

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Agenda
Tuesday, November 16, 2021 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Regular Meeting (Section 54954), November 16, 2021 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 ID 88552069183 Password 764613 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. **Public Participation** – *This is time set aside for the public to address the Board on any matter not on the agenda. Comments related to any item already on the agenda should be addressed at the time that that item is considered. Each speaker will be limited to five minutes, but speaker time may be reduced at the discretion of the Board President if there are a large number of speakers on any given subject.*
5. **Consent Calendar**
All items listed under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board requests an item to be removed from the Consent Calendar for a separate action. Any items removed will be considered after the motion to approve the Consent Calendar.
 - A. **Approve Finance Report for November 16, 2021**
 1. **Cash Disbursements–General**, Month of October
 2. **Cash Disbursements–Payroll**, Month of October
 3. **Schedule of Cash and Reserves**, September 31, 2021
 4. **Accountants Financial Statements**, September 31, 2021 (Unaudited)
 - B. **Approve Regular Meeting Minutes October 19, 2021**
 - C. **Approve Monthly Safety Committee Meeting Minutes**, Month of October
6. **Department Reports**
 - A. **Administration - Steven Palmer, General Manager**

B. Sewer and Water Department - Jim King, Chief Plant Operator

- 1. Waste Water Flow Data, October**
- 2. Fresh Water Flow Data, October**
- 3. Operations and Maintenance Summary**

Activities during the month of October.

7. Action Items

- A. Consider Adopting a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361**
- B. First Quarter Budget Report and Consider Approval of Revised Budget**
- C. Authorize General Manager to Apply for State Water Arrearage Payment Program**

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

9. Adjournment

Schedule of Upcoming Meetings

Regular Meeting – December Canceled

Regular Meeting – January 19, 2022

Regular Meeting – February 15, 2022

We certify that on November 12, 2021 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



Donner Summit Public Utility District

Check List

All Bank Accounts

October 1, 2021 - October 31, 2021

November 16, 2021

Agenda Item: 5A.1

Check Number	Check Date	Payee	Amount
Vendor Checks			
10479	10/15/21	GRAINGER	313.75
10480	10/15/21	KNOWLEDGE SOLUTIONS	70.00
10481	10/15/21	SILICA RESOURCES, INC.	1,124.72
10482	10/15/21	SUBURBAN PROPANE	2,646.85
10483	10/15/21	SUEZ WATER TECHNOLOGIES	9,449.25
10484	10/15/21	TAHOE TRUCKEE DISPOSAL	1,487.60
10485	10/15/21	UNITED RENTALS (NORTH AMERICA), INC.	648.23
10486	10/15/21	USA BLUEBOOK	253.99
10487	10/15/21	WATERS VACUUM TRUCK SERVICE	1,572.50
10488	10/15/21	WESTERN NEVADA SUPPLY COMPANY	343.95
10489	10/15/21	PG&E COMPANY	23,534.67
10490	10/15/21	49ER WATER SERVICES	2,935.00
10491	10/15/21	EMCOR SERVICES INC.	14,842.00
10492	10/15/21	GRAINGER	735.16
10493	10/15/21	MOUNTAIN HARDWARE & SPORTS	23.78
10494	10/15/21	SIERRA MOUNTAIN PIPE & SUPPLY	16.94
10495	10/15/21	SWRCB ACCOUNTING OFFICE	2,220.00
10496	10/15/21	TRUCKEE FIRE PROTECTION DISTRICT	5,650.64
10497	10/15/21	49ER WATER SERVICES	260.00
10498	10/15/21	EMCOR SERVICES INC.	2,567.50
10499	10/27/21	BARNARD, VOGLER & CO.	1,769.35
10500	10/27/21	ASBURY ENVIRONMENTAL SERVICES	95.00
10501	10/27/21	BLUE SHIELD OF CALIFORNIA	8,322.45
10502	10/27/21	CORBIN WILLITS SYSTEMS, INC.	431.36
10503	10/27/21	EMCOR SERVICES INC.	1,878.50
10504	10/27/21	ENVIROKEM Engineering Services	1,798.91
10505	10/27/21	HUMANA DENTAL INS. CO.	1,211.61
10506	10/27/21	JAMES KING	373.40
10507	10/27/21	MOUNTAIN HARDWARE & SPORTS	56.01
10508	10/27/21	MOUNTAIN PIPELINE	250.00
10509	10/27/21	PARAGON PEST CONTROL	65.00
10510	10/27/21	PDM STEEL SERVICE CENTERS, INC.	483.37
10511	10/27/21	SIERRA MOUNTAIN PIPE & SUPPLY	746.35
10512	10/27/21	SUBURBAN PROPANE	333.79
10513	10/27/21	THE OFFICE BOSS	58.44
10514	10/27/21	UNITED RENTALS (NORTH AMERICA), INC.	646.23
10515	10/27/21	USA BLUEBOOK	589.50
10516	10/27/21	TRUCKEE AUTO PARTS	311.63
10517	10/27/21	JAMES KING	250.00
10518	10/27/21	MOUNTAIN HARDWARE & SPORTS	16.23
10519	10/27/21	FILTRATION TECHNOLOGY	1,728.37
Vendor Check Total			<u>92,112.03</u>
Check List Total			<u>92,112.03</u>

Check count = 41

PAYROLL JOURNAL

November 16, 2021
Agenda Item: 5A.2

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 King, James R 49	Regular			5,910.40			
	Life Ins Reimb Txble			100.00			
	Sick Accr-Memo				M1:85		
	Vacation -Memo				M4:62		
	EMPLOYEE TOTAL			6,010.40			
	Regular	44:7800	79:50	3,560.01			
	Standby			270.00			
	Overtime	67:1700	6:00	403.02			
	Sick	44:7800	0:50	22.39			
	EMPLOYEE TOTAL			4,255.42			
Schott, Paul A 14	Regular	48:8000	50:00	2,440.00			
	Standby			135.00			
	Overtime	73:2000	3:25	237.90			
	Life Ins Reimb Txble			100.00			
	EMPLOYEE TOTAL			1,464.00			
	Regular	31:5700	83:25	4,376.90			
	Standby			2,525.60			
	Overtime						
	Life Ins Reimb Txble						
	EMPLOYEE TOTAL			1,274.17			
Shelton, Joshua M... 64	Regular			156.59			
	Standby			36.62			
	Overtime			212.30			
	Life Ins Reimb Txble			118.79			
	EMPLOYEE TOTAL			554.61			
	Regular	47:2300	80:00	3,707.56			
	Standby			315.00			
	Overtime	70:8450	10:50	743.87			
	Vacation	47:2300	1:50	70.85			
	EMPLOYEE TOTAL			4,837.28			
Vosburgh, Justin E 57	Regular			299.92			
	Standby			70.14			
	Overtime			491.78			
	Life Ins Reimb Txble			207.13			
	EMPLOYEE TOTAL			1,127.02			
**** 40 BOARD MEMBER Garnick, Philip 28	Regular			64.39			
	Standby			15.06			
	Overtime			57.32			
	Life Ins Reimb Txble			11.40			
	EMPLOYEE TOTAL			124.63			
	Regular			250.00			
	Standby			788.60			
	Overtime						
	Life Ins Reimb Txble						
	EMPLOYEE TOTAL			1,038.60			

PAYROLL JOURNAL

November 16, 2021
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0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS	WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
**** 40 BOARD MEMBER (cont.) Medveczky, Alexan... 58	Regular			250.00		Social Security		Direct Deposit # 4098
	Health Stipend			603.71		Medicare		Check Amt 0.00
						Fed Income Tax		Chkg 111 740.44
	EMPLOYEE TOTAL			853.71		CA Income Tax		
Preis, Cathy 44	Regular			300.00		CA Disability		Net Pay 740.44
	Health Stipend			576.66				Direct Deposit # 4099
						Fed Income Tax		Check Amt 0.00
	EMPLOYEE TOTAL			876.66		CA Income Tax		Chkg 011 733.25
**** 50 ADMIN Mehler, Deleane 51	Regular	39.9600	78.00	3,116.88		CA Disability		Net Pay 733.25
	Vacation	39.9600	2.00	79.92				Direct Deposit # 4100
						Fed Income Tax		Check Amt 0.00
	EMPLOYEE TOTAL			3,196.80		CA Income Tax		Chkg 963 2,152.32
Palmer, Steven V 65	Regular		80.00	3,196.80				Net Pay 733.25
				6,731.00		Social Security		Direct Deposit # 4101
						Medicare		Check Amt 0.00
	EMPLOYEE TOTAL			6,731.00		Fed Income Tax		Chkg 779 3,518.05
COMPANY TOTALS 10 Person(s) 10 Transaction(s)	Regular		366.00	28,541.45		CA Disability		Net Pay 4,118.05
	Standby			720.00				Direct Deposit # 4101
	Overtime		19.75	1,384.79		Social Security		Check Amt 0.00
	Board Meet			250.00		Medicare		Chkg 779 3,518.05
	Health Stipend			1,968.97		Fed Income Tax		Savg 330 600.00
	Life Ins Reimb Txble		30.50	200.00		CA Income Tax		Net Pay 4,118.05
	Sick		3.50	1,486.39		CA Disability		Net Pay 4,118.05
	Vacation			150.77				Check Amt 0.00
	Sick Accr-Memo			3.70		Social Security		Dir Dep 21,769.77
	Vacation -Memo			101.77		Medicare		
COMPANY TOTAL			419.75	34,702.37		Fed Income Tax		Net Pay 21,769.77

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0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS	HOURS	EARNINGS	REIMB & OTHER PAYMENTS	WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE					
					<i>Employer Liabilities</i>		
					Social Security 2,151.54		
					Medicare 503.18		
				TOTAL EMPLOYER LIABILITY	2,654.72		
				TOTAL TAX LIABILITY	12,381.62		
(IC) = Independent Contractor							

PAYROLL JOURNAL

November 16, 2021
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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 King, James R 49	Regular			5,910.40			
	Bereavement		M24:00			366.45	Direct Deposit # 4102
	Sick		M16:00			85.70	Check Amt
	Sick Accr-Memo				M1:85	719.15	Chkg 730
	Vacation -Memo				M4:62	397.25	2,708.27
	EMPLOYEE TOTAL		40.00	5,910.40		1,562.66	Net Pay
			78.50	3,515.23		200.00	Direct Deposit # 4103
	Regular	44,780.00		360.00		61.06	Check Amt
	Standby		4.00	268.68		452.17	Chkg 717
	Overtime	67,170.00	0.75	33.59		270.75	2,915.50
	Sick	44,780.00	0.75	33.59		50.53	
	Vacation	44,780.00				1,095.59	Net Pay
	EMPLOYEE TOTAL		84.00	4,211.09		200.00	2,915.50
*** 40 BOARD MEMBER Kaufman, Joan B 67	Regular			3,904.00			
	Standby		80:00	270.00		30,190.457	Direct Deposit # 4104
	Overtime	73,200.00	9.50	695.40		70.61	Check Amt
	Sick Accr-Memo				M1:85	758.23	Chkg 019
	Vacation -Memo				M6:15	297.18	2,375.15
	EMPLOYEE TOTAL		89.50	4,869.40		1,007.90	Net Pay
			80:00	2,525.60		156.59	Direct Deposit # 4105
	Regular	31,570.00		2,525.60		36.63	Check Amt
	Standby			90.00		212.30	Chkg 722
	Overtime	70,845.00	2:00	141.69		118.79	1,970.98
	Double Time	94,460.00	1:00	94.46		30.31	
	Bereavement	47,230.00	30:00	1,416.90		554.62	Net Pay
	Sick	47,230.00	10:25	484.11		254.48	Direct Deposit # 4106
	Vacation	47,230.00	10:00	472.30		59.52	Check Amt
	EMPLOYEE TOTAL		83.00	4,104.55		112.73	Chkg 400
				375.00		849.29	Net Pay
	Regular			1,014.06		86.12	Readychex # 4163603823
	Health Stipend					20.14	Check Amt
	EMPLOYEE TOTAL			1,389.06		101.11	1,133.98
						31.64	
						16.67	
						255.68	Net Pay
							1,133.98

Payroll Journal
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PYRJRN

Period Start - End Date
09/27/21 - 10/10/21
Check Date
10/15/21

0085 0085-T591 Donner Summit Public Utility
Run Date 10/13/21 05:11 PM

PAYROLL JOURNAL

November 16, 2021
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0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	REIMB & OTHER PAYMENTS			
**** 40 BOARD MEMBER (cont.) Parkhurst, Dawn E 66	Regular		375.00	Social Security 62.34		Readychex # 4163603824
	Health Stipend		630.41	Medicare 14.58		Check Amt 873.44
				Fed Income Tax 28.23		
				CA Income Tax 14.76		
	EMPLOYEE TOTAL		1,005.41	CA Disability 12.06		
				131.97		Net Pay 873.44
**** 50 ADMIN Mehler, Deleane 51	Regular	39.9600	2,477.52	Social Security 198.21	100.00	Direct Deposit # 4107
	Sick	39.9600	719.28	Medicare 46.36		Check Amt 0.00
				Fed Income Tax 484.35		Chkg 963 2,152.30
				CA Income Tax 177.22		
				CA Disability 38.36		
	EMPLOYEE TOTAL		3,196.80	944.50		Net Pay 2,152.30
Palmer, Steven V 65	Regular		6,731.00	Social Security 417.32	100.00	Direct Deposit # 4108
				Medicare 97.60		Check Amt 0.00
				Fed Income Tax 1,468.25		Chkg 779 3,518.06
				CA Income Tax 549.00		Savg 330 600.00
				CA Disability 80.77		
		EMPLOYEE TOTAL		6,731.00	2,612.94	
COMPANY TOTALS 9 Person(s) 9 Transaction(s)	Regular		27,218.84	Social Security 2,104.49	1,200.00	Check Amt 2,006.92
	Standby		720.00	Medicare 492.20	150.00	Dir Dep 19,232.79
	Double Time		94.46	Fed Income Tax 4,567.18	1,292.31	
	Overtime		1,105.77	CA Income Tax 1,999.24	120.35	
	Bereavement		1,416.90	CA Disability 407.30	370.63	
	Health Stipend		1,644.47			
	Sick		1,236.98			
	Vacation		505.89			
	Sick Accr-Memo			3.70		
	Vacation -Memo			10.77		
	COMPANY TOTAL		33,943.31	9,570.41	3,133.29	Net Pay 21,239.61

PAYROLL JOURNAL

November 16, 2021
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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			
(IC) = Independent Contractor								
						TOTAL EMPLOYER LIABILITY	2,747.51	
						TOTAL TAX LIABILITY	12,317.92	

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 SCHEDULE OF CASH AND DEBT RESTRICTED RESERVES
 SEPTEMBER 30, 2021

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Wells Fargo - Checking		\$ (152,505.17)	
Wells Fargo - Deposit		359,866.44	
Wells Fargo - Savings		704,520.96	
Wells Fargo - Payroll		1,876.44	
LAIF		3,383.07	
	SWRCB Loan Construction		719,191.03
	WTP Loan Construction		18,187.00
	Big Bend Water Loan Reserve 1		7,604.38
	Big Bend Water Loan Reserve 2		3,123.23
	Big Bend Assessment		5,192.88
Totals		<u>917,141.74</u>	<u>753,298.52</u>
Unrestricted Cash Available			<u>\$ 163,843.22</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
FINANCIAL STATEMENTS
AND
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT
SEPTEMBER 30, 2021

DONNER SUMMIT PUBLIC UTILITY DISTRICT
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SEPTEMBER 30, 2021

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BARNARD VOGLER & CO.
Certified Public Accountants

November 16, 2021
Agenda Item: 5A.4

100 West Liberty St.
Suite 1100
Reno, NV 89501

775.786.6141
775.323.6211
bvccpas.com

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors
Donner Summit Public Utility District

Management is responsible for the accompanying financial statements of the business-type activities of Donner Summit Public Utility District (the District) as of and for the three months ended September 30, 2021, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. 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.

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.

Supplementary Information

The accompanying supplementary information contained on page 9 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.

Barnard Vogler & Co

Reno, Nevada
October 18, 2021

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF NET POSITION
SEPTEMBER 30, 2021

November 16, 2021
Agenda Item: 5A.4

2

	Primary Government
	Business-Type Activities
Assets	
Cash	\$ 938,549.80
Investments	3,383.07
Accounts receivable, net of allowance for doubtful accounts of \$1,000.00	301,575.75
Prepaid expenses	177,578.71
Total current assets	1,421,087.33
Noncurrent assets	
Property and equipment, net of accumulated depreciation of \$11,177,738.00	27,281,486.27
Total assets	\$ 28,702,573.60
Liabilities	
Accounts payable	\$ 64,595.84
Accrued expenses payable	130,153.98
Interest payable	62,119.30
Current portion of long-term debt	648,967.68
Total current liabilities	905,836.80
Noncurrent liabilities	
Long-term debt, net of current portion	14,208,685.32
Total liabilities	15,114,522.12
Net Position	
Net investment in capital assets	12,423,833.27
Restricted for debt payment	753,298.52
Unrestricted	410,919.69
Total net position	13,588,051.48
Total liabilities and net position	\$ 28,702,573.60

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
COMBINED BUSINESS-TYPE ACTIVITIES
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2021

November 16, 2021
Agenda Item: 5A.4

	Water	Sewer	Treatment	Admin	Total
Program Revenue					
Water fees	\$ 128,320.95	\$ -	\$ -	\$ -	\$ 128,320.95
Sewer fees	-	140,117.57	374,220.06	-	514,337.63
Connection fees	-	-	-	-	-
Big Bend service fees	5,192.88	-	-	-	5,192.88
Total Program Revenue	<u>133,513.83</u>	<u>140,117.57</u>	<u>374,220.06</u>	<u>-</u>	<u>647,851.46</u>
Expenses					
Salaries-Operations	27,585.56	23,196.90	74,606.29	96,486.26	221,875.01
Employee benefits	10,768.13	9,436.39	31,324.25	18,697.32	70,226.09
Board expense	-	-	-	9,285.24	9,285.24
Professional fees	-	16.19	22,031.82	38,423.90	60,471.91
Dues and subscriptions	671.16	-	917.10	-	1,588.26
Fees, permits, certifications, leases	-	822.44	2,337.20	3,639.57	6,799.21
Training, education, travel	-	-	363.74	-	363.74
Insurance	7,741.98	6,510.30	20,938.56	3,910.11	39,100.95
Office supplies and miscellaneous	-	240.39	37.45	1,240.26	1,518.10
Utilities, communications, telemetry	7,230.83	4,733.24	55,148.00	6,814.12	73,926.19
Chemicals and lab supplies	3,094.90	313.75	51,471.47	-	54,880.12
Laboratory testing	1,120.00	-	16,785.00	-	17,905.00
Equipment maintenance and repair	2,782.35	-	11,377.28	-	14,159.63
Small equipment and rental	881.86	-	4,508.25	-	5,390.11
Operating supplies	88.52	553.42	282.73	783.73	1,708.40
Sludge removal	-	-	7,391.14	-	7,391.14
Vehicle maintenance, repair, fuel	1,880.66	-	791.97	-	2,672.63
Infiltration and inflow program	-	-	-	-	-
Facility maintenance and repair	5,251.00	1,572.50	6,893.86	895.06	14,612.42
Amortization of land lease	-	-	5,062.50	-	5,062.50
Interest	-	-	2,036.11	-	2,036.11
Capital outlay	14,995.71	84,138.19	61,519.52	-	160,653.42
Total Expenses	<u>84,092.66</u>	<u>131,533.71</u>	<u>375,824.24</u>	<u>180,175.57</u>	<u>771,626.18</u>
Excess (Deficiency) of Program					
Revenues Over Expenses	<u>49,421.17</u>	<u>8,583.86</u>	<u>(1,604.18)</u>	<u>(180,175.57)</u>	<u>(123,774.72)</u>
General Revenues					
Interest revenue	-	-	-	20.52	20.52
Sierra Lakes	-	-	126,143.60	-	126,143.60
Property tax	-	362.03	1,594.87	-	1,956.90
Other income	-	-	-	1,575.97	1,575.97
Total General Revenues	<u>-</u>	<u>362.03</u>	<u>127,738.47</u>	<u>1,596.49</u>	<u>129,696.99</u>
Increase (Decrease) in Net Position	<u>\$ 49,421.17</u>	<u>\$ 8,945.89</u>	<u>\$ 126,134.29</u>	<u>\$ (178,579.08)</u>	<u>\$ 5,922.27</u>
Net Position, Beginning of Year					<u>13,582,129.21</u>
Net Position, End of Period					<u>\$ 13,588,051.48</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
 BUDGET AND ACTUAL
 BUSINESS-TYPE ACTIVITY - WATER
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2021

November 16, 2021
 Agenda Item: 5A.4

	Budget Three Months Ended 09/30/21	Actual Three Months Ended 09/30/21	Variance Positive (Negative)
Program Revenue			
Water fees	\$ 136,877.75	\$ 128,320.95	\$ (8,556.80)
Connection fees	-	-	-
Recycled water sales	1,250.00	-	(1,250.00)
Big Bend service fees	7,433.00	5,192.88	(2,240.12)
Total Program Revenue	<u>145,560.75</u>	<u>133,513.83</u>	<u>(12,046.92)</u>
Expenses			
Salaries-Operations	30,883.75	27,585.56	3,298.19
Employee benefits	14,414.50	10,768.13	3,646.37
Professional fees	3,750.00	-	3,750.00
Dues and subscriptions	94.75	671.16	(576.41)
Fees, permits, certifications, leases	2,935.75	-	2,935.75
Training, education, travel	235.50	-	235.50
Insurance	7,820.25	7,741.98	78.27
Office supplies and miscellaneous	137.25	-	137.25
Utilities, communications, telemetry	6,898.25	7,230.83	(332.58)
Chemicals and lab supplies	6,594.75	3,094.90	3,499.85
Laboratory testing	1,250.00	1,120.00	130.00
Equipment maintenance and repair	2,000.00	2,782.35	(782.35)
Small equipment and rental	1,687.50	881.86	805.64
Operating supplies	1,250.00	88.52	1,161.48
Vehicle maintenance, repair, fuel	631.00	1,880.66	(1,249.66)
Facility maintenance and repair	1,250.00	5,251.00	(4,001.00)
Interest	2,337.50	-	2,337.50
Capital outlay	-	14,995.71	(14,995.71)
Total Expenses	<u>84,170.75</u>	<u>84,092.66</u>	<u>78.09</u>
Excess of Program			
Revenues Over Expenses	<u>61,390.00</u>	<u>49,421.17</u>	<u>(11,968.83)</u>
General Revenues			
Property tax	<u>7,425.00</u>	<u>-</u>	<u>(7,425.00)</u>
Total General Revenues	<u>7,425.00</u>	<u>-</u>	<u>(7,425.00)</u>
Increase in Net Position	<u>\$ 68,815.00</u>	<u>\$ 49,421.17</u>	<u>\$ (19,393.83)</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
BUDGET AND ACTUAL
BUSINESS-TYPE ACTIVITY - SEWER
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2021

November 16, 2021
Agenda Item: 5A.4

	Budget Three Months Ended 09/30/21	Actual Three Months Ended 09/30/21	Variance Positive (Negative)
Program Revenue			
Sewer fees	\$ 112,729.75	\$ 140,117.57	\$ 27,387.82
Connection fees	-	-	-
Total Program Revenue	<u>112,729.75</u>	<u>140,117.57</u>	<u>27,387.82</u>
Expenses			
Salaries-Operations	25,970.50	23,196.90	2,773.60
Employee benefits	13,113.25	9,436.39	3,676.86
Professional fees	1,750.00	16.19	1,733.81
Fees, permits, certifications, leases	844.00	822.44	21.56
Training, education and travel	68.25	-	68.25
Insurance	7,820.25	6,510.30	1,309.95
Office supplies and miscellaneous	140.75	240.39	(99.64)
Utilities, communications, telemetry	7,287.25	4,733.24	2,554.01
Chemicals and lab supplies	141.25	313.75	(172.50)
Small equipment and rental	600.00	-	600.00
Operating supplies	250.00	553.42	(303.42)
Sludge removal	300.00	-	300.00
Infiltration - inflow	6,500.00	-	6,500.00
Equipment maintenance and repair	2,544.50	-	2,544.50
Vehicle maintenance, repair, fuel	948.50	-	948.50
Facility maintenance and repair	2,000.00	1,572.50	427.50
Capital outlay	-	84,138.19	(84,138.19)
Total Expenses	<u>70,278.50</u>	<u>131,533.71</u>	<u>(61,255.21)</u>
Excess of Program			
Revenues Over Expenses	<u>42,451.25</u>	<u>8,583.86</u>	<u>(33,867.39)</u>
General Revenues			
Property tax	<u>4,870.25</u>	<u>362.03</u>	<u>(4,508.22)</u>
Total General Revenues	<u>4,870.25</u>	<u>362.03</u>	<u>(4,508.22)</u>
Increase in Net Position	<u>\$ 47,321.50</u>	<u>\$ 8,945.89</u>	<u>\$ (38,375.61)</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
BUDGET AND ACTUAL
BUSINESS-TYPE ACTIVITY - WASTEWATER TREATMENT
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2021

November 16, 2021
Agenda Item: 5A.4

	Budget Three Months Ended 09/30/21	Actual Three Months Ended 09/30/21	Variance Positive (Negative)
Program Revenue			
Sewer fees	\$ 338,189.25	\$ 374,220.06	\$ 36,030.81
Connection fees	-	-	-
Total Program Revenue	<u>338,189.25</u>	<u>374,220.06</u>	<u>36,030.81</u>
Expenses			
Salaries-operations	83,526.75	74,606.29	8,920.46
Employee benefits	41,413.25	31,324.25	10,089.00
Professional fees	20,312.50	22,031.82	(1,719.32)
Dues and subscriptions	300.00	917.10	(617.10)
Fees, permits, certifications, leases	4,405.75	2,337.20	2,068.55
Training, education and travel	686.25	363.74	322.51
Insurance	21,505.50	20,938.56	566.94
Office supplies and miscellaneous	205.75	37.45	168.30
Utilities, communications, telemetry	71,474.00	55,148.00	16,326.00
Chemicals and lab supplies	31,760.50	51,471.47	(19,710.97)
Laboratory testing	10,477.50	16,785.00	(6,307.50)
Small equipment and rental	1,800.00	4,508.25	(2,708.25)
Operating supplies	1,908.00	282.73	1,625.27
Equipment maintenance and repair	8,560.00	11,377.28	(2,817.28)
Vehicle maintenance, repair, fuel	3,081.25	791.97	2,289.28
Sludge removal	10,750.00	7,391.14	3,358.86
Facility maintenance and repair	5,000.00	6,893.86	(1,893.86)
Amoritization of land lease	5,062.50	5,062.50	-
Interest	38,938.75	2,036.11	36,902.64
Capital outlay	-	61,519.52	(61,519.52)
Total Expenses	<u>361,168.25</u>	<u>375,824.24</u>	<u>(14,655.99)</u>
Excess (Deficiency) of Program Revenues Over Expenses	<u>(22,979.00)</u>	<u>(1,604.18)</u>	<u>21,374.82</u>
General Revenues			
Sierra Lakes	91,835.50	126,143.60	34,308.10
Property tax	21,455.00	1,594.87	(19,860.13)
Total General Revenues	<u>113,290.50</u>	<u>127,738.47</u>	<u>14,447.97</u>
Increase in Net Position	<u>\$ 90,311.50</u>	<u>\$ 126,134.29</u>	<u>\$ 35,822.79</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION November 16, 2021
 BUDGET AND ACTUAL Agenda Item: 5A.4
 BUSINESS-TYPE ACTIVITY - ADMIN
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2021

	Budget Three Months Ended 09/30/21	Actual Three Months Ended 09/30/21	Variance Positive (Negative)
Program Revenue			
Service Fees	\$ -	\$ -	\$ -
Total Program Revenue	<u>-</u>	<u>-</u>	<u>-</u>
Expenses			
Salaries-operations	81,089.50	96,486.26	(15,396.76)
Employee benefits	26,431.00	18,697.32	7,733.68
Board expense	15,461.50	9,285.24	6,176.26
Professional fees	18,450.00	38,423.90	(19,973.90)
Dues and subscriptions	1,765.50	-	1,765.50
Fees, permits, certifications, leases	5,148.25	3,639.57	1,508.68
Training, education and travel	375.00	-	375.00
Insurance	1,955.00	3,910.11	(1,955.11)
Office supplies and miscellaneous	1,750.00	1,240.26	509.74
Utilities, communications, telemetry	7,105.00	6,814.12	290.88
Equipment maintenance and repair	1,638.00	-	1,638.00
Operating supplies	-	783.73	(783.73)
Facility maintenance and repair	650.00	895.06	(245.06)
Total Expenses	<u>161,818.75</u>	<u>180,175.57</u>	<u>(18,356.82)</u>
Deficiency of Program			
Revenues Over Expenses	<u>(161,818.75)</u>	<u>(180,175.57)</u>	<u>(18,356.82)</u>
General Revenues			
Interest revenue	-	20.52	20.52
Other income	3,625.00	1,575.97	(2,049.03)
Total General Revenues	<u>3,625.00</u>	<u>1,596.49</u>	<u>(2,028.51)</u>
Decrease in Net Position	<u>\$ (158,193.75)</u>	<u>\$ (178,579.08)</u>	<u>\$ (20,385.33)</u>

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT
SCHEDULE OF BIG BEND TRANSACTIONS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2021

November 16, 2021
Agenda Item: 5A.4

Revenue	\$	12,516.84
Expenses		
Interest		-
Repairs and maintenance		<u>2,464.08</u>
Total expenses		<u>2,464.08</u>
Excess of revenue over expenses	\$	<u><u>10,052.76</u></u>

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Agenda
Tuesday, October 19, 2021 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

For the Regular Meeting (Section 54954), October 19, 2021 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 ID 84115457660 Password 641152 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. Administer the Oath of Office

The Oath of Office will be administered to newly appointed Directors Joni Kaufman and Dawn Parkhurst

1. Nevada County Oath of Office: Joni Kaufman and Dawn Parkhurst

Cathy Preis administered the Nevada County Oath of Office to appointed Directors.

4. Selection of Vice President and Secretary

Motion: Nominate Joni Kaufman as Vice President

By: Cathy Preis

Second: Phil Gamick

Vote: 4 Ayes 0 Noes 0 Absent 1 Abstain

Motion Carries

Motion: Nominate Alex Medveczky as Secretary

By: Phil Gamick

Second: Joni Kaufman

Vote: 4 Ayes, 0 Noes, 0 Absent, 1 Abstain

Motion Carries

5. Clear the Agenda

6. 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.*

7. Consent Calendar

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

A. Approve Finance Report for October 19, 2021

1. Cash Disbursements–General, Month of September
2. Cash Disbursements–Payroll, Month of September
3. Schedule of Cash and Reserves, September 30, 2021 and August 31, 2021
4. Accountants Financial Statements, August 31, 2021 (Unaudited)

B. Approve Regular Meeting Minutes September 21, 2021

C. Approve Monthly Safety Committee Meeting Minutes, Month of September

Motion: Accept the Consent Calendar

By: Alex Medveczky

Second: Joni Kaufman

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

Motion Carries

8. Department Reports

A. Administration - Steven Palmer, General Manager

B. Sewer and Water Department - Jim King, Chief Plant Operator

1. Waste Water Flow Data, September
2. Fresh Water Flow Data, September
3. Operations and Maintenance Summary
Activities during the month of September.

9. Information Items

A. Update on SCADA Replacement Project. Reported

10. Action Items

A. Consider Adopting a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361

Motion: Accept a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361

By: Phil Gamick
Second: Joni Kaufman

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

Motion Carries

B. Consider Adopting a Catastrophic Leave Sharing Policy

Motion: Accept the Consent Calendar

By: Dawn Parkhurst

Second: Joni Kaufman

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

Motion Carries

C. Board Discussion and Direction Regarding 2021 Holiday Party

11. Closed Session: Public Employee Performance Evaluation (Government Code Section 54957) Title: General Manager

12. 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.*

13. Adjournment

Schedule of Upcoming Meetings

Regular Meeting – November 16, 2021

Regular Meeting – December 21, 2021

Regular Meeting – January 19, 2022

We certify that on October 15, 2021 a copy of this agenda was posted in public view at 53823 Sherritt Lane Soda Springs, California and the Soda Springs/Norden Post Office.

Steven Palmer
General Manager

Deleane Mehler

**Safety/Plant Training
Donner Summit PUD WWTP**

Safety Topic(s): October 2021
Stairways and Ladders

Training Notes:

Booklet
Verbal Review

Attendance:

1. Jim K: **Attended**
2. Paul Schott: **Attended**
3. Justin V:
4. Deleane M:
5. Steve Palmer
6. Sean Patrick: **Attended**
7. Josh Shelton: **Attended**

STAFF REPORT

TO: Board of Directors

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

SUBJECT: General Manager Report

Lake Angela Dam Emergency Action Plan

This work was mandated because of the Oroville Dam Spillway failure in February 2017. Received additional comments from California Division of Safety of Dams which are being addressed. Anticipate resubmittal of Emergency Action Plan (EAP) by end of December 2021.

Sugar Bowl Sewer Extension

Preliminary Design Report by Auerbach Engineering is complete. The General Manager is working with Sugar Bowl management and one property owner to determine availability of private funding for all or a portion of the work.

Upcoming Board Items

- ~~First Quarter 2021-2022 Budget Review~~
- Fiscal Year 2020-2021 Audit
- Holiday Policy
- Personnel Manual Update
- Purchasing Policy

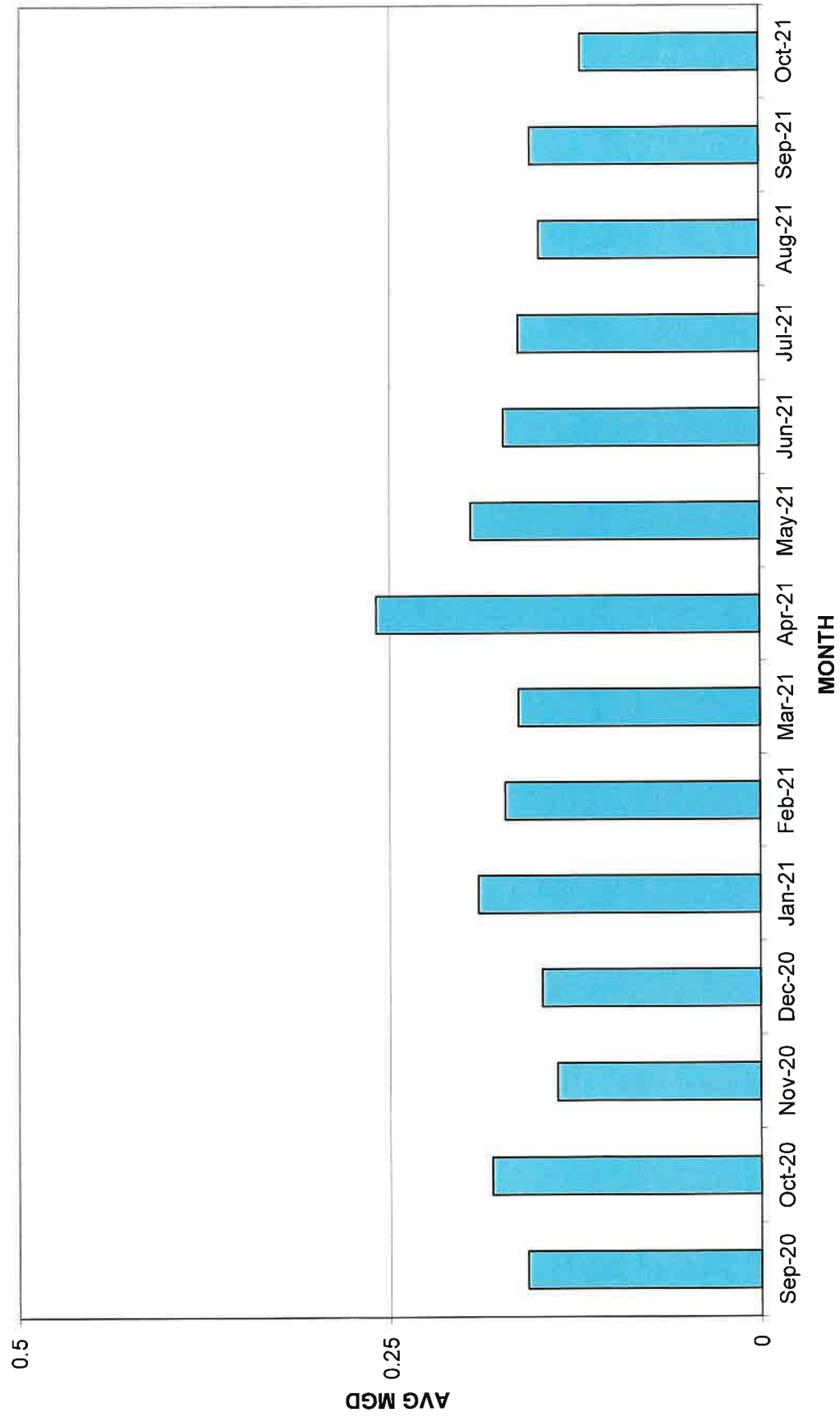
Waste Water Flow Data

MONTH OF October 2021	DAY	DSPUD Influent	SLCWD Influent	Total Influent	Total Influent	Total Plant EFF Irr	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Emergency Storage Return	Weather		Comments
		MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	Cond	
10/01/21	FRI	0.06770	0.02530	0.09300	1.17854	0.213	0.115	0.044760	0.0000	Clear	NA	
10/02/21	SAT	0.09263	0.02737	0.12000		0.000	0.115	0.000000	0.0000	Clear	NA	
10/03/21	SUN	0.06262	0.02538	0.08800		0.000	0.143	0.000000	0.0000	Clear	NA	
10/04/21	MON	0.05060	0.02640	0.07700		0.207	0.143	0.088664	0.0000	Clear	NA	
10/05/21	TUE	0.09488	0.02212	0.11700		0.007	0.131	0.078632	0.0000	Clear	NA	
10/06/21	WED	0.10153	0.02447	0.12600		0.219	0.131	0.056744	0.0000	Clear	NA	
10/07/21	THU	0.07128	0.02572	0.09700		0.021	0.117	0.041296	0.0000	Cloudy	NA	
10/08/21	FRI	0.10861	0.03139	0.14000		0.000	0.117	0.062544	0.0000	Lt Rain/Snow	NA	
10/09/21	SAT	0.08118	0.03182	0.11300		0.218	0.125	0.000000	0.0000	Clear	NA	
10/10/21	SUN	0.11360	0.02740	0.14100		0.000	0.125	0.000000	0.0000	Clear	NA	
10/11/21	MON	0.07550	0.02850	0.10400		0.205	0.125	0.082464	0.0000	Cloudy	NA	
10/12/21	TUE	0.09500	0.02300	0.11800		0.241	0.229	0.047480	0.0000	Clear	NA	
10/13/21	WED	0.13382	0.02218	0.15600		0.218	0.128	0.071776	0.0000	Clear	NA	
10/14/21	THU	0.07888	0.02412	0.10300		0.160	0.128	0.055088	0.0000	Clear	NA	
10/15/21	FRI	0.12035	0.02365	0.14400		0.000	0.109	0.069320	0.0000	Clear	NA	
10/16/21	SAT	0.12188	0.02812	0.15000		0.000	0.109	0.000000	0.0000	Clear	NA	
10/17/21	SUN	0.13686	0.02714	0.16400		0.201	0.146	0.000000	0.0000	Clear	NA	
10/18/21	MON	0.07980	0.04120	0.12100		0.224	0.146	0.092672	0.0000	Snow	NA	
10/19/21	TUE	0.11880	0.02720	0.14600		0.000	0.180	0.101016	0.0000	Clear	NA	
10/20/21	WED	0.10570	0.02430	0.13000		0.572	0.180	0.000000	0.0000	Lt Rain	NA	
10/21/21	THU	0.11143	0.03257	0.14400			0.319	0.056808	0.0000	Rain	NA	
10/22/21	FRI	0.13736	0.03364	0.17100			0.180	0.035336	0.0000	Rain	NA	
10/23/21	SAT	0.11262	0.03338	0.14600			0.104	0.000000	0.0000	Cloudy	NA	
10/24/21	SUN	0.26528	0.10772	0.37300			0.121	0.000000	0.0000	Heavy Rain	NA	
10/25/21	MON	0.11984	0.04916	0.16900		0.1620	0.239	0.000000	0.0000	Snow	NA	
10/26/21	TUE	0.11619	0.04781	0.16400		0.1710	0.208	0.086416	0.0000	Clear	NA	
10/27/21	WED	0.17725	0.04875	0.22400		0.1650	0.188	0.077208	0.0000	Rain	NA	
10/28/21	THU	0.15686	0.06914	0.22600		0.2330	0.088	0.056248	0.0000	Clear	NA	
10/29/21	FRI	0.17798	0.03102	0.20900		0.2710	0.516	0.000000	0.0000	Clear	NA	
10/30/21	SAT	0.09084	0.07516	0.16600		0.1990	0.221	0.000000	0.0000	Clear	NA	
10/31/21	SUN	0.14033	0.06067	0.20100		0.1870	1.150	0.000000	0.0000	Pt Cloudy	NA	
10/2021 Daily Totals		3.51722	1.12378	4.64100	N/A	1.3880	2.7060	6.0718	1.2047		Total	21" Snow
10/2021 Totalizer Total		3.37622	1.12378	4.50000	4.500	1.3880	2.7060	6.0718	1.3040		2020	0" Snow
Difference		-0.14100	0.00000	-0.14100	N/A	0.0000	0.0000	0.0000	0.0993			
Percentage Difference		-4.18%	0.000%	-3.133%	N/A	0.000%	0.000%	0.000%	7.617%			
10/2021 AVG/DAY		108,910	36,251	145,161	145,161	44,774	87,290	195,865	42,065			
10/2020 Totalizer Total		3,00606	1,10394	4,11000	4,110	0,9450	3,007	4,7090	2,41700			
10/2020 AVG/DAY		96,970	35,611	132,581	132,581	30,484	97,000	151,903	77,990			

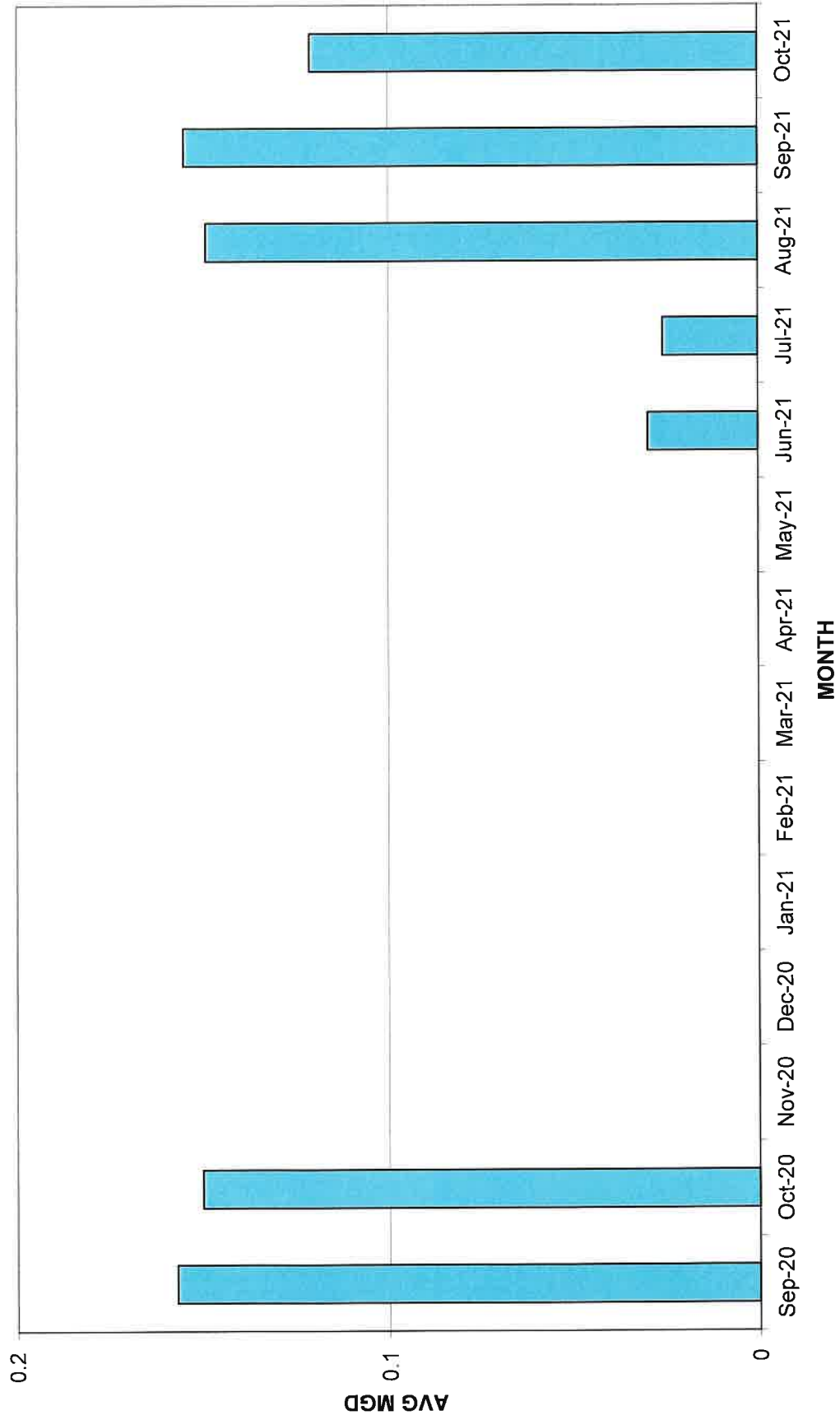
AVG EFFLUENT FLOW YEAR

YEARS 2020/2021

DONNER SUMMIT PUD WWTP

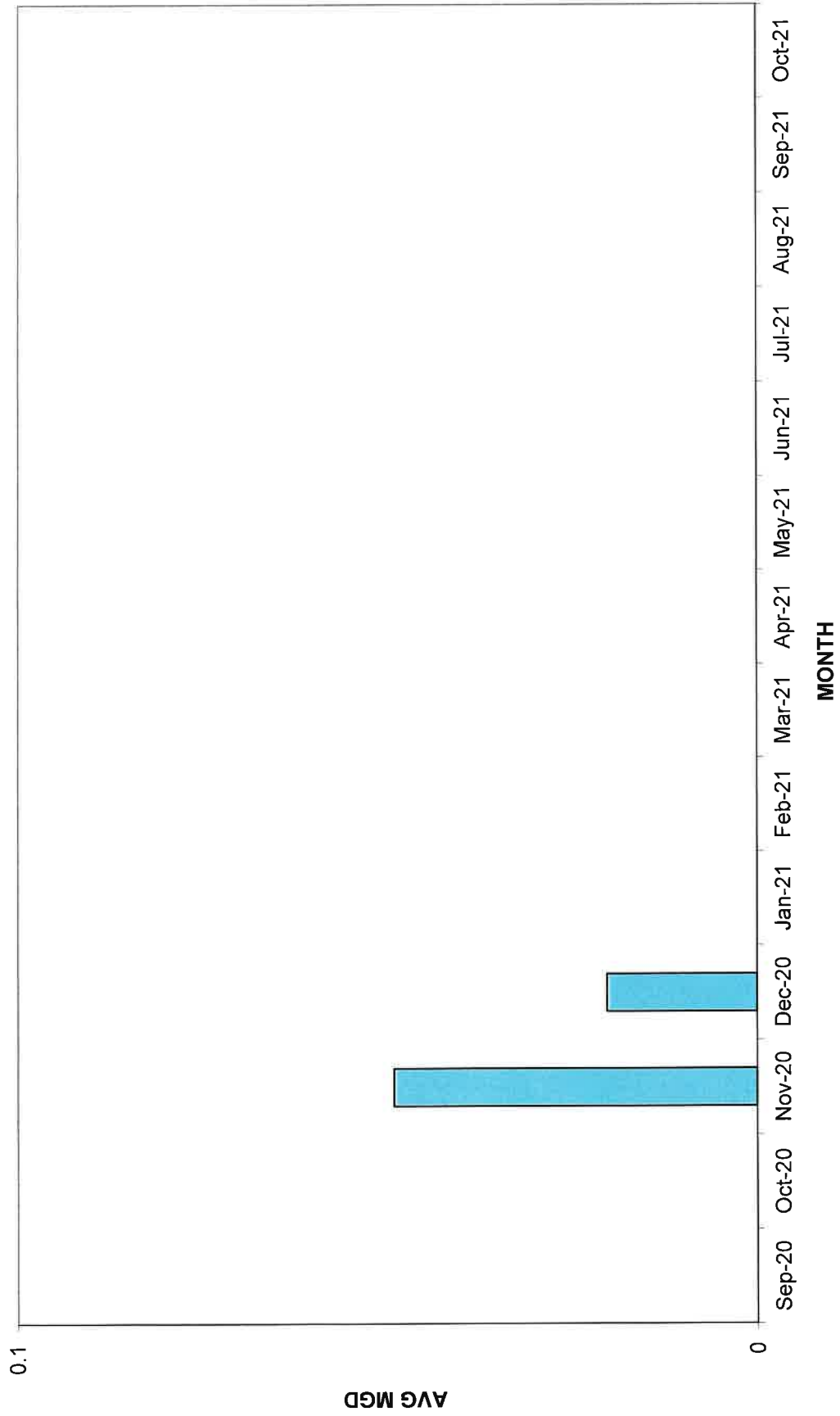


DONNER SUMMIT PUD WWTP **AVG EFFLUENT FLOW TO LAND IRRIGATION**
YEARS 2020/2021



**AVG EFFLUENT FLOW TO SNOW
YEARS 2020/2021**

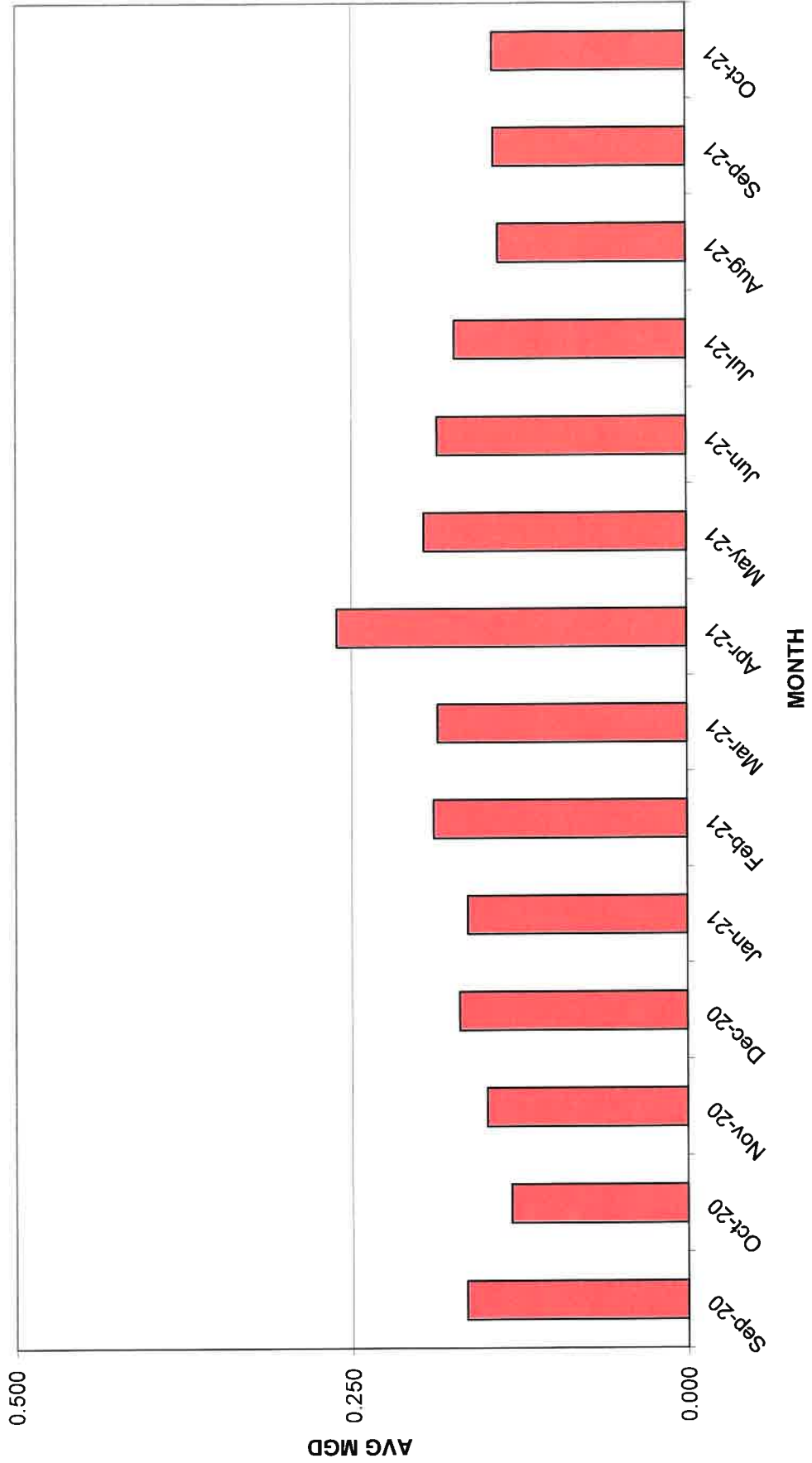
**DONNER SUMMIT PUD WWTP
STORAGE/PRODUCTION**



AVG INFLUENT

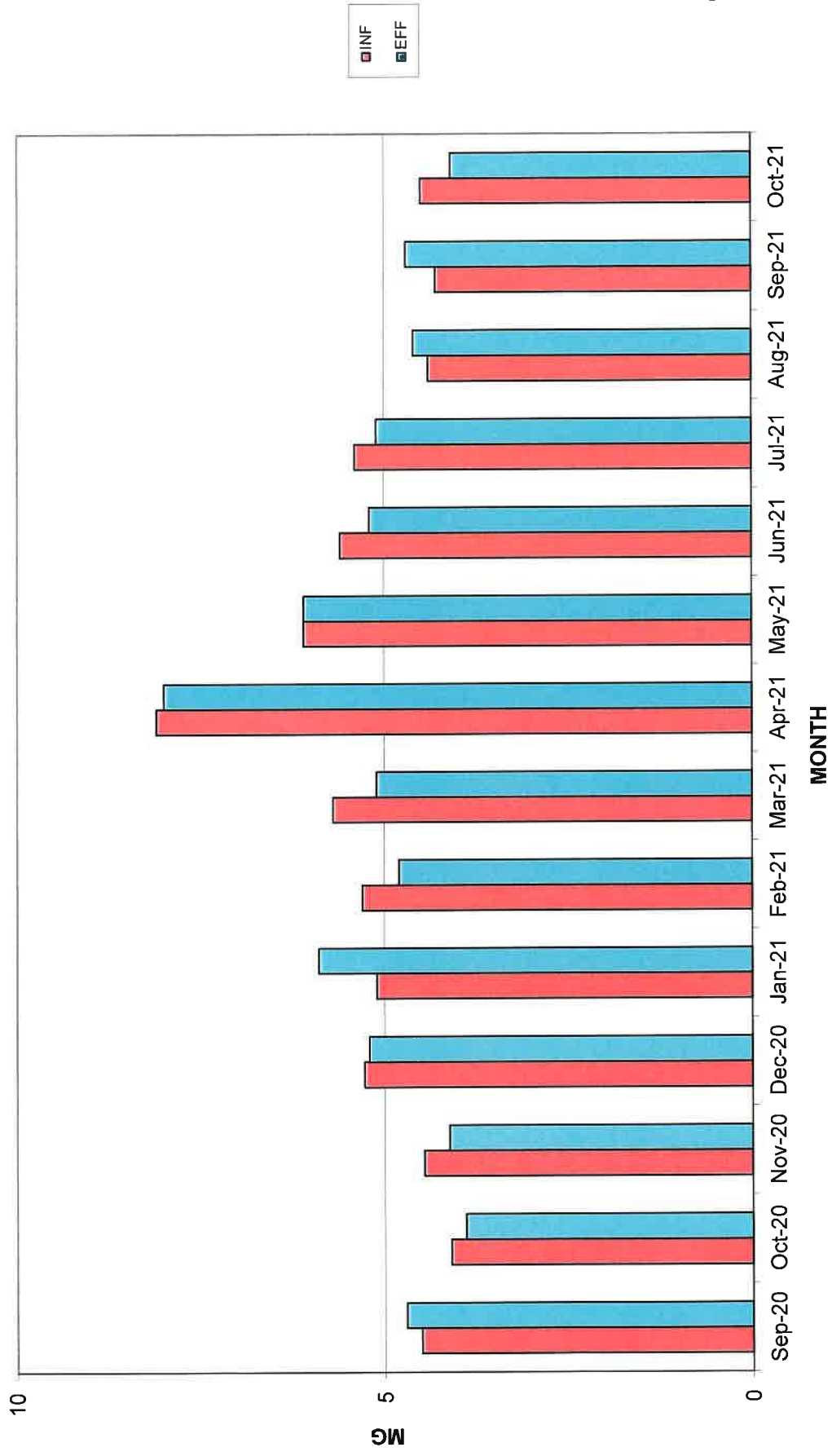
**FLOW MGD
YEARS 2020/2021**

DONNER SUMMIT PUD WWTP

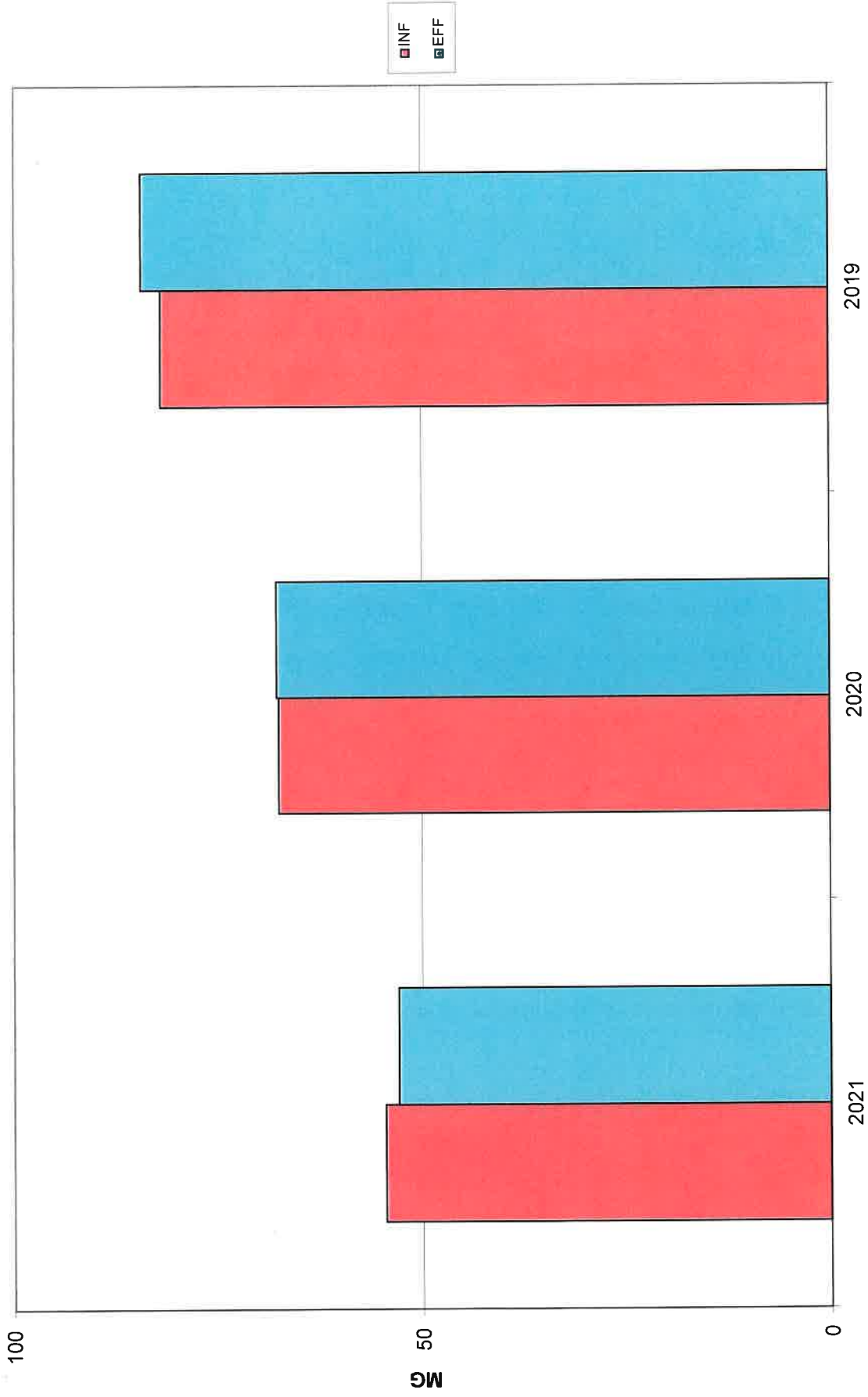


DONNER SUMMIT PUD WWTP
EFFLUENT FLOW YEAR 2020/2021

TOTAL INFLUENT FLOW TO TOTAL
EFFLUENT FLOW YEAR 2020/2021



**DONNER SUMMIT PUD WWTP ANNUAL TOTAL INFLUENT FLOW TO TOTAL EFFLUENT
FLOW
2021 DATA THROUGH OCTOBER**



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

October 2021

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

Prepared for: Steve Palmer, General Manager

Prepared by: Jim King, Plant Manager

Date: October 2021

Operations WWTP

- ◆ Began flow to South Yuba River and discontinued flows to spray irrigation.
- ◆ Flows to irrigation discharge 2.7 MG.
- ◆ Flows to the South Yuba River 1.4 MG.
- ◆ Pulled sprinklers from the ski hill at Soda Springs and set up all of the valving for future snow making water.
- ◆ Discontinued use of the sludge drying beds.
- ◆ Continued adjusting feed rates of Micro C and ammonia.



- ◆ Installed sewer line saddle at 5855 Cornlilly Ln.



- ◆ Continued supplying water for dust control on the Hwy40 upgrade project.
- ◆ Conducted sewer lateral test at 850 Fiddleneck.
- ◆ Made DO adjustments on both reactors.
- ◆ Staff provided tours of the wastewater and water treatment plants to both new incoming board members.
- ◆ Staff assisted Mountain Pipeline in locating a main sewer line at the overpass for the South Yuba River in preparation for guardrail installation on the Old Hwy 40 project.
- ◆ Cleared snow from around the plant.
- ◆ Staff monitored the uncovering and raising of the sewer manholes and water valve boxes being done by the Old Hwy 40 upgraded contractors.
- ◆ Installed the chains on the loader.



- ◆ Staff processed 11 USA dig tickets.

Operations Water Plant

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Installed a new hydrant on Wagon Wheel Rd in Big Bend.



- ◆ Shut off water at the US Forest Service trail head parking lot by Boreal.
- ◆ Removed hydrant meter from Sugar Bowl.
- ◆ Forest Service at Big Bend broke the inlet line to the tank and repaired.
- ◆ Adjusted chlorine feed at Big Bend.

Repairs and Maintenance WWTP

- ◆ Cleaned the Y strainer in the irrigation pump house.



- ◆ Flushed or replaced the lime slurry feed lines multiple times.

- ◆ Repaired membrane exhaust fan.



- ◆ Completed the 100-hour service on the standby generators at sewer list stations N-1, N-2 and L-8.



- ◆ Serviced the loader mounted snow blower.



- ◆ Took in the F-350 service truck for recall repairs.
- ◆ Cut and painted replacement snow poles.

Repairs and Maintenance WTP

- ◆ Replaced a water meter pit out at Sugar Bowl.
- ◆ Repaired a water leak on the north side out at Big Bend.



- ◆ Replaced G-5 box on Lotta Crabtree.
- ◆ Had electrical issues repaired and installed the tracks on the UTV.



- ◆ Made adjustments to the chlorine feed at Big Bend.

Laboratory

- ◆ Discontinued land discharge testing.
- ◆ Began river discharge testing.

STAFF REPORT

TO: Board of Directors

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

SUBJECT: Consider Adopting 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 recently 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

At the October meeting, the Board adopted a resolution that allowed a remote meeting in November.

Since the State of California still has an active emergency declaration, and Nevada County has a health order in effect requiring indoor masks and social distancing, the Board can 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 after December, 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 December meeting will need to take place in person.

FISCAL IMPACT

There is no direct fiscal impact to this action.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2021-

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, 2022 THROUGH JANUARY 30, 2022 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 an Amended Health Order regarding COVID19 on November 9, 2021 which mandates the wearing of face coverings in

workplace and public settings indoors, and requires social distancing for all outdoor activities; 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 Amended Health Order 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 Nevada County Amended 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 18, 2022; 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 Amended Health Order regarding COVID19 on November 9, 2021 which mandates the wearing of face coverings in workplace and public settings indoors, and requires social distancing for all outdoor activities.

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 Nevada County Amended 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 16th day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STAFF REPORT

TO: Board of Directors

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

SUBJECT: First Quarter FY2021-2022 Budget to Actual Report and Proposed Revised Budget

RECOMMENDATION

Review First Quarter FY2021-2022 Budget to Actual Report and Adopt a Revised Budget

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 2021-2022. The comparison is presented in Attachment 1, and material differences are discussed in this Staff Report.

DISCUSSION

Budget to Actual Comparison

With two minor exceptions, the First Quarter FY2021-2022 revenues and expenses are tracking with the adopted budget.

The first exception is that there has been a significant cost increase from the supplier of the chemical Micro C. Micro C is a carbon source that is used to feed the bacteria in the wastewater treatment plant. The supplier has informed the District that due to COVID related supply chain issues, the annual cost of Micro C has increased from \$48,834 to \$97,289; an increase of \$48,455 or 100%. Staff researched alternative suppliers and determined that this cost increase is affecting all suppliers and there are no suitable alternatives. Since Sierra Lakes County Water District (SLCWD) pays a portion of wastewater treatment plant operating expenses, this increase in expenses will be partially offset by increased revenue of \$13,809 (25% of cost increase plus 14% administrative allowance) from SLCWD.

The second exception is that revenue from the sale of recycled wastewater to construction projects was budgeted as \$5,000 to the water department. This revenue should be allocated to the wastewater department. Also, based on the amount of recycled wastewater delivered to contractors, the revenue is projected to be \$50,000, not \$5,000.

Revised Budget

A budget revision is recommended to account for the exceptions discussed above, and also to account for several approved capital expenses which were not included in the annual operating budget. These additional capital expenses are summarized in the table below.

Item	Water Department Amount	Wastewater Department Amount	Notes
Welder	\$ 352	\$ 1,848	Board Approved
Submersible ROV	\$ 4,000	--	Board Approved
Mini Excavator	\$ 45,000	\$ 30,000	Board Approved
Radio/SCADA Upgrades	\$ 13,778	\$ 78,075	Board Approved
Anthracite	\$ 8,750	--	Water Treatment Rehabilitation
Brush Cutter	--	\$ 5,500	Board Approved
Sewer Camera	--	\$ 18,000	Board Approved
Sugar Bowl Sewer Project	--	\$ 105,000	Preliminary Design Only
Total	\$ 71,880	\$ 238,423	

It is important to note that the cost listed above for the Sugar Bowl Extension Project will fund the preliminary design report, assessment engineer's report, and hold a public hearing to form a financing district. It does not include the cost to complete engineering plans or the environmental document.

ANALYSIS

A Revised Operating Budget for Board Approval is included as Attachment 2. This Revised Operating Budget includes the changes discussed above, and a few administrative changes that provide more transparency in District revenues and expenses. A summary of the changes are listed below:

Financial Changes Described in Discussion

1. Decrease water revenue by \$5,000 to shift recycled water sales to the wastewater treatment plant department.
2. Increase wastewater revenue by \$50,000 to reflect projected reclaimed water sales.
3. Increase water expenses by \$71,880 to reflect capital acquisitions.
4. Increase wastewater expenses by a total of \$286,878 to reflect increased chemical costs, capital acquisitions, and capital project expenses.
5. Increase wastewater revenue from Sierra Lakes County Water District by \$13,810 to reflect 25% of increased chemical costs and administrative allowance

Administrative Changes that Improve Transparency (No Net Impact to Budget)

6. Changes related to the Big Bend Water Treatment Plant Loans:
 - a. Include line item for Big Bend Assessment revenue in the amount of \$20,772.
 - b. Include line item Big Bend Loan expenses in the amount of \$21,655.
7. Changes related to the wastewater treatment plant loan:
 - a. Include line item for wastewater CFD revenue of \$282,392 that is dedicated to wastewater treatment plant loan expenses.
 - b. Include line item wastewater outside CFD revenue of \$281,044 that is dedicated to wastewater treatment plant loan expenses.
 - c. Increase wastewater treatment plant loan expense line item from \$155,755 to \$791,191.

FISCAL IMPACT

These changes result in expenses exceeding income by \$107,814 this fiscal year, and reduces the projected operating fund balance on June 30, 2022 to \$191,682. This is detailed in the Fund Summary Table of Attachment 2 - Revised Operating Budget.

According to the recently adopted utility rate study, the operating fund balance (aka unrestricted cash balance) minimum is 4 months of operating expenses (\$843,281) and the target is 6 months of operating expenses (\$1,264,921).

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. First Quarter 2021-2022 Budget to Actual Comparison
2. Revised Operating Budget

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 1

Budget to Actual
First Quarter FY 2021-2022

ALL DEPARTMENTS SUMMARY

	Actual 9/30/2021	Adopted Budget	Percent Complete	Remaining Budget
Water Revenue				
Water Program Revenue	\$ 128,320.95	\$ 582,243	22%	\$ 453,922
Water General Revenue	-	29,700	0%	29,700
<u>Total Water Revenue</u>	<u>\$ 128,320.95</u>	<u>\$ 611,943</u>	<u>21%</u>	<u>\$ 483,622</u>
Wastewater Revenue				
Wastewater Program Revenue	\$ 514,337.63	\$ 1,803,676	29%	\$ 1,289,338
Wastewater General Revenue	128,100.50	472,643	27%	344,543
<u>Total Wastewater Revenue</u>	<u>\$ 642,438.13</u>	<u>\$ 2,276,319</u>	<u>28%</u>	<u>\$ 1,633,881</u>
Administration Revenue				
Admin Program Revenue	\$ -	\$ -	0%	\$ -
Admin General Revenue	1,596.49	14,500	11%	12,904
<u>Total Administration Revenue</u>	<u>\$ 1,596.49</u>	<u>\$ 14,500</u>	<u>11%</u>	<u>\$ 12,904</u>
Total Revenues	\$ 772,355.57	\$ 2,902,762	27%	\$ 2,117,503
Water Expenses				
Salaries and Benefits	\$ 38,353.69	\$ 181,193	21%	\$ 142,839
Board Expenses	-	-	0%	\$ -
Operating Expenses	30,743.26	146,140	21%	\$ 115,397
Debt Service	-	9,350	0%	\$ 9,350
Capital Equipment	14,995.71	-	-	\$ (14,996)
Capital Projects	-	-	-	-
<u>Total Water Expenses</u>	<u>\$ 84,092.66</u>	<u>\$ 336,683</u>	<u>25%</u>	<u>\$ 252,590</u>
Wastewater Expenses				
Salaries and Benefits	\$ 138,563.83	\$ 656,095	21%	\$ 517,531
Board Expenses	-	-	0%	\$ -
Operating Expenses	216,037.80	893,687	24%	\$ 677,649
Debt Service	10,473.61	176,005	6%	\$ 165,531
Capital Equipment	84,138.19	-	-	\$ (84,138)
Capital Projects	61,519.52	-	-	(61,520)
<u>Total Wastewater Expenses</u>	<u>510,732.95</u>	<u>\$ 1,725,787</u>	<u>30%</u>	<u>\$ 1,215,054</u>
Administration Expenses				
Salaries and Benefits	\$ 115,183.58	\$ 430,082	27%	\$ 314,898
Board Expenses	9,285.24	61,846	15%	\$ 52,561
Operating Expenses	55,706.75	155,347	36%	\$ 99,640
Debt Service	-	-	0%	\$ -
Capital Equipment	-	-	0%	\$ -
Capital Projects	-	-	-	-
<u>Total Administration Expenses</u>	<u>\$ 180,175.57</u>	<u>\$ 647,275</u>	<u>28%</u>	<u>\$ 467,099</u>
Total Expenses	\$ 775,001.18	\$ 2,709,745	29%	\$ 1,934,744

Notes

- Budget and actuals do not include revenues or expenses for Big Bend Loan
 - Big Bend Assessment (Revenue) = \$20,772
 - Big Bend Loan Expense = \$21,655
- Budget and actuals do not include all revenues or expenses for WWTP Loan
 - CFD Revenue = \$282,392
 - Outside CFD Revenue = \$281,044
 - Loan Expense = \$719,191
 - Only net expense of \$155,755 is included in budget

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 1

Budget to Actual
First Quarter FY 2021-2022

WATER SUMMARY

	Actual 9/30/2021	Adopted Budget	Percent Complete	Remaining Budget
Program Revenue				
Water fees	\$ 120,996.99	\$ 547,511	22%	\$ 426,514
Connection fees	-	-	0%	\$ -
Recycled water sales	-	5,000	0%	\$ 5,000
Big Bend Service Fees	7,324	29,732	25%	22,408
Total Program Revenue	128,320.95	\$ 582,243	22%	\$ 453,922
General Revenues				
Property tax	-	\$ 29,700	0%	\$ 29,700
Grants	-	-	-	-
Total General Revenues	-	\$ 29,700	\$ -	\$ 29,700
Total Revenues	\$ 128,320.95	\$ 611,943	21%	\$ 483,622
Expenses				
Salaries-Operations	\$ 27,585.56	\$ 123,535	22%	\$ 95,949
Employee benefits	10,768.13	57,658	19%	46,890
<i>Salaries & Benefits</i>	\$ 38,353.69	\$ 181,193	21%	\$ 142,839
Professional fees	-	15,000	0%	15,000
Dues and subscriptions	671.16	379	177%	(292)
Fees, permits, certifications, leases	-	11,743	0%	11,743
Training, education, travel	-	942	0%	942
Travel	-	-	0%	-
Insurance	7,741.98	31,281	25%	23,539
Office supplies and miscellaneous	-	549	0%	549
Utilities, communications, telemetry	7,230.83	27,593	26%	20,362
Chemicals and lab supplies	3,094.90	26,379	12%	23,284
Laboratory testing	1,120.00	5,000	22%	3,880
Equipment maintenance and repair	2,782.35	8,000	35%	5,218
Small equipment and rental	881.86	6,750	13%	5,868
Interest expense	-	-	0%	-
Operating supplies	88.52	5,000	2%	4,911
Vehicle maintenance, repair, fuel	1,880.66	2,524	75%	643
Facility maintenance and repair	5,251.00	5,000	-	(251)
<i>Operating Expenses</i>	\$ 30,743.26	\$ 146,140	21%	\$ 115,396.74
Angela WTP Loan P&I	\$ -	\$ 9,350	0%	\$ 9,350
<i>Debt Service</i>	\$ -	\$ 9,350	0%	\$ 9,350
Capital Equipment	\$ 14,995.71	\$ -	-	\$ (14,996)
Capital Projects	-	-	-	-
<i>Capital Expenses</i>	\$ 14,995.71	\$ -	-	\$ (14,996)
Total Expenses	\$ 84,092.66	\$ 336,683	25%	\$ 252,590

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 1

Budget to Actual
First Quarter FY 2021-2022

SEWER SUMMARY

	Actual 9/30/2021	Adopted Budget	Percent Complete	Budget Remaining
Program Revenue				
Sewer rates	\$ 140,117.57	450,919	31.07%	\$ 310,801
Sewer rates for debt service				
Special Tax Revenue				
Recycled Water Sales				
Connection fees	-	-		\$ -
Total Program Revenue	140,117.57	450,919	31.07%	\$ 310,801
General Revenues				
Sierra Lakes				
Property tax	362.03	19,481	1.86%	\$ 19,119
Other income	-	-	-	\$ -
Total General Revenues	362.03	19,481	1.86%	\$ 19,119
Total Revenues	140,479.60	470,400	29.86%	\$ 329,920
Expenses				
Salaries-Operations	\$ 23,196.90	103,882	22.33%	\$ 80,685
Employee benefits	9,436.39	52,453	17.99%	43,017
<i>Salaries & Benefits</i>	\$ 32,633.29	\$ 156,335	20.87%	\$ 123,702
Professional fees	\$ 16.19	7,000	0.23%	\$ 6,984
Dues and subscriptions	-	-		-
Fees, permits, certifications, leases	822.44	3,376	24.36%	2,554
Training, education and travel	-	273	0.00%	273
Insurance	6,510.30	31,281	20.81%	24,771
Office supplies and miscellaneous	240.39	563	42.70%	323
Utilities, communications, telemetry	4,733.24	29,149	16.24%	24,416
Chemicals and lab supplies	313.75	565	55.53%	251
Laboratory testing	-	-		-
Small equipment and rental	-	2,400	0.00%	2,400
Interest expense	-	-		-
Operating supplies	553.42	1,000	55.34%	447
Sludge removal	-	1,200	0.00%	1,200
Infiltration - inflow	-	26,000	0.00%	26,000
Fresh water treatment plant	-	-		-
Equipment maintenance and repair	-	10,178	0.00%	10,178
Vehicle maintenance, repair, fuel	-	3,794	0.00%	3,794
Facility maintenance and repair	1,572.50	8,000	19.66%	6,428
<i>Operating Expenses</i>	\$ 14,762.23	\$ 124,779	11.83%	\$ 110,017
Interest	-	-		-
Long Term Debt	-	-		-
Land Lease for Spray Irrigation	-	-		-
<i>Debt Service</i>	\$ -	\$ -		
Capital Equipment	\$ 84,138.19	-		(84,138)
Capital Projects - SB Sewer Ext.	61,519.52	-		(61,520)
<i>Capital Expenses</i>	\$ 145,657.71	\$ -		\$ (145,658)
Total Expenses	\$ 193,053.23	\$ 281,114	68.67%	\$ 88,061

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 1

Budget to Actual
First Quarter FY 2021-2022

WASTEWATER TREATMENT PLANT SUMMARY

	Actual 9/30/2021	Adopted Budget	Percent Complete	Budget Remaining
Program Revenue				
Sewer rates	\$ 374,220.06	1,352,757	27.66%	\$ 978,537
Sewer rates for debt service		-		-
Special Tax Revenue		-		-
Recycled Water Sales		-		-
Connection fees		-		-
Total Program Revenue	\$ 374,220.06	\$ 1,352,757	27.66%	\$ 978,537
General Revenues				
Sierra Lakes	\$ 126,143.60	367,342	34.34%	\$ 241,198
Property tax	1,594.87	85,820	1.86%	84,225
Other income		-		-
Total General Revenues	\$ 127,738.47	453,162	28.19%	\$ 325,424
Total Revenues	\$ 501,958.53	\$ 1,805,919	27.80%	\$ 1,303,960
Expenses				
Salaries-Operations	\$ 74,606.29	334,107	22.33%	\$ 259,501
Employee benefits	31,324.25	165,653	18.91%	134,329
<i>Salaries & Benefits</i>	<i>\$ 105,930.54</i>	<i>\$ 499,760</i>	<i>21.20%</i>	<i>\$ 393,829</i>
Professional fees	\$ 22,031.82	81,250	27.12%	\$ 59,218
Dues and subscriptions	917.10	1,200	76.43%	283
Fees, permits, certifications, leases	2,337.20	17,623	13.26%	15,286
Training, education and travel	363.74	2,745	13.25%	2,381
Insurance	20,938.56	86,022	24.34%	65,083
Office supplies and miscellaneous	37.45	823	4.55%	786
Utilities, communications, telemetry	55,148.00	285,896	19.29%	230,748
Chemicals and lab supplies	51,471.47	127,042	40.52%	75,571
Laboratory testing	16,785.00	41,910	40.05%	25,125
Small equipment and rental	4,508.25	7,200	62.61%	2,692
Interest expense	-	-		-
Operating supplies	282.73	7,632	3.70%	7,349
Sludge removal	7,391.14	43,000	17.19%	35,609
Infiltration - inflow	-	-		-
Fresh water treatment plant	-	-		-
Equipment maintenance and repair	11,377.28	34,240	33.23%	22,863
Vehicle maintenance, repair, fuel	791.97	12,325	6.43%	11,533
Facility maintenance and repair	6,893.86	20,000	34.47%	13,106
<i>Operating Expenses</i>	<i>\$ 201,275.57</i>	<i>\$ 768,908</i>	<i>26.18%</i>	<i>\$ 567,632</i>
Interest	\$ 2,036.11	\$ -		\$ (2,036)
Long Term Debt	3,375.00	155,755	2.17%	152,380
Land Lease for Spray Irrigation	5,062.50	20,250	25.00%	15,188
<i>Debt Service</i>	<i>\$ 10,473.61</i>	<i>\$ 176,005</i>	<i>5.95%</i>	<i>\$ 165,531</i>
Capital Equipment	-	-		-
Capital Projects	-	-		-
<i>Capital Expenses</i>	<i>\$ -</i>	<i>\$ -</i>		<i>\$ -</i>
Total Expenses	\$ 317,679.72	\$ 1,444,673	21.99%	\$ 1,126,993

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 1

Budget to Actual
First Quarter FY 2021-2022

ADMINISTRATION SUMMARY

	Actual 9/30/2021	Adopted Budget	Percent Complete	Remaining Budget
Program Revenue				
Service Fees	0.00	0		-
Total Program Revenue	\$ -	\$ -		-
General Revenues				
Interest revenue	\$ 20.52	\$ -		\$ (21)
Other income	1,575.97	14,500	10.87%	12,924
Total General Revenues	\$ 1,596.49	\$ 14,500	11.01%	\$ 12,904
Total Revenues	\$ 1,596.49	\$ 14,500	11.01%	\$ 12,904
Expenses				
Salaries-operations	\$ 96,486.26	\$ 324,358	29.75%	\$ 227,872
Employee benefits	18,697.32	105,724	17.69%	87,027
<i>Salaries & Benefits</i>	<i>\$ 115,183.58</i>	<i>\$ 430,082</i>	<i>26.78%</i>	<i>\$ 314,898</i>
Board Expense	9,285.24	61,846	15.01%	52,561
<i>Board Expense</i>	<i>\$ 9,285.24</i>	<i>\$ 61,846</i>	<i>15.01%</i>	<i>52,561</i>
Professional fees	\$ 38,423.90	\$ 73,800	52.06%	\$ 35,376
Dues and subscriptions	-	7,062	0.00%	7,062
Fees, permits, certifications, leases	3,639.57	20,593	17.67%	16,953
Training, education and travel	-	1,500	0.00%	1,500
Travel	-	-		-
Immunizations	-	-		-
Insurance	3,910.11	7,820	50.00%	3,910
Office supplies and miscellaneous	1,240.26	7,000	17.72%	5,760
Utilities, communications, telemetry	6,814.12	28,420	23.98%	21,606
Chemicals and lab supplies	-	-		-
Equipment maintenance and repair	-	6,552	0.00%	6,552
Small equipment and rental	-	-		-
Operating supplies	783.73	-		(784)
Vehicle maintenance, repair, fuel	-	-		-
I&I program	-	-		-
Sludge removal	-	-		-
Facility maintenance and repair	895.06	2,600	34.43%	1,705
<i>Operating Expenses</i>	<i>\$ 55,706.75</i>	<i>\$ 155,347</i>	<i>35.86%</i>	<i>\$ 99,640</i>
Principal and interest	-	-		-
Nevada County payments	-	-		-
Amortization of land lease	-	-		-
<i>Debt Service</i>	<i>-</i>	<i>-</i>		<i>-</i>
Capital Equipment	-	-		\$ -
Capital Projects	-	-		-
<i>Capital Expenses</i>	<i>-</i>	<i>-</i>		<i>\$ -</i>
Total Expenses	\$ 180,175.57	\$ 647,275	27.84%	\$ 467,099

REVISED BUDGET

November 16, 2021

ALL DEPARTMENTS SUMMARY

	Adopted Budget	Revised Budget	Variance
Water Revenue			
Water Program Revenue	\$ 582,243	\$ 577,243	\$ (5,000)
Big Bend Assessment	20,772	20,772	-
Water General Revenue	29,700	29,700	-
<i>Total Water Revenue</i>	<u>\$ 632,715</u>	<u>\$ 627,715</u>	<u>\$ (5,000)</u>
Wastewater Revenue			
Wastewater Program Revenue	\$ 1,803,676	\$ 1,853,676	\$ 50,000
CFD Revenue for WWTP Loan	282,392	282,392	-
Non CFD Revenue for WWTP Loan	281,044	281,044	-
Wastewater General Revenue	472,643	486,453	13,810
<i>Total Wastewater Revenue</i>	<u>\$ 2,839,755</u>	<u>\$ 2,903,565</u>	<u>\$ 63,810</u>
Administration Revenue			
Admin Program Revenue	\$ -	\$ -	\$ -
Admin General Revenue	14,500	14,500	-
<i>Total Administration Revenue</i>	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ -</u>
Total Revenues	\$ 3,486,970	\$ 3,545,780	\$ 58,810
Water Expenses			
Salaries and Benefits	\$ 181,193	\$ 181,193	\$ -
Board Expenses	-	-	-
Operating Expenses	146,140	146,140	-
Debt Service	31,005	31,005	-
Capital Equipment	-	71,880	71,880
Capital Projects	-	-	-
<i>Total Water Expenses</i>	<u>\$ 358,338</u>	<u>\$ 430,218</u>	<u>\$ 71,880</u>
Wastewater Expenses			
Salaries and Benefits	\$ 656,095	\$ 656,095	\$ -
Board Expenses	-	-	-
Operating Expenses	893,687	942,142	48,455
Debt Service	739,441	739,441	-
Capital Equipment	-	133,423	133,423
Capital Projects	-	105,000	105,000
<i>Total Wastewater Expenses</i>	<u>\$ 2,289,223</u>	<u>\$ 2,576,101</u>	<u>\$ 286,878</u>
Admin Expenses			
Salaries and Benefits	\$ 430,082	\$ 430,082	\$ -
Board Expenses	61,846	61,846	-
Operating Expenses	155,347	155,347	-
Debt Service	-	-	-
Capital Equipment	-	-	-
Capital Projects	-	-	-
<i>Total Admin Expenses</i>	<u>\$ 647,275</u>	<u>\$ 647,275</u>	<u>\$ -</u>
Total Expenses	\$ 3,294,836	\$ 3,653,594	\$ 358,758
	\$ 192,134	\$ (107,814)	

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021
 Agenda Item: 7B
 ATTACHMENT 2

REVISED BUDGET
 November 16, 2021

WATER SUMMARY

	Adopted Budget	Revised Budget	Change
Program Revenue			
Water fees	\$ 547,511	\$ 547,511	\$ -
Connection fees	-	-	-
Recycled water sales	5,000	-	(5,000)
Big Bend Service Fees	29,732	29,732	-
<i>Total Program Revenue</i>	<u>\$ 582,243</u>	<u>\$ 577,243</u>	<u>\$ (5,000)</u>
<i>Big Bend Assessment</i>	\$ 20,772	\$ 20,772	\$ -
General Revenues			
Property tax	\$ 29,700	\$ 29,700	\$ -
Grants	-	-	-
<i>Total General Revenues</i>	<u>\$ 29,700</u>	<u>\$ 29,700</u>	<u>\$ -</u>
Total Revenues	\$ 632,715	\$ 627,715	\$ (5,000)
Expenses			
Salaries-Operations	\$ 123,535	\$ 123,535	\$ -
Employee benefits	57,658	57,658	-
<i>Salaries & Benefits</i>	<u>\$ 181,193</u>	<u>\$ 181,193</u>	-
Professional fees	15,000	15,000	-
Dues and subscriptions	379	379	-
Fees, permits, certifications, leases	11,743	11,743	-
Training, education, travel	942	942	-
Travel	-	-	-
Insurance	31,281	31,281	-
Office supplies and miscellaneous	549	549	-
Utilities, communications, telemetry	27,593	27,593	-
Chemicals and lab supplies	26,379	26,379	-
Laboratory testing	5,000	5,000	-
Equipment maintenance and repair	8,000	8,000	-
Small equipment and rental	6,750	6,750	-
Interest expense	-	-	-
Operating supplies	5,000	5,000	-
Vehicle maintenance, repair, fuel	2,524	2,524	-
Facility maintenance and repair	5,000	5,000	-
<i>Operating Expenses</i>	<u>\$ 146,140</u>	<u>\$ 146,140</u>	-
Angela WTP Loan P&I	\$ 9,350	\$ 9,350	\$ -
Big Bend Debt Service	21,655	21,655	-
<i>Debt Service</i>	<u>\$ 31,005</u>	<u>\$ 31,005</u>	-
Capital Equipment	\$ -	\$ 71,880	\$ (71,880)
Capital Projects	-	-	-
Total Expenses	\$ 358,338	\$ 430,218	\$ (71,880)
TOTAL NET REVENUE	\$ 274,377	\$ 197,497	

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 2

REVISED BUDGET

November 16, 2021

SEWER SUMMARY

	Adopted Budget	Revised Budget	Change
Program Revenue			
Sewer rates	450,919	\$ 450,919	\$ -
Sewer rates for debt service			
Special Tax Revenue			
Recycled Water Sales			
Connection fees	-	-	-
Total Program Revenue	450,919	450,919	\$ -
General Revenues			
Sierra Lakes			
Property tax	19,481	\$ 19,481	\$ -
Other income	-	-	-
Total General Revenues	19,481	\$ 19,481	\$ -
Total Revenues	470,400	470,400	\$ -
Expenses			
Salaries-Operations	\$ 103,882	\$ 103,882	\$ -
Employee benefits	52,453	\$ 52,453	-
<i>Salaries & Benefits</i>	<i>\$ 156,335</i>	<i>\$ 156,335</i>	
Professional fees	\$ 7,000	\$ 7,000	\$ -
Dues and subscriptions	-	-	-
Fees, permits, certifications, leases	3,376	3,376	-
Training, education and travel	273	273	-
Insurance	31,281	31,281	-
Office supplies and miscellaneous	563	563	-
Utilities, communications, telemetry	29,149	29,149	-
Chemicals and lab supplies	565	565	-
Laboratory testing	-	-	-
Small equipment and rental	2,400	2,400	-
Interest expense	-	-	-
Operating supplies	1,000	1,000	-
Sludge removal	1,200	1,200	-
Infiltration - inflow	26,000	26,000	-
Fresh water treatment plant	-	-	-
Equipment maintenance and repair	10,178	10,178	-
Vehicle maintenance, repair, fuel	3,794	3,794	-
Facility maintenance and repair	8,000	8,000	-
<i>Operating Expenses</i>	<i>\$ 124,779</i>	<i>\$ 124,779</i>	
Interest	-	\$ -	\$ -
Long Term Debt	-	-	-
Land Lease for Spray Irrigation	-	-	-
<i>Debt Service</i>	<i>\$ -</i>	<i>\$ -</i>	
Capital Equipment	-	\$ 133,423	\$ (133,423)
Capital Projects - SB Sewer Ext.	-	105,000	(105,000)
Total Expenses	\$ 281,114	\$ 519,537	\$ (238,423)
TOTAL NET REVENUE	\$ 189,286	\$ (49,137)	

DONNER SUMMIT PUBLIC UTILITY DISTRICT

November 16, 2021

Agenda Item: 7B

ATTACHMENT 2

REVISED BUDGET

November 16, 2021

WASTEWATER TREATMENT PLANT SUMMARY

	Adopted Budget	Revised Budget	Change
Program Revenue			
Sewer rates	1,352,757	\$ 1,352,757	\$ -
Sewer rates for debt service	-	-	-
Special Tax Revenue	-	-	-
Recycled Water Sales	-	50,000	50,000
Connection fees	-	-	-
Total Program Revenue	\$ 1,352,757	\$ 1,402,757	\$ 50,000
<i>CFD Revenue for WWTP Loan</i>	\$ 282,392	\$ 282,392	\$ -
<i>Non CFD Revenue for WWTP Loan</i>	\$ 281,044	\$ 281,044	\$ -
General Revenues			
Sierra Lakes	367,342	\$ 381,152	\$ 13,810
Property tax	85,820	85,820	-
Other income	-	-	-
Total General Revenues	453,162	\$ 466,972	\$ 13,810
Total Revenues	\$ 2,369,355	\$ 2,433,165	\$ 63,810
Expenses			
Salaries-Operations	334,107	\$ 334,107	\$ -
Employee benefits	165,653	165,653	-
<i>Salaries & Benefits</i>	\$ 499,760	\$ 499,760	
Professional fees	81,250	\$ 81,250	\$ -
Dues and subscriptions	1,200	1,200	-
Fees, permits, certifications, leases	17,623	17,623	-
Training, education and travel	2,745	2,745	-
Insurance	86,022	86,022	-
Office supplies and miscellaneous	823	823	-
Utilities, communications, telemetry	285,896	285,896	-
Chemicals and lab supplies	127,042	175,497	(48,455)
Laboratory testing	41,910	41,910	-
Small equipment and rental	7,200	7,200	-
Interest expense	-	-	-
Operating supplies	7,632	7,632	-
Sludge removal	43,000	43,000	-
Infiltration - inflow	-	-	-
Fresh water treatment plant	-	-	-
Equipment maintenance and repair	34,240	34,240	-
Vehicle maintenance, repair, fuel	12,325	12,325	-
Facility maintenance and repair	20,000	20,000	-
<i>Operating Expenses</i>	\$ 768,908	\$ 817,363	
Interest	\$ -	\$ -	\$ -
Long Term Debt	719,191	719,191	-
Land Lease for Spray Irrigation	20,250	20,250	-
<i>Debt Service</i>	\$ 739,441	\$ 739,441	
Capital Equipment	-	-	-
Capital Projects	-	-	-
Total Expenses	\$ 2,008,109	\$ 2,056,564	\$ (48,455)
TOTAL NET REVENUE	\$ 361,246	\$ 376,601	

ADMINISTRATION SUMMARY

	Adopted Budget	Revised Budget	Change
Program Revenue			
Service Fees	0	0	-
Total Program Revenue	\$ -	\$ -	-
General Revenues			
Interest revenue	\$ -	\$ -	\$ -
Other income	14,500	14,500	-
Total General Revenues	\$ 14,500	\$ 14,500	\$ -
Total Revenues	\$ 14,500	\$ 14,500	\$ -
Expenses			
Salaries-operations	\$ 324,358	\$ 324,358	\$ -
Employee benefits	105,724	105,724	-
<i>Salaries & Benefits</i>	\$ 430,082	\$ 430,082	-
Board Expense	61,846	61,846	-
<i>Board Expense</i>	\$ 61,846	\$ 61,846	-
Professional fees	\$ 73,800	\$ 73,800	\$ -
Dues and subscriptions	7,062	7,062	-
Fees, permits, certifications, leases	20,593	20,593	-
Training, education and travel	1,500	1,500	-
Travel	-	-	-
Immunizations	-	-	-
Insurance	7,820	7,820	-
Office supplies and miscellaneous	7,000	7,000	-
Utilities, communications, telemetry	28,420	28,420	-
Chemicals and lab supplies	-	-	-
Equipment maintenance and repair	6,552	6,552	-
Small equipment and rental	-	-	-
Operating supplies	-	-	-
Vehicle maintenance, repair, fuel	-	-	-
I&I program	-	-	-
Sludge removal	-	-	-
Facility maintenance and repair	2,600	2,600	-
<i>Operating Expenses</i>	\$ 155,347	\$ 155,347	-
Principal and interest	-	-	-
Nevada County payments	-	-	-
Amortization of land lease	-	-	-
<i>Debt Service</i>	-	-	-
Capital Equipment	-	-	-
Capital Projects	-	-	-
Total Expenses	\$ 647,275	\$ 647,275	\$ -
TOTAL NET REVENUE	\$ (632,775)	\$ (632,775)	

STAFF REPORT

TO: Board of Directors

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

SUBJECT: Authorize General Manager to Submit Application to the State Water Arrearage Payment Program

RECOMMENDATION

Authorize General Manager to Submit Application to the State Water Arrearage Payment Program.

BACKGROUND

The State Water Board adopted guidelines for a Water Arrearage Payment Program (https://www.waterboards.ca.gov/arrearage_payment_program/).

The Program offers financial assistance for California water utility customers to help reduce past due water bill balances accrued during the COVID-19 pandemic. To receive funding, the District needs to apply to the program and receive an allocation from the state.

DISCUSSION

If the District elects to apply for assistance, the District needs to comply with the following guidelines:

1. Waive all late fees.
2. Use the state funds to credit the late accounts within 60 days of receiving payment.
3. Notify customers of the amount credited.
4. Offer to enroll customers with remaining debt into a payment plan by direct notification to each customer.
5. Not discontinue water service until the customer defaults on the payment plan.
6. Not discontinue water service prior to the date established in California Health & Safety Code 116773.4 (e)(2)(A).
7. Report on expenditures and customer credits.

Since the late amounts were already put on the tax roll, the customer accounts would have a positive (credit) balance to apply towards future bills.

ANALYSIS

The District would submit to the Program the late accounts that were provided to the County tax collector during 2021. There are 18 late accounts totaling \$21,982.89 that would be submitted to the Program. Once payment is received from the Program, credits would be issued to the customer accounts.

As a condition of the Program, the District would be required to waive \$1,386.24 in late fees.

FISCAL IMPACT

The State requirement to waive late fees would reduce water revenue by \$1,386.24.

CEQA ASSESSMENT

This is not a CEQA Project