
Increase in Net Position	<u>\$ 285,803.04</u>	<u>\$ 191,079.00</u>	<u>149.57%</u>	<u>\$ 57,201.66</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 ELEVEN MONTHS ENDED MAY 31, 2023

	Actual Year to Date 5/31/23	Budget Total Fiscal Year 2023	Budget Percent Complete 5/31/23	Remaining Budget 5/31/23
Program Revenue				
Sewer fees	\$ 472,581.66	\$ 459,844.00	102.77%	\$ 12,737.66
Connection fees	10,123.00	-	0.00%	10,123.00
Total Program Revenue	<u>482,704.66</u>	<u>459,844.00</u>	<u>104.97%</u>	<u>22,860.66</u>
Expenses				
Salaries-operations	111,731.35	110,806.00	100.84%	(925.35)
Employee benefits and taxes	38,247.10	46,173.00	82.83%	7,925.90
Professional fees	912.18	-	0.00%	(912.18)
Fees, permits, certifications, leases	351.26	3,460.00	10.15%	3,108.74
Insurance	31,164.21	33,997.00	91.67%	2,832.79
Office supplies and miscellaneous	185.56	550.00	33.74%	364.44
Utilities, communications, telemetry	29,743.21	30,293.00	98.19%	549.79
Chemicals and lab supplies	-	500.00	0.00%	500.00
Operating supplies	1,585.69	3,500.00	45.31%	1,914.31
Infiltration and inflow program	18,501.47	18,500.00	100.01%	(1.47)
Equipment maintenance and repair	-	1,600.00	0.00%	1,600.00
Vehicle maintenance, repair, fuel	12,353.35	19,026.00	64.93%	6,672.65
Facility maintenance and repair	4,465.28	2,000.00	223.26%	(2,465.28)
Capital equipment	855.39	1,263.00	67.73%	407.61
Sugar Bowl expansion	50,932.25	-	0.00%	(50,932.25)
Capital projects	-	90,678.00	0.00%	90,678.00
Total Expenses	<u>301,028.30</u>	<u>362,646.00</u>	<u>83.01%</u>	<u>61,617.70</u>
Net Revenue	<u>181,676.36</u>	<u>97,198.00</u>	<u>186.91%</u>	<u>(84,478.36)</u>
Excess of Program Revenues Over Expenses	181,676.36	97,198.00	186.91%	84,478.36
General Revenues				
Property tax	22,798.21	20,353.00	112.01%	2,445.21
Other income	9,964.63	-	0.00%	9,964.63
Sugar Bowl expansion	258,612.00	-	0.00%	258,612.00
CalOES grant	19,847.59	27,388.00	72.47%	(7,540.41)
Total General Revenues	<u>311,222.43</u>	<u>47,741.00</u>	<u>651.90%</u>	<u>263,481.43</u>
Increase in Net Position	<u>\$ 492,898.79</u>	<u>\$ 144,939.00</u>	<u>340.07%</u>	<u>\$ 347,959.79</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 ELEVEN MONTHS ENDED MAY 31, 2023

	Actual Year to Date 5/31/23	Budget Total Fiscal Year 2023	Budget Percent Complete 5/31/23	Remaining Budget 5/31/23
Program Revenue				
Sewer fees	\$ 1,417,744.98	\$ 1,456,174.00	97.36%	\$ (38,429.02)
Recycled water sales	45,202.80	50,000.00	90.41%	(4,797.20)
Non-CFD revenue for WWTP loan	294,733.28	281,044.00	104.87%	13,689.28
Sierra Lakes service	538,514.63	512,570.00	105.06%	25,944.63
Total Program Revenue	<u>2,296,195.69</u>	<u>2,299,788.00</u>	<u>99.84%</u>	<u>(3,592.31)</u>
Expenses				
Salaries-operations	359,352.13	356,375.00	100.84%	(2,977.13)
Employee benefits and taxes	128,848.87	148,502.00	86.77%	19,653.13
Professional fees	51,481.96	42,070.00	122.37%	(9,411.96)
Dues and subscriptions	2,553.29	1,200.00	212.77%	(1,353.29)
Fees, permits, certifications, leases	27,905.99	16,600.00	168.11%	(11,305.99)
Training, education, travel	4,646.28	2,800.00	165.94%	(1,846.28)
Insurance	100,230.90	109,343.00	91.67%	9,112.10
Office supplies and miscellaneous	1,704.80	500.00	340.96%	(1,204.80)
Utilities, communications, telemetry	465,701.46	429,390.00	108.46%	(36,311.46)
Chemicals and lab supplies	136,785.35	172,406.00	79.34%	35,620.65
Laboratory testing	19,531.99	45,840.00	42.61%	26,308.01
Small equipment and rental	927.31	6,340.00	14.63%	5,412.69
Operating supplies	242.72	2,100.00	11.56%	1,857.28
Equipment maintenance and repair	17,477.24	61,034.00	28.64%	43,556.76
Vehicle maintenance, repair, fuel	16,437.29	9,300.00	176.75%	(7,137.29)
Sludge removal	18,186.54	14,510.00	125.34%	(3,676.54)
Facility maintenance and repair	27,930.00	43,675.00	63.95%	15,745.00
Amortization of land lease	19,271.25	20,250.00	95.17%	978.75
WWTP loan	719,191.03	719,191.00	100.00%	(0.03)
Capital equipment	72,196.02	73,632.00	98.05%	1,435.98
Total Expenses	<u>2,190,602.42</u>	<u>2,275,058.00</u>	<u>96.29%</u>	<u>84,455.58</u>
Excess of Program				
Revenues Over Expenses	105,593.27	24,730.00	426.98%	80,863.27
General Revenues				
CFD revenue for WWTP loan	280,206.63	282,392.00	99.23%	(2,185.37)
Property tax	100,435.34	86,767.00	115.75%	13,668.34
Other income	-	20,885.00	0.00%	(20,885.00)
Total General Revenues	<u>380,641.97</u>	<u>390,044.00</u>	<u>97.59%</u>	<u>(9,402.03)</u>
Increase in Net Position	<u>\$ 486,235.24</u>	<u>\$ 414,774.00</u>	<u>117.23%</u>	<u>\$ (71,461.24)</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 ELEVEN MONTHS ENDED MAY 31, 2023

	Actual Year to Date 5/31/23	Budget Total Fiscal Year 2023	Budget Percent Complete 5/31/23	Remaining Budget 5/31/23
Program Revenue				
Service Fees	\$ -	\$ -	-	\$ -
Total Program Revenue	-	-	-	-
Expenses				
Salaries-operations	250,852.57	271,529.00	92.39%	20,676.43
Employee benefits and taxes	97,121.98	116,941.00	83.05%	19,819.02
Board expense	70,403.66	67,907.00	103.68%	(2,496.66)
Professional fees	109,163.08	133,989.00	81.47%	24,825.92
Dues and subscriptions	9,780.59	7,100.00	137.75%	(2,680.59)
Fees, permits, certifications, leases	11,899.90	20,650.00	57.63%	8,750.10
Training, education, travel	2,334.41	1,500.00	155.63%	(834.41)
Insurance	8,866.10	9,672.00	91.67%	805.90
Office supplies and miscellaneous	8,663.11	9,000.00	96.26%	336.89
Utilities, communications, telemetry	29,136.72	35,035.00	83.16%	5,898.28
Equipment maintenance and repair	-	6,660.00	0.00%	6,660.00
Operating supplies	3,133.62	-	0.00%	(3,133.62)
Facility maintenance and repair	4,882.36	3,000.00	162.75%	(1,882.36)
Total Expenses	606,238.10	682,983.00	88.76%	76,744.90
Deficiency of Program Revenues Over Expenses	(606,238.10)	(682,983.00)	88.76%	76,744.90
General Revenues				
Interest revenue	2,272.97	-	0.00%	2,272.97
Other income	5,474.49	6,500.00	84.22%	(1,025.51)
Grants	650.00	-	0.00%	650.00
Total General Revenues	8,397.46	6,500.00	129.19%	1,897.46
Decrease in Net Position	\$ (597,840.64)	\$ (676,483.00)	88.37%	\$ 78,642.36

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT
SCHEDULE OF BIG BEND TRANSACTIONS
FOR THE ELEVEN MONTHS ENDED MAY 31, 2023

Revenue	\$	51,171.96
Expenses		
Fees and permits		1,269.00
Telephone		1,604.46
Interest		12,992.39
Loan principal		6,977.61
Electricity		1,111.09
Repairs and maintenance		<u>1,825.00</u>
Total expenses		<u>25,779.55</u>
Excess of revenue over expenses	\$	<u><u>25,392.41</u></u>

Agenda Item: 5B

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Minutes
Tuesday, June 20, 2023 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel, by Zoom, Tom Sleckman Peninsula Ski Club, by Zoom

1. Call to Order

The Regular Meeting of June 20, 2023 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
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 June 2023

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

B. Approve Regular Meeting Minutes for May 16, 2023

C. Approve Monthly Safety Meeting Minutes – May 2023

D. Adopt Resolution 2023-07 Establishing the Appropriations Limit for Fiscal Year 2023/24

- E. **Adopt Resolutions 2023-08 and 2023-09 Fixing and Placing the Annual Special Tax Levy for Community Facilities District No. 1**
- F. **Adopt Resolutions 2023-10 and 2023-11 Requesting Collection of Unpaid Charges on the Nevada and Placer County Tax Rolls**

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.** Reported.
- B. **Operations and Maintenance Summary, May.** Reported.

7. Action

- A. **Adopt Resolution 2023-12 Approving Fiscal Year 2023/2024 Budget and Five-Year Capital Improvement Plan**

Motion: Adopt Resolution 2023-12 Approving Fiscal Year 2023/2024 Budget and Five-Year Capital Improvement Plan

By: Joni Kaufman
Second: Craig Combs

Roll Call Vote

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

Motion Carries

- B. **Approve Funding Agreement with Placer County Water Agency for Financial Assistance Program Grant in the Amount of \$20,400 for Environmental Permitting and Design for the Big Bend Water System Phase 1 Pipeline Replacement**

Motion: Approve Funding Agreement with Placer County Water Agency for Financial Assistance Program Grant in the Amount of \$20,400 for Environmental Permitting and Design for the Big Bend Water System Phase 1 Pipeline Replacement

By: Phil Gamick
Second: Dawn Parkhurst
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

Motion Carries

C. Vote for Special District Risk Management Authority Board of Directors

Motion: Vote for Three Candidates for the Special District Risk Management Authority Board of Directors
By: Criag Combs
Second: Joni Kaufman
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy
Motion Carries

D. Vote for California Special District Association Board of Directors

Motion: Vote for One Candidate for The California Special District Association Board of Directors
By: Joni Kaufman
Second: Phil Gamick
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

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. None.*

9. Adjournment

Motion: Adjourn Meeting at 6:54 p.m.
By: Joni Kaufman
Second: Phil Gamick
5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting – July 18, 2023
Regular Meeting – August 21, 2023
Regular Meeting – September 19, 2023

Respectfully Submitted,

Deleane Mehler

Deleane Mehler
Administrative Assistant

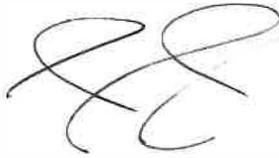
Agenda Item: 5C

Safety / Plant Training Donner Summit PUD WWTP

- **Safety Topics : June 2023**
 - Anhydrous ammonia safety
- **Training Notes :**
 - DVD

Attendance :

1. Justin Vosburgh



2. Sean Patrick

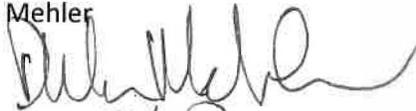
3. Josh Shelton



4. Jim King



5. Deleane Mehler



6. Steve Palmer



7. Paul Schott



Agenda Item: 6A



STAFF REPORT

TO: Board of Directors
PREPARED BY: Steven Palmer, PE, General Manager
SUBJECT: General Manager Report

Project Updates

Sugar Bowl West and East Village Sewer Project

- First property owner informational meeting was June 29, 2023.
- General Manager currently reviewing First Segment (Phase 2A) 90% Engineering Plans.
- Assessment Engineer's Report being prepared by Auerbach Engineering
- CEQA Document circulation begins in August
- Project website: <https://dspud.com/sugar-bowl/>

Other

- New utility billing software was used for July 2023 billing

Upcoming Board Items

- Reimbursement Agreement for Wythes Sewer
- Water Resiliency Study Update
- Sugar Bowl Sewer Project Update
- Sugar Bowl Sewer Project CEQA Document (October)

Agenda Item: 6B

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

June 2023

Donner Summit Public Utility District Waste Water Flow Data

MONTH OF June 2023		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Irr Storage	Total Plant EFF Irr Delivery	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Weather	Lake Angela Water Level Elevation
DATE	DAY	MGD	MGD	MGD	Totalizer	MGD	MGD	Totalizer	MGD	MGD	Cond	
06/01/23	THU	0.23637	0.1406	0.3770	2.5836300	0.341	0.0000	0.0000	0.234	0.0764	Clear	7192.80
06/02/23	FRI	0.21848	0.1285	0.3470		0.370	0.0000	0.0000	0.337	0.0000	Clear	
06/03/23	SAT	0.18828	0.1467	0.3350		0.344	0.0000	0.0000	0.296	0.0583	Clear	
06/04/23	SUN	0.22147	0.1535	0.3750		0.406	0.0000	0.0000	0.280	0.0359	Cloudy	
06/05/23	MON	0.19230	0.1397	0.3320		0.317	0.0000	0.0000	0.248	0.0929	Cloudy	
06/06/23	TUE	0.20177	0.1322	0.3340		0.363	0.0000	0.0000	0.206	0.0707	Clear	
06/07/23	WED	0.21180	0.1192	0.3310		0.350	0.0000	0.0000	0.285	0.0614	Clear	
06/08/23	THU	0.22809	0.1159	0.3440		0.341	0.0000	0.0000	0.292	0.0889	Cloudy	
06/09/23	FRI	0.25607	0.1129	0.3690		0.375	0.0000	0.0000	0.263	0.0000	Clear	
06/10/23	SAT	0.22816	0.1368	0.3650		0.339	0.0000	0.0000	0.163	0.0000	Cloudy	
06/11/23	SUN	0.28125	0.1378	0.4190		0.423	0.0000	0.0000	0.264	0.0000	Clear	
06/12/23	MON	0.24790	0.1231	0.3710		0.399	0.0000	0.0000	0.228	0.0826	Clear	
06/13/23	TUE	0.22040	0.1246	0.3450		0.333	0.0000	0.0000	0.309	0.0682	Clear	
06/14/23	WED	0.22577	0.1792	0.4050		0.337	0.0000	0.0000	0.291	0.0033	Clear	
06/15/23	THU	0.24721	0.1278	0.3750		0.374	0.0000	0.0000	0.247	0.1617	Clear	
06/16/23	FRI	0.21471	0.1223	0.3370		0.367	0.0000	0.0000	0.302	0.0479	Clear	
06/17/23	SAT	0.25544	0.1236	0.3790		0.395	0.0000	0.0000	0.289	0.0000	Clear	
06/18/23	SUN	0.13825	0.1338	0.2720		0.305	0.0000	0.0000	0.223	0.0797	Pt Cloudy	
06/19/23	MON	0.18511	0.1219	0.3070		0.257	0.0000	0.0000	0.322	0.1040	Clear	
06/20/23	TUE	0.21229	0.1027	0.3150		0.359	0.0000	0.0000	0.350	0.0599	Clear	
06/21/23	WED	0.17882	0.1042	0.2830		0.285	0.0000	0.0000	0.238	0.0413	Clear	
06/22/23	THU	0.16565	0.1034	0.2690		0.267	0.0000	0.0000	0.294	0.0734	Clear	
06/23/23	FRI	0.18048	0.1065	0.2870		0.291	0.0000	0.0000	0.306	0.0000	Clear	
06/24/23	SAT	0.15693	0.1141	0.2710		0.329	0.0000	0.0000	0.247	0.0000	Clear	
06/25/23	SUN	0.12611	0.1199	0.2460		0.237	0.0000	0.0000	0.232	0.0657	Clear	
06/26/23	MON	0.14431	0.1067	0.2510		0.326	0.0000	0.0000	0.207	0.0636	Pt Cloudy	
06/27/23	TUE	0.18741	0.1166	0.3040		0.317	0.0000	0.0000	0.215	0.0395	Clear	
06/28/23	WED	0.13849	0.1395	0.2780		0.337	0.0000	0.0000	0.276	0.0965	Clear	
06/29/23	THU	0.14761	0.1014	0.2490		0.335	0.0000	0.0000	0.256	0.1289	Clear	
06/30/23	FRI	0.16323	0.1098	0.2730		0.260	0.0000	0.0000	0.245	0.0000	Clear	
					2.6805200							7192.80
6/2023 Daily Totals		6.00014	3.7449	9.74500	N/A	10.079	0.0000	0.0000	7.9450	1.6004	Drop	Overflowing
6/2023 Totalizer Total		5.93562	3.74490	9.68052	9.68900	10.079	0.0000	0.0000	7.9450	1.5804	MG Available	92
Difference		-0.06452	0.00004	-0.06448	N/A	0.0000	0.0000	N/A	0.0000	-0.0200		
Percentage Difference		-1.09%	0.001%	-0.666%	N/A	0.000%	#DIV/0!	N/A	0.000%	-1.265%		
6/2023 AVG/DAY		197,854	124,830	322,684	322,967	335,967	0	0	264,833	52,680		
6/2022 Totalizer Total		3.72610	2.36480	6.09090	6.091	6.0670	0.000	0.000	6.1190	2.0564		
6/2022 AVG/DAY		124,203	78,827	203,030	203,030	202,233	0	0	203,967	68,547		

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: June 2023

Operations WWTP

- ◆ Flows to river discharge 9.7 MG.
- ◆ Staff assisted Sierra Lakes staff with clearing and prepping the Vactor receiving station.



- ◆ Staff completed their portion of the 2023/2024 budget proposal.
- ◆ Removed old lime slurry totes for recycling.



- ◆ Dried and removed 3 sludge dumpsters and continued drying bed usage.



- ◆ Received a bulk delivery of soda ash.



- ◆ Staff hauled off the used mercury UV disinfection bulbs for proper recycling.
- ◆ Cleared snow from the river access road.



- ◆ Began prepping the spray irrigation site for land disposal.



- ◆ Processed 6 USA dig ticket.

Operations Water Plant

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Had the annual inspection completed on Lake Angela Dam by the Division of Dam Safety. Still awaiting the report. Some dam repairs will be completed this year as weather permits.



- ◆ Had annual water plant inspections from DDW for Big Bend and DSPUD Main plants.
- ◆ Staff located water leaks at the EB Rest area and contacted CalTrans for repairs to be made.
- ◆ Staff located a water leak in the vicinity of the South Yuba Bridge on Soda Springs Rd.
- ◆ Had complaints of no water at Big Bend. Staff spent time investigating the issue and found that someone had turned off the outlet line at the tank.

- ◆ Installed a hydrant meter for Phebus Const.
- ◆ Installed a 1' meter service at 705 Lubine Terrace.
- ◆ Cleared snow from water plant access road.

Repairs and Maintenance WWTP

- ◆ Serviced blower #4213.
- ◆ Replaced failed blow-off valve on membrane air compressor.



- ◆ Repaired issues with the soda ash feeders.



- ◆ Replaced the battery on the vacuum/valve exerciser trailer.



- ◆ Replaced the tracks on the UTV with tires for summer usage.



Repairs and Maintenance WTP

- ◆ Replaced the UPS battery at Boreal Pump station.
- ◆ Realigned fire hydrant on Donner Dr.

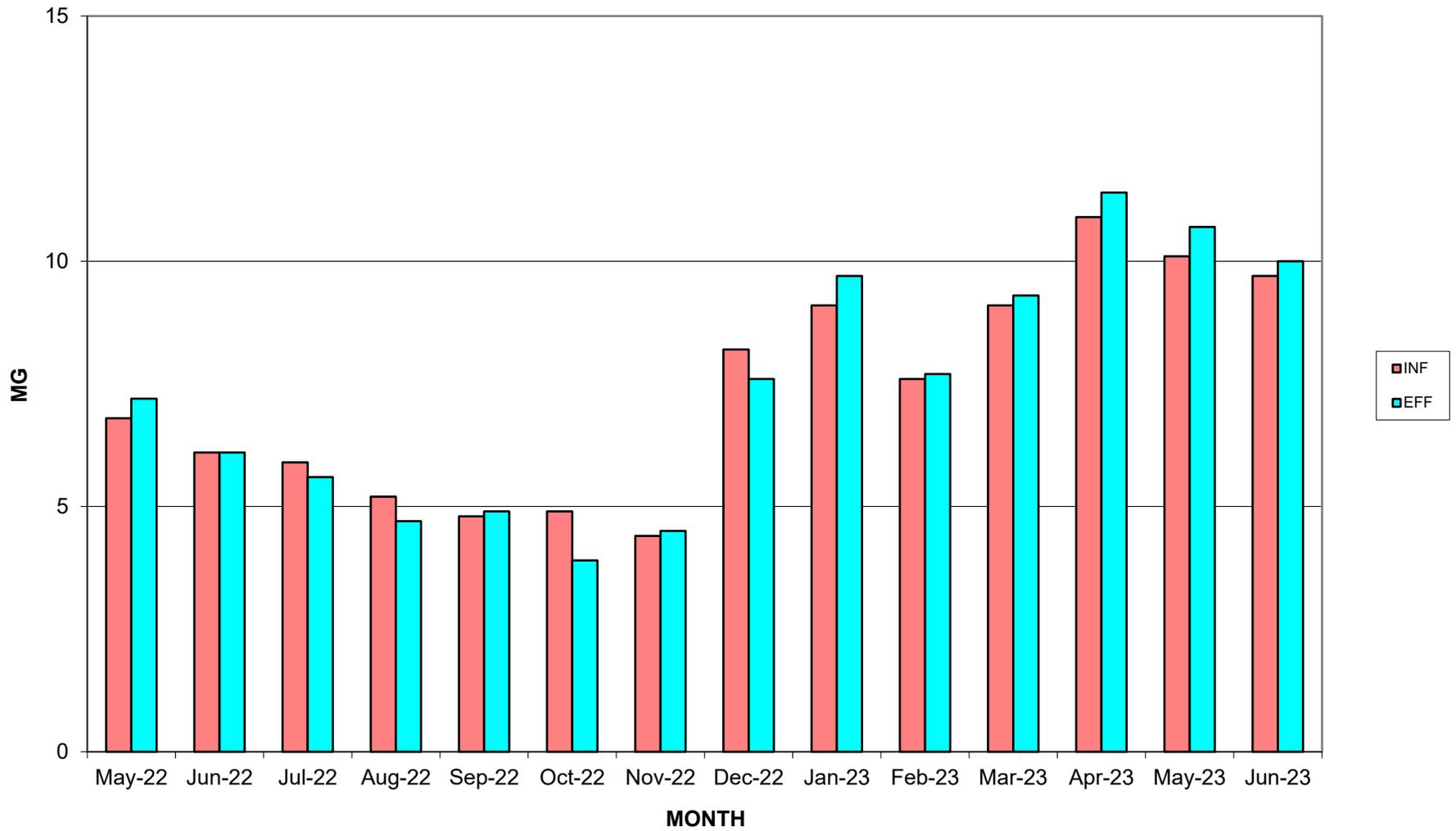


- ◆ Had Control Point trouble shoot issues with Reservoir-1 communication. Found PLC failed and ordered replacement.

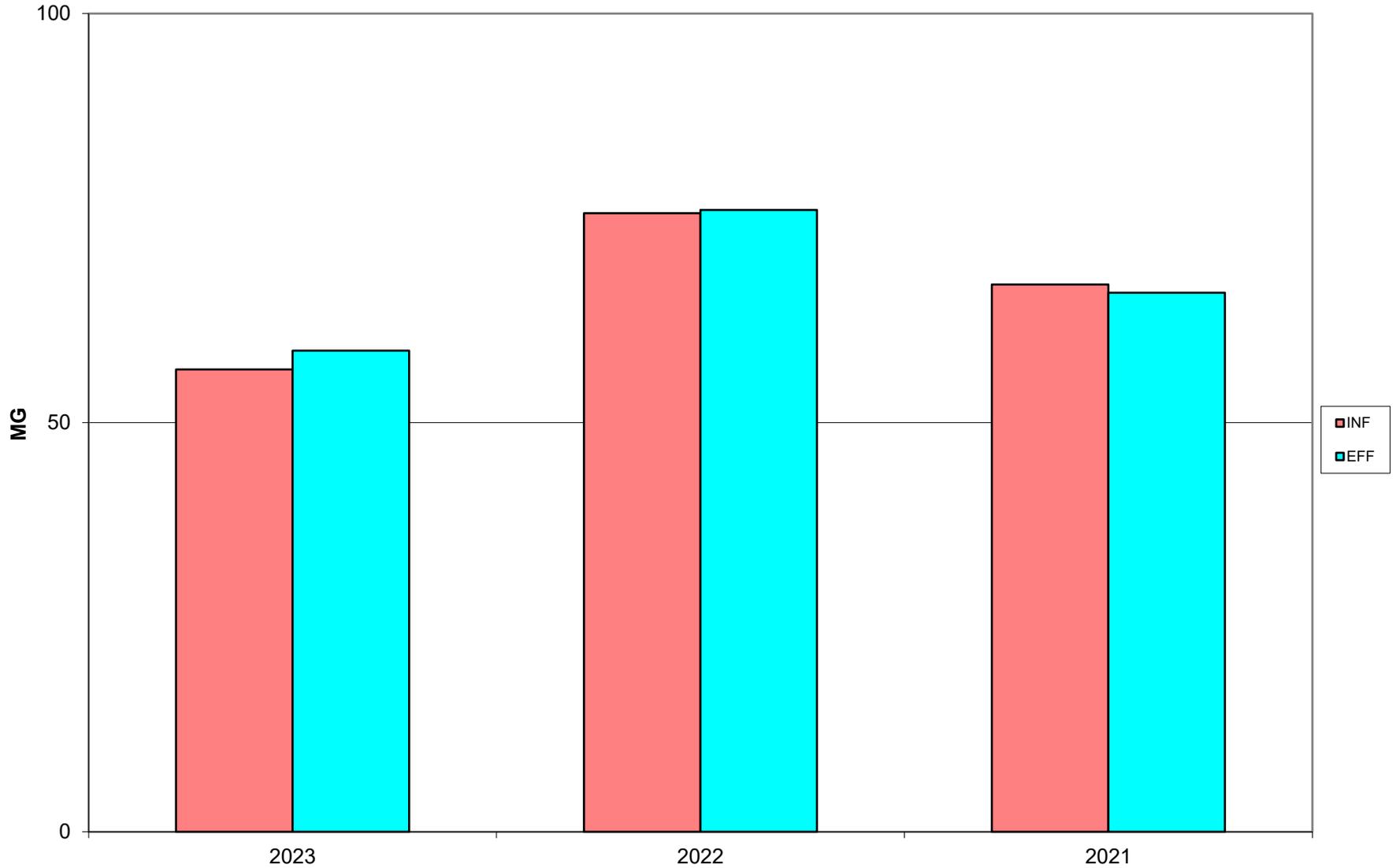
Laboratory

- ◆ Continued river discharge monitoring.
- ◆ Began sludge sampling.

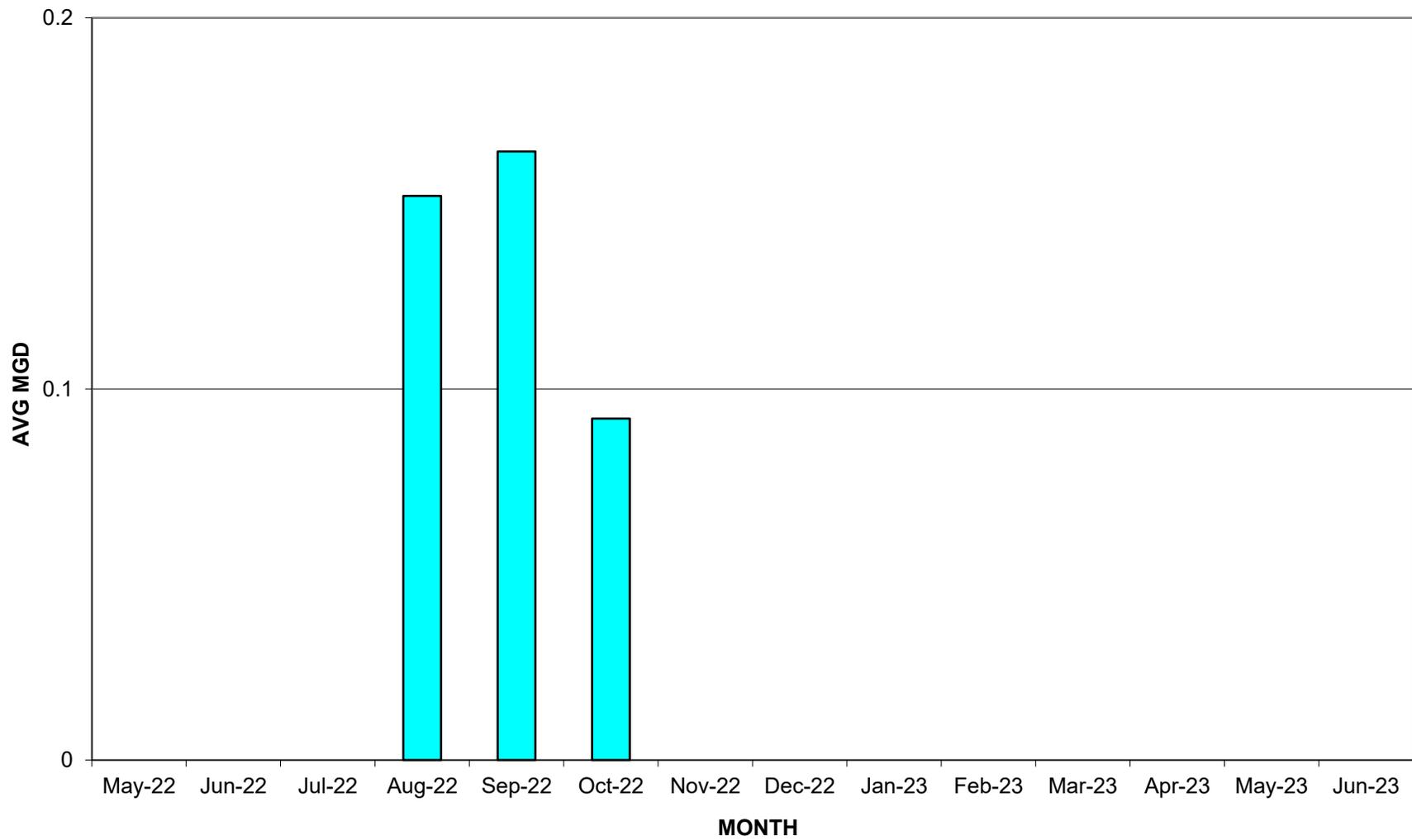
**DONNER SUMMIT PUD WWTP
TOTAL INFLUENT FLOW TO TOTAL EFFLUENT FLOW
YEAR 2022/2023**



**DONNER SUMMIT PUD WWTP
ANNUAL TOTAL INFLUENT FLOW TO TOTAL EFFLUENT FLOW
2023 DATA THROUGH JUNE**



**DONNER SUMMIT PUD WWTP
AVG EFFLUENT FLOW TO LAND IRRIGATION
YEARS 2022/2023**



Agenda Item: 7A



STAFF REPORT

TO: Board of Directors

PREPARED BY: Steven Palmer, PE, General Manager

SUBJECT: May 31, 2023 FY2022-2023 Budget to Actual Report

RECOMMENDATION

Receive FY2022-2023 budget to actual report through May 2023 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 Fiscal Year 2022-2023 through May 31, 2023. The comparison is presented in Attachment 1, and any material differences are discussed in this Staff Report.

DISCUSSION

Through May 31, 2023, total revenue is 101% of the budgeted amount; with water revenue at 105%, sewer revenue at 105%, and wastewater treatment revenue at 100%. This revenue is as expected because the District's utility rate revenue is accounted for when the customer bills are sent out. The water revenue is slightly higher than budgeted because the District received full reimbursement from the Placer County Water Agency Financial Assistance Program Grant (PCWA FAP) earlier than planned, and the District has added water customers since the last water rate study.

At this point in the fiscal year total expenses are 91% of the budgeted amount; with water expenses at 89%, sewer expenses at 69%, and wastewater treatment expenses at 96%. Sewer expenses are lower than expected because a large portion of the budgeted expenses, \$90,678, is reserved for capital projects which were deferred until Fiscal Year 2023/2024. After excluding the capital project expenses, the sewer expenses are 92% of the budgeted amount.

ANALYSIS

Total annual expenditures are projected to be within the current approved budget. There are a few line-item expenditure categories that are projected to be over budget.

1. Overtime expenditures are higher than expected due to unforeseen callouts and staff sick leave.
2. Benefits expenditures and Board expenditures are higher than budgeted due to increased health insurance costs.

FISCAL IMPACT

There is not fiscal impact associated with this informational item.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. May 31, 2023 FY2022-2023 Budget to Actual Comparison
2. Presentation

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

ALL DEPARTMENTS SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Water Revenue					
Water Program Revenue	\$ 692,806	\$ 692,826	\$ 674,277	\$ (18,549)	103%
Water General Revenue	55,474	55,474	36,713	\$ (18,761)	151%
<i>Total Water Revenue</i>	<u>\$ 748,280</u>	<u>\$ 748,300</u>	<u>\$ 710,990</u>	<u>\$ (37,311)</u>	<u>105%</u>
Wastewater Revenue					
Wastewater Program Revenue	\$ 2,778,900	\$ 2,779,961	\$ 2,759,632	\$ (20,329)	101%
Wastewater General Revenue	433,252	456,322	437,785	\$ (18,537)	99%
<i>Total Wastewater Revenue</i>	<u>\$ 3,212,153</u>	<u>\$ 3,236,283</u>	<u>\$ 3,197,417</u>	<u>\$ (38,866)</u>	<u>100%</u>
Administration Revenue					
Admin Program Revenue	\$ -	\$ -	\$ -	\$ -	
Admin General Revenue	8,397	8,852	6,500	\$ (2,352)	129%
<i>Total Administration Revenue</i>	<u>\$ 8,397</u>	<u>\$ 8,852</u>	<u>\$ 6,500</u>	<u>\$ (2,352)</u>	<u>129%</u>
Total Revenues	\$ 3,968,830	\$ 3,993,434	\$ 3,914,907	\$ (78,528)	101%
Water Expenses					
Salaries and Benefits	\$ 178,445	\$ 197,298	\$ 186,679	\$ (10,619)	96%
Materials, Supplies, Services	242,112	251,934	248,915	(3,019)	97%
Debt Service	29,064	38,158	39,843	1,685	73%
Capital Equipment	12,857	12,857	12,001	(856)	107%
Capital Projects	-	-	32,473	32,473	0%
<i>Total Water Expenses</i>	<u>\$ 462,477</u>	<u>\$ 500,247</u>	<u>\$ 519,911</u>	<u>\$ 19,664</u>	<u>89%</u>
Wastewater Expenses					
Salaries and Benefits	\$ 638,179	\$ 703,466	\$ 661,855	\$ (41,611)	96%
Materials, Supplies, Services	991,005	1,018,993	1,070,834	\$ 51,840	93%
Debt Service	738,462	740,150	739,441	\$ (709)	100%
Capital Equipment	73,051	74,895	74,895	\$ -	98%
Capital Projects	-	-	90,678	\$ 90,678	0%
<i>Total Wastewater Expenses</i>	<u>\$ 2,440,698</u>	<u>\$ 2,537,505</u>	<u>\$ 2,637,703</u>	<u>\$ 100,198</u>	<u>93%</u>
Admin Expenses					
Salaries and Benefits	\$ 347,975	\$ 396,920	\$ 388,470	\$ (8,450)	90%
Board Expenses	70,799	73,878	67,907	(5,971)	104%
Materials, Supplies, Services	187,464	204,929	226,606	21,677	83%
Debt Service	-	-	-	-	
Capital Equipment	-	-	-	-	
Capital Projects	-	-	-	-	
<i>Total Admin Expenses</i>	<u>\$ 606,238</u>	<u>\$ 675,727</u>	<u>\$ 682,983</u>	<u>\$ 7,256</u>	<u>89%</u>
Total Expenses	\$ 3,509,414	\$ 3,713,478	\$ 3,840,596	\$ 127,118	91%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

WATER SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Program Revenue					
Water fees	\$ 633,134	\$ 633,154	\$ 622,878	\$ (10,276)	102%
Connection fees	8,500	8,500	-	\$ (8,500)	
Recycled water sales			-	\$ -	
Big Bend Service Fees	30,400	\$ 30,400	30,627	\$ 227	99%
Big Bend Assessment	\$ 20,772	\$ 20,772	\$ 20,772	\$ (0)	
<i>Total Program Revenue</i>	<u>\$ 692,806</u>	<u>\$ 692,826</u>	<u>\$ 674,277</u>	<u>\$ (18,549)</u>	<u>103%</u>
General Revenues					
Property tax	\$ 34,758	\$ 34,758	\$ 30,213	\$ (4,545)	115%
Grants	\$ 20,716	20,716	6,500	\$ (14,216)	319%
<i>Total General Revenues</i>	<u>\$ 55,474</u>	<u>\$ 55,474</u>	<u>\$ 36,713</u>	<u>\$ (18,761)</u>	<u>151%</u>
Total Revenues	\$ 748,280	\$ 748,300	\$ 710,990	\$ (37,311)	105%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

WATER SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Expenses					
Salaries	\$ 114,925	\$ 122,214	\$ 123,158	\$ 944	93%
Overtime	\$ 16,761	\$ 17,787	\$ 8,611	\$ (9,176)	195%
Medical/Dental/Life Insurance	\$ 28,906	\$ 30,676	\$ 25,633	\$ (5,043)	113%
Long Term Disability	\$ 1,398	\$ 1,484	\$ 1,550	\$ 66	90%
Retirement	\$ -	\$ 6,883	\$ 6,883	\$ -	0%
Clothing Allowance	\$ -	\$ 792	\$ 792	\$ -	0%
Payroll Tax	\$ 10,476	\$ 11,117	\$ 10,663	\$ (454)	98%
W/C Insurance	\$ 5,980	\$ 6,346	\$ 9,389	\$ 3,043	64%
<i>Salaries & Benefits</i>	\$ 178,445	\$ 197,298	\$ 186,679	\$ (10,619)	96%
Professional fees	\$ 36,750	38,000	73,000	\$ 35,000	50%
Dues and subscriptions	\$ -	680	680	\$ -	0%
Fees, permits, certifications, leases	\$ 14,747	14,747	14,680	\$ (67)	100%
Training, education, travel	\$ 635	692	1,000	\$ 308	63%
Travel	\$ -	-	-	\$ -	
Insurance	\$ 37,060	40,429	40,429	\$ 0	92%
Office supplies and miscellaneous	\$ -	-	550	\$ 550	0%
Utilities, communications, telemetry	\$ 53,707	50,000	48,470	\$ (1,531)	111%
Chemicals and lab supplies	\$ 55,776	60,000	22,800	\$ (37,200)	245%
Laboratory testing	\$ 935	1,020	2,020	\$ 1,000	46%
Equipment maintenance and repair	\$ 13,040	14,225	5,600	\$ (8,625)	233%
Small equipment and rental	\$ -	-	2,820	\$ 2,820	0%
Interest expense	\$ -	-	-	\$ -	
Operating supplies	\$ 610	665	3,380	\$ 2,715	18%
Vehicle maintenance, repair, fuel	\$ 3,887	4,241	9,106	\$ 4,865	43%
Facility maintenance and repair	\$ 24,964	27,234	24,380	\$ (2,854)	102%
<i>Materials, Supplies, Services</i>	\$ 242,112	\$ 251,934	\$ 248,915	\$ (3,019)	97%
Angela WTP Loan P&I	\$ 9,094	\$ 18,188	\$ 18,188	\$ -	50%
Big Bend Debt Service	\$ 19,970	19,970	21,655	\$ 1,685	92%
<i>Debt Service</i>	\$ 29,064	\$ 38,158	\$ 39,843	\$ 1,685	73%
Capital Equipment	\$ 12,857	\$ 12,857	\$ 12,001	\$ (856)	107%
Capital Projects	\$ -		32,473	\$ 32,473	0%
Total Expenses	\$ 462,477	\$ 500,247	\$ 519,911	\$ 19,664	89%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

SEWER SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Program Revenue					
Sewer rates	\$ 472,582	\$ 473,597	\$ 459,844	\$ (13,753)	103%
Connection fees	10,123	10,123		\$ (10,123)	
<i>Total Program Revenue</i>	<u>\$ 482,705</u>	<u>\$ 483,720</u>	<u>\$ 459,844</u>	<u>\$ (23,876)</u>	<u>105%</u>
General Revenues					
Property tax	\$ 22,798	\$ 22,798	\$ 20,353	\$ (2,445)	112%
Other	\$ 29,812	29,812	27,388	\$ (2,424)	109%
<i>Total General Revenues</i>	<u>\$ 52,610</u>	<u>\$ 52,610</u>	<u>\$ 47,741</u>	<u>\$ (4,869)</u>	<u>110%</u>
Total Revenues	\$ 535,315	\$ 536,330	\$ 507,585	\$ (28,745)	105%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

SEWER SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Expenses					
Salaries	\$ 97,637	\$ 103,549	\$ 103,565	\$ 16	94%
Overtime	\$ 14,094	\$ 14,957	\$ 7,241	\$ (7,716)	195%
Medical/Dental/Life Insurance	\$ 21,530	\$ 22,848	\$ 21,555	\$ (1,293)	100%
Long Term Disability	\$ 1,176	\$ 1,248	\$ 1,303	\$ 56	90%
Retirement	\$ -	5,788	\$ 5,788	\$ -	0%
Clothing Allowance	\$ -	666	\$ 666	\$ -	0%
Payroll Tax	\$ 9,001	\$ 9,552	\$ 8,966	\$ (586)	100%
W/C Insurance	\$ 6,541	\$ 6,941	\$ 7,895	\$ 954	83%
<i>Salaries & Benefits</i>	\$ 149,978	\$ 165,549	\$ 156,979	\$ (8,570)	96%
Professional fees	\$ 912	995	-	\$ (995)	
Dues and subscriptions	\$ -	-	-	\$ -	
Fees, permits, certifications, leases	\$ 351	383	3,460	\$ 3,077	10%
Training, education, travel	\$ -	-	300	\$ 300	0%
Travel	\$ -	-	-	\$ -	
Insurance	\$ 31,164	33,997	33,997	\$ (0)	92%
Office supplies and miscellaneous	\$ 186	202	550	\$ 348	34%
Utilities, communications, telemetry	\$ 29,743	32,447	30,293	\$ (2,154)	98%
Chemicals and lab supplies	\$ -	-	500	\$ 500	0%
Laboratory testing	\$ -	-	-	\$ -	
Equipment maintenance and repair	\$ -	-	1,600	\$ 1,600	0%
Small equipment and rental	\$ -	-	-	\$ -	
Infiltration and inflow program	\$ 18,501	18,501	18,500	\$ (1)	100%
Operating supplies	\$ 1,586	1,730	3,500	\$ 1,770	45%
Vehicle maintenance, repair, fuel	\$ 12,353	13,476	19,026	\$ 5,550	65%
Facility maintenance and repair	\$ 4,465	4,871	2,000	\$ (2,871)	223%
<i>Materials, Supplies, Services</i>	\$ 99,262	\$ 106,604	\$ 113,726	\$ 7,122	87%
Interest	\$ -	-	\$ -		
Long Term Debt	\$ -	-	-		
<i>Debt Service</i>	\$ -	\$ -	\$ -		
Capital Equipment	\$ 855	\$ 1,263	\$ 1,263	\$ -	68%
Capital Projects	\$ -	-	90,678	\$ 90,678	0%
Total Expenses	\$ 250,096	\$ 273,415	\$ 362,646	\$ 89,231	69%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

WASTEWATER TREATMENT PLANT SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Program Revenue					
Sewer rates	\$ 1,417,745	\$ 1,417,790	\$ 1,456,174	\$ 38,384	97%
Recycled Water Sales	45,203	\$ 45,203	\$ 50,000	\$ 4,797	90%
Connection fees	-		\$ -	\$ -	
Non CFD Revenue for WWTP Loan	\$ 294,733	\$ 294,733	\$ 281,044	\$ (13,689)	105%
Sierra Lakes Service	\$ 538,515	\$ 538,515	\$ 512,570	\$ (25,945)	105%
<i>Total Program Revenue</i>	<u>\$ 2,296,196</u>	<u>\$ 2,296,241</u>	<u>\$ 2,299,788</u>	<u>\$ 3,547</u>	<u>100%</u>
General Revenues					
Property tax	100,435	100,435	86,767	\$ (13,668)	116%
CFD Revenue for WWTP Loan	\$ 280,207	\$ 282,392	\$ 282,392	\$ -	99%
Other income (SLCWD Capital)	-	20,885	20,885	\$ -	0%
<i>Total General Revenues</i>	<u>\$ 380,642</u>	<u>\$ 403,712</u>	<u>\$ 390,044</u>	<u>\$ (13,668)</u>	<u>98%</u>
Total Revenues	\$ 2,676,838	\$ 2,699,953	\$ 2,689,832	\$ (10,121)	100%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

WASTEWATER TREATMENT PLANT SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Expenses					
Salaries	\$ 314,022	\$ 333,086	\$ 333,086	\$ -	94%
Overtime	\$ 45,330	\$ 48,105	\$ 23,289	\$ (24,816)	195%
Medical/Dental/Life Insurance	\$ 69,234	\$ 73,473	\$ 69,325	\$ (4,148)	100%
Long Term Disability	\$ 3,782	\$ 4,013	\$ 4,192	\$ 179	90%
Retirement	\$ -	\$ 18,614	\$ 18,614	\$ -	0%
Clothing Allowance	\$ 723	\$ 2,142	\$ 2,142	\$ -	34%
Payroll Tax	\$ 28,948	\$ 30,720	\$ 28,837	\$ (1,883)	100%
W/C Insurance	\$ 26,162	\$ 27,764	\$ 25,392	\$ (2,372)	103%
<i>Salaries & Benefits</i>	\$ 488,201	\$ 537,918	\$ 504,876	\$ (33,041)	97%
Professional fees	\$ 51,482	52,900	42,070	\$ (10,830)	122%
Dues and subscriptions	\$ 2,553	2,511	1,200	\$ (1,311)	213%
Fees, permits, certifications, leases	\$ 27,906	26,824	16,600	\$ (10,224)	168%
Training, education, travel	\$ 4,646	4,150	2,800	\$ (1,350)	166%
Insurance	\$ 100,231	109,343	109,343	\$ (0)	92%
Office supplies and miscellaneous	\$ 1,705	1,860	500	\$ (1,360)	341%
Utilities, communications, telemetry	\$ 465,701	458,000	429,390	\$ (28,610)	108%
Chemicals and lab supplies	\$ 136,785	149,220	172,406	\$ 23,186	79%
Laboratory testing	\$ 19,532	21,308	45,840	\$ 24,532	43%
Equipment maintenance and repair	\$ 17,477	19,066	61,034	\$ 41,968	29%
Small equipment and rental	\$ 927	1,012	6,340	\$ 5,328	15%
Sludge removal	\$ 18,187	18,000	14,510	\$ (3,490)	125%
Operating supplies	\$ 243	265	2,100	\$ 1,835	12%
Vehicle maintenance, repair, fuel	\$ 16,437	17,932	9,300	\$ (8,632)	177%
Facility maintenance and repair	\$ 27,930	30,000	43,675	\$ 13,675	64%
<i>Materials, Supplies, Services</i>	\$ 891,743	\$ 912,390	\$ 957,108	\$ 44,718	93%
Long Term Debt	\$ 719,191	\$ 719,191	719,191	\$ -	100%
Land Lease	\$ 19,271	20,959	20,250	\$ (709)	95%
<i>Debt Service</i>	\$ 738,462	\$ 740,150	\$ 739,441	\$ (709)	100%
Capital Equipment	\$ 72,196	\$ 73,632	\$ 73,632	\$ -	98%
Capital Projects	\$ -	-	-	\$ -	
Total Expenses	\$ 2,190,602	\$ 2,264,089	\$ 2,275,057	\$ 10,967	96%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

ADMINISTRATION SUMMARY

	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Program Revenue					
Service Fees	\$ -	\$ -	\$ -	\$ -	
<i>Total Program Revenue</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
General Revenues					
Interest revenue	2,273	2,728	-	\$ (2,728)	
Other income	6,124	6,124	6,500	\$ 376	94%
<i>Total General Revenues</i>	<u>\$ 8,397</u>	<u>\$ 8,852</u>	<u>\$ 6,500</u>	<u>\$ (2,352)</u>	<u>129%</u>
Total Revenues	\$ 8,397	\$ 8,852	\$ 6,500	\$ (2,352)	129%

DONNER SUMMIT PUBLIC UTILITY DISTRICT

FISCAL YEAR 2022/2023 BUDGET
 May 31, 2023

ADMINISTRATION SUMMARY

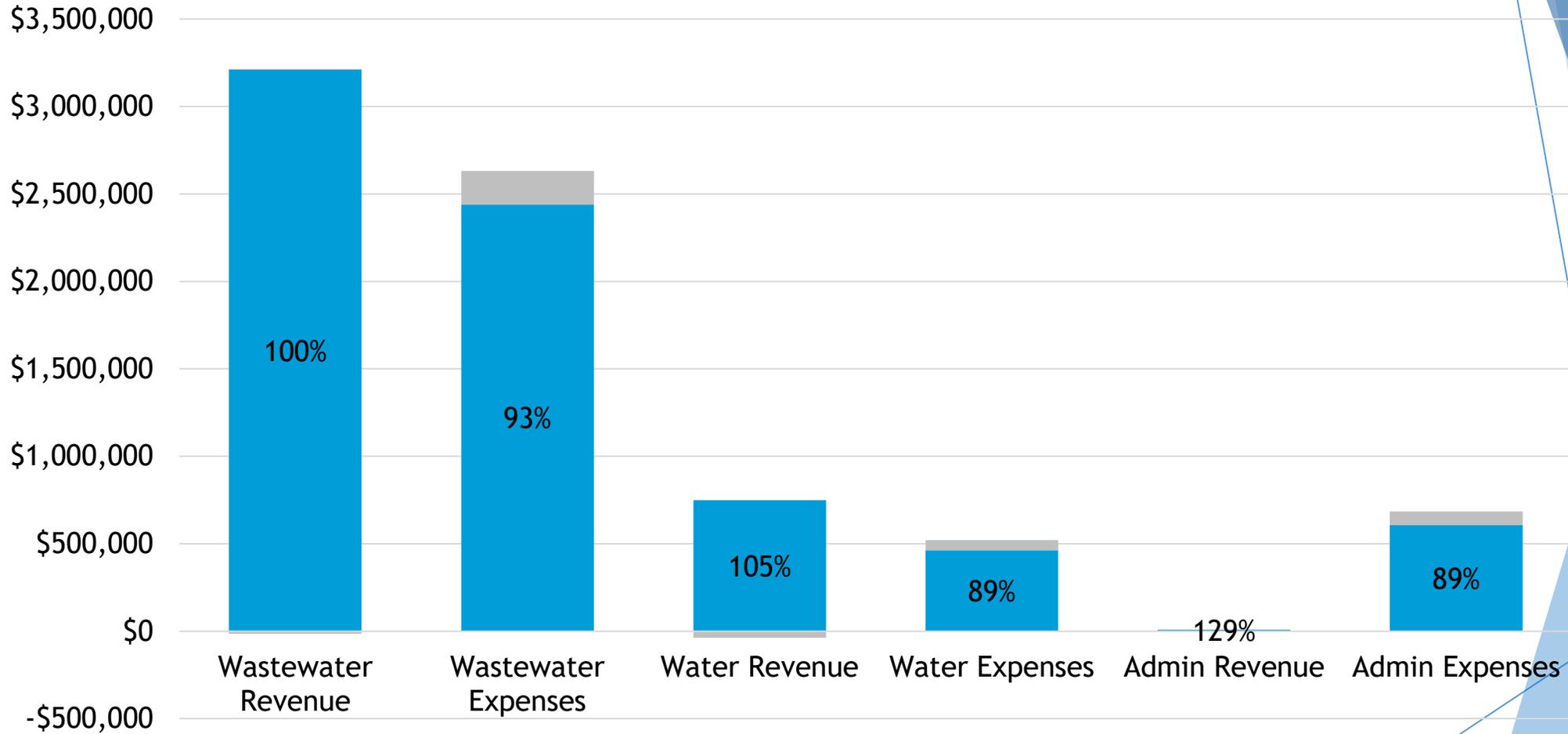
	Actual 5/31/2023	FY22-23 Projected	FY22-23 Budget	Variance (Over)/Under	Percent Complete
Expenses					
Salaries	\$ 250,190	\$ 266,373	\$ 271,529	\$ 5,156.20	92%
Overtime	\$ 662	\$ 662	\$ -	\$ (662.00)	
Medical/Dental/Life Insurance	\$ 70,988	\$ 75,334	\$ 60,684	\$ (14,649.62)	117%
Long Term Disability	\$ 3,959	\$ 4,202	\$ 2,818	\$ (1,383.47)	140%
Retirement	\$ -	26,417	\$ 26,417	\$ (0.33)	0%
Clothing	\$ -	400	\$ 400	\$ 0.08	0%
Payroll Tax	\$ 17,870	\$ 18,964	\$ 22,401	\$ 3,437.52	80%
W/C Insurance	\$ 4,305	\$ 4,569	\$ 4,221	\$ (348.35)	102%
<i>Salaries & Benefits</i>	\$ 347,975	\$ 396,920	\$ 388,470	\$ (8,449.96)	90%
Board Expense	\$ 70,799	73,878	67,907	\$ (5,970.66)	104%
<i>Board Expense</i>	\$ 70,799	\$ 73,878	\$ 67,907	\$ (5,970.66)	104%
Professional fees	\$ 109,163	112,989	133,989	\$ 21,000.00	81%
Dues and subscriptions	\$ 9,781	8,829	7,100	\$ (1,729.00)	138%
Fees, permits, certifications, leases	\$ 11,680	20,650	20,650	\$ -	57%
Training, education, travel	\$ 2,334	3,000	1,500	\$ (1,500.00)	156%
Insurance	\$ 8,866	9,672	9,672	\$ 0.05	92%
Office supplies and miscellaneous	\$ 8,488	9,259	9,000	\$ (259.12)	94%
Utilities, communications, telemetry	\$ 29,137	31,786	35,035	\$ 3,249.49	83%
Chemicals and lab supplies	\$ -	-	-	\$ -	
Laboratory testing	\$ -	-	-	\$ -	
Equipment maintenance and repair	\$ -	-	6,660	\$ 6,660.00	0%
Small equipment and rental	\$ -	-	-	\$ -	
Sludge removal	\$ -	-	-	\$ -	
Operating supplies	\$ 3,134	3,418	-	\$ (3,418.49)	
Vehicle maintenance, repair, fuel	\$ -	-	-	\$ -	
Facility maintenance and repair	\$ 4,882	5,326	3,000	\$ (2,326.21)	163%
<i>Operating Expenses</i>	\$ 187,464	\$ 204,929	\$ 226,606	\$ 21,676.71	83%
<i>Debt Service</i>	\$ -	\$ -	\$ -		
Capital Equipment	\$ -	\$ -	\$ -		
Capital Projects	\$ -	-	-		
Total Expenses	\$ 606,238	\$ 675,727	\$ 682,983	\$ 7,256.09	89%

MAY 31, 2023 FY2022-2023 BUDGET COMPARISON

Steven Palmer, General Manager
Donner Summit Public Utility District

July 18, 2023

Budget to Actual



■ 31-May-23 ■ FY22/23 Budget

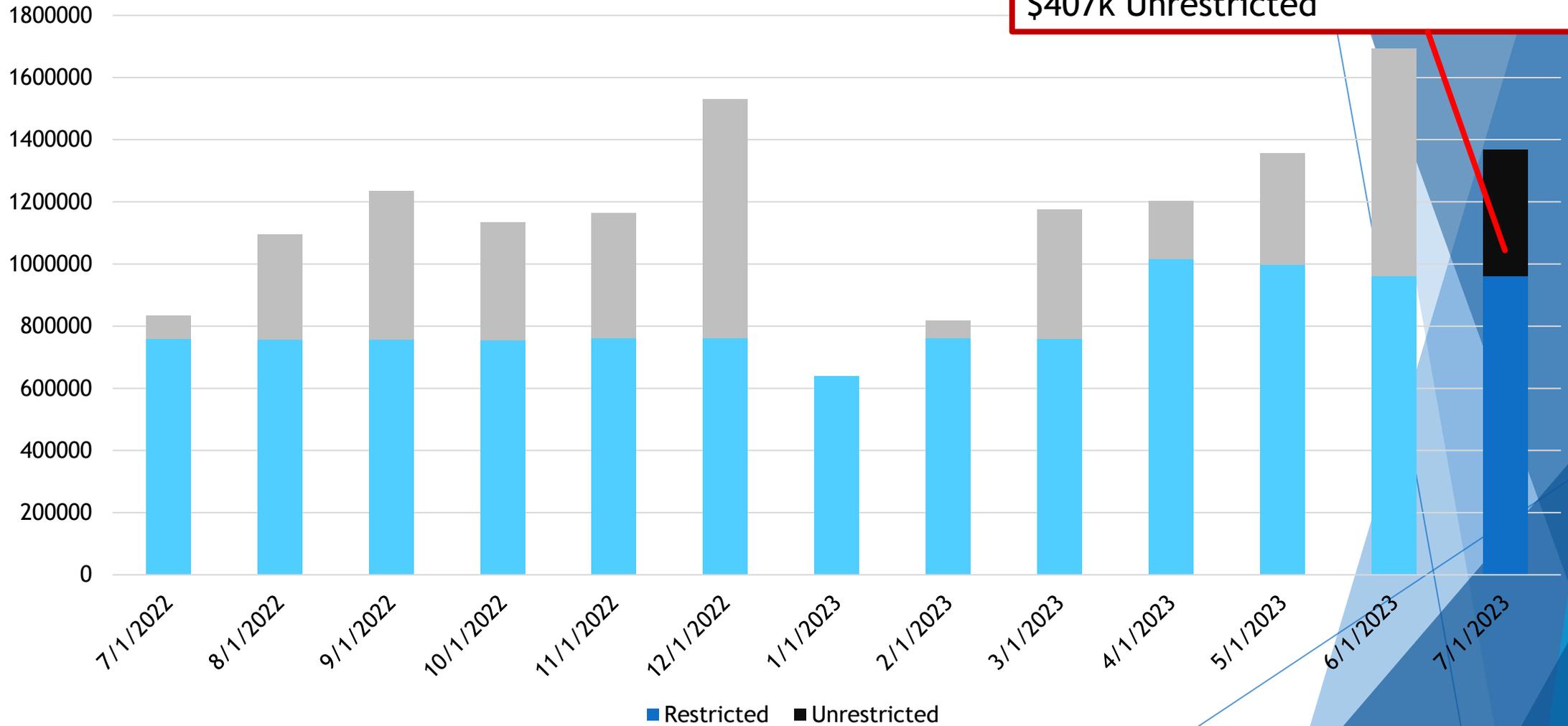
Budget to Actual

- Inline with Expectations
 - Total Revenue is 101% of annual budget
 - Should be 100% due to accrual accounting
 - Increased water revenue
 - PCWA FAP
 - Number of customers
 - Total Expenses are 91% of annual budget
 - Sewer expenses low due to deferred sewer capital project
 - Excludes Sugar Bowl Sewer Extension Project

Analysis

CASH BALANCE

PROJECTED 6/30/2023
\$960k Restricted (\$207K SB Sewer)
\$407k Unrestricted



Analysis

- Cash Balance
 - FYE projection increase
 - \$290,000 to \$407,000
 - Deferred capital projects
- Expenditure Exceedances
 - Overtime
 - Health Insurance

Agenda Item: 8A



STAFF REPORT

TO: Board of Directors

PREPARED BY: Steven Palmer, PE, General Manager

SUBJECT: Approve Film Permit Policy and Fee

RECOMMENDATION

Adopt a resolution approving the proposed Film Permit Policy and associated fee.

BACKGROUND

Over the year, the District has received requests from various people to use Lake Angela as a backdrop for photo shoots. The District has occasionally allowed this use without formal documentation. Recently, the General Manager has been contacted by professional photographer about doing an advertising photoshoot at Lake Angela for a sportswear company.

DISCUSSION

The General Manager reviewed similar permit requirements from other public agencies in California and developed the proposed Film Permit Policy included in Attachment 1. File Permit applications were reviewed from the following agencies: San Francisco Public Utilities Commission, Big Bear Municipal Water District, Marin Water, Olivenhain Municipal Water District, Metropolitan Water District of Southern California, Town of Truckee, County of Placer, County of Nevada.

The proposed Film Permit includes the following conditions:

1. Indemnification of the District.
2. Permittee to provide certification of insurance naming the District as additional insured.
3. Special Conditions related to Lake Angela:
 - a. No water contact.
 - b. Nothing can be discharged into the Lake.
 - c. Permittee is not allowed on the dam, or on or inside any District facilities.
 - d. No earthwork, grading, or similar activities.

A fee is proposed to cover staff time to process the application and inspect filming as needed to ensure the integrity of the District water system. The proposed Fee is \$100 for processing plus a daily fee of \$150 per day. The policy also proposes a refundable security deposit of \$500 to cover cost of any District expenses caused by permittees failure to comply with the permit conditions. The calculation for the proposed fee is detailed in the attached Fee Policy.

FISCAL IMPACT

Adoption of this fee will provide revenue to cover staff time needed to process the Film Permit and observe filming operations to protect District facilities.

CEQA ASSESSMENT

This is not a CEQA project.

ATTACHMENTS

1. Film Permit Policy
2. Resolution



POLICY TITLE: FILM PERMIT POLICY

POLCY NUMBER: 3075

3075.10 GENERAL

3075.11 Purpose

The purpose of this policy is to provide guidelines regarding filming on District property and to ensure that District facilities are protected during filming.

3075.12 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

- a) "Applicant" and "Permittee" refer to the entity that is applying for the permit and is responsible for the filming.
- b) "District" refers to the Donner Summit Public Utility District.
- c) "Board" refers to the Board of Directors of Donner Summit Public Utility District.
- d) "General Manager" is the General Manager as appointed by the Board of Directors of Donner Summit Public Utility District.
- e) "Charitable films" shall mean commercials, motion pictures, television, videotapes, digital recording or still photography produced by a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos.
- f) "Film, motion picture, television, still photography" shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, commercials, digital media, and student films produced to satisfy a school course requirement at an educational institution in any medium including film, tape or digital format.
- g) "News media" shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.

3075.20 PERMITS AND EXEMPTIONS

3075.21 Permit Required

No person shall use any District owned or controlled property or facility for the purpose of taking motion pictures, television, commercials, digital content, or still photography for commercial use, without first applying for and receiving a film permit pursuant to this policy.

3075.22 Exemptions

The following activities are exempt from the provisions of this policy:

- a) News Media. Reporters, photographers or camerapersons in the employ of a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes or occurrences which are in the news and of general public interest.
- b) Personal/Family Video. The recording of visual images (motion or still photography) solely for private personal use, and not for commercial use.

3075.30 APPLICANTS AND ISSUANCE

3075.31 Issuing Authority

The permit issuing authority shall be the General Manager of the District. The issuing authority shall provide for the issuance of filming permits and will be required to make decisions as the District representative prior to and during filming. The issuing authority should be aware of any previous film production within the District and take affirmative steps to address District concerns in advance of filming.

3075.32 Applications

The following information shall be included on the application:

- a) The applicant's name and contact information and the company and/or business the applicant is affiliated with regarding the film activity that will be the subject of the permit;
- b) The address and any other location description, and the specific location at such address or place;
- c) The inclusive hours and dates such activity will occur;
- d) A statement describing the character or nature of the proposed filming activity;
- e) The name, address, email address, and telephone number(s) of the person or persons in charge of such filming activity;
- f) The exact number of personnel to be involved;
- g) Activity which may cause public concern such as the use of any animals, gunfire, chemicals, pyrotechnics, hazardous materials, and low flying aircraft;
- h) The exact amount/type of vehicles/equipment to be employed along with a parking plan;
- i) Whether any UAS/drones will be used, and if so, that the applicant and those responsible for drone usage will comply with all FAA requirements for commercial drone use.

3075.33 Fee Schedule

The fee shall be \$100 for processing plus a daily fee of \$150 per day. The fee is not prorated for partial days. A \$500 refundable security deposit is also required. The refundable security deposit will be forfeit to the District if the permittee fails to leave the location in acceptable condition or fails to comply with permit conditions.

The processing fee was calculated as follows:

District Staff	Hours	Fully Burdened Hourly Rate	Daily
General Manager	0.5	\$137.00	\$ 68.50
Office Assistant	0.5	\$65.08	\$ 32.54
Total			\$101.04
<i>Rounded Total</i>			\$100.00

The daily fee was calculated as follows:

District Staff	Hours	Fully Burdened Hourly Rate	Daily
Operator II	2	\$79.45	\$158.90
Total			\$158.90
<i>Rounded Total</i>			\$150.00

The processing fee and the daily fee will increase each July 1 by the Board approved annual cost of living adjustment for staff wages.

3075.34 Permit Conditions and Provisions

Specific permit provisions and conditions will be provided at the discretion of the General Manager. Conditions will consider the following criteria:

- a) Protection of District facilities;
- b) The health and safety of all persons;
- c) Mitigation of disruption District operations and customers; and
- d) Environmental or other sensitive areas or resources;

The following provisions apply to all permits:

- e) Indemnification. Permittee shall indemnify and hold harmless the District from injury, damage, and death to the maximum extent permitted by law. The exact indemnification language will be determined by the issuing authority and District legal counsel.
- f) Insurance. The permittee shall provide a certificate of insurance in the form and amount determined by the issuing authority and District legal counsel.
- g) Clean Up. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.
- h) UAS/Drone Use. If filming uses UAS/drones the issuing authority may require that the permittee follow some or all of the California State Film Commission’s UAS/drone requirements issued regarding filming on state property.
- i) Inspections. The District shall have the right at all times to inspect the premises and activities covered by a permit.
- j) Other Requirements. Permittee shall meet requirements and rules of all other regulatory agencies, as applicable.

3075.40 RULES AND REGULATIONS

The issuing authority is hereby authorized and directed to promulgate rules and regulations, including forms and applications, governing the form, time and location of any film activity on District controlled property and facilities.

3075.50 VIOLATION

If a Permittee violates any provisions of this article or a permit issued pursuant thereto, the District may provide the applicant with written notice of such violation. If the permittee fails to correct the violation, the District may revoke the permit, all activity must cease, and the refundable security deposit may be forfeit to the District.

DRAFT

RESOLUTION NO. 2023-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC APPROVING A FILM PERMIT POLICY

WHEREAS, over the years District staff has received requests from professional photographers to use District facilities in commercial filming; and

WHEREAS, the District does not have a policy that would allow commercial filming at District facilities; and

WHEREAS, the District is allowed to issue permits for commercial filming at District facilities, and is allowed to collect a fee to pay for the costs to issue and inspect film permits; and

WHEREAS, the District's General Manager has reviewed film permit policies and fees from other public agencies in California and developed a Film Permit Policy and fee for Board consideration; and

WHEREAS, the Film Permit Policy provides for exemptions for news media and personal filming, guidance regarding permit provisions to protect District facilities and people, indemnification requirements, and insurance requirements; and

WHEREAS, the Board of Directors accepted public comment and reviewed and considered the proposed Film Permit Policy and fee.

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

1. Adopt the Film Permit Policy attached hereto.
2. Adopt the Film Permit Fee of \$100 for processing plus \$150 per day, which will increase annually on July 1 by the same percentage the Board approves for the annual cost of living adjustment for staff wages.

PASSED AND ADOPTED by the Board of Directors of Donner Summit Public Utility District, this 18th day of July 2023, 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: 9A



STAFF REPORT

TO: Board of Directors

PREPARED BY: Steven Palmer, PE, General Manager

SUBJECT: Succession Planning Discussion

RECOMMENDATION

Board discussion regarding succession planning.

BACKGROUND

Director Kaufman requested an agenda item for the Board to discuss succession planning for the District.

DISCUSSION

Attached for information is the District's current organizational chart. This is on the agenda for Board discussion and the General Manager has not provided any analysis at this time.

The Board may provide direction to the General Manager regarding future agenda items or follow up related to this topic.

FISCAL IMPACT

There is no fiscal impact to this agenda item.

CEQA ASSESSMENT

This is not a CEQA project.

ATTACHMENTS

1. Current Organizational Chart



DONNER SUMMIT
PUBLIC UTILITY DISTRICT

ORGANIZATIONAL CHART

September 2022

