

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Minutes
Tuesday, April 19, 2022 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel; Mike Gibson, Gibson and Co.; Katie and Oscar Villegas, Big Bend; Shelly Fletcher, Big Bend; Nina Robinson, Big Bend

1. Call to Order

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

The Regular Meeting of April 19, 2022 of the Donner Summit Public Utility District Board of Directors was called to order at 6:07 p.m. by President Cathy Preis.

2. Roll Call

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

3. Clear the Agenda- None

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

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 April 19, 2022

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

B. Approve Regular Meeting Minutes March 15, 2022

Motion: Accept the Consent Calendar

By: Alex Medveczky

Second: Joni Kaufman

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

Motion Carries

6. Department Reports

A. Administration - Steven Palmer, General Manager

The General Manager presented his report.

B. Sewer and Water Department

1. Waste Water Flow Data, March

2. Fresh Water Flow Data, March

3. Operations and Maintenance Summary

7. Information Items

Financial Statements for Fiscal Year 2020/2021 with Independent Auditors Report Mike Gibson from Gibson and Co. presented the Draft Financial Statements for Fiscal Year ending June 30, 2021.

8. Action Items

A. Consider Refund Requests from Peninsula Ski Club, Oakland Ski Club, and The Alpineer Club; and Discuss Methodology of Calculating Equivalent Dwelling Units (EDUs) for Ski Clubs.

The General Manager presented the staff report and the attached slideshow. Tom Sleckman, Peninsula Ski Club; Kent McCue, The Alpineer Club; and Bernhard Ludewigt, Oakland Ski Club, presented their requests for refunds. Tom Sleckman presented the attached information. There was a lengthy discussion among the Board members.

Motion: Deny the Request for a Refund for Peninsula Ski Club, Oakland Ski Club, and The Alpineer Club

By: Alex Medveczky

Second: Dawn Parkhurst

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

Motion Carries

B. Consider Nomination of LAFCO Special District Representative. Board discussion regarding potential nominations. No action taken.

C. Adopt a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361

Motion: Adopt Resolution 2022-15 to Continue Remote Board Meetings in Accordance with Assembly Bill 361

By - Dawn Parkhurst

Second: - Alex Medveczky

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

D. Preliminary Capital Improvement Plan and Budget Presentation.

The General Manager presented the Preliminary Five-Year Capital Improvement Plan and Budget for the fiscal year 2022/2023. The slideshow is included in the minutes.

9. Board Discussion

A. Public Comment and Board Discussion Regarding the Big Bend Water System. Katie and Oscar Villegas, Shelley Fletcher and Nina Robinson expressed concern over the condition of the system, thanked the Operations staff for their work on locating the water leak in Big Bend, and offered their support and assistance in obtaining grant funds to improve the system. There was discussion among the Board members.

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

Motion: Adjourn Meeting at 8:06 p.m.

By: Joni Kaufman

Second: Alex Medveczky

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting – May 17, 2022

Regular Meeting – June 21, 2022

Regular Meeting – July 12, 2022

Respectfully Submitted,

Deleane Mehler
Administrative Assistant

SKI CLUB REFUND REQUESTS

Steven Palmer, General Manager
Donner Summit Public Utility District
April 19, 2022

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Background

- Peninsula Ski Club, Oakland Ski Club, The Alpineer Submitted Refund Requests
 - COVID Impacts
 - Amounts
 - PSC - \$4,774
 - OSC - \$5,408
 - ASC - \$4,042

●

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Background

- General Manager Rejected Refund Requests
 - No errors in billing
 - No Board adopted COVID relief program
- Customers requested appeal to Board
- Request to discuss ski club methodology

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Methodology

- Ordinance 94-05, Section 7.2(A)10
 - 1/6 EDU per single bed
 - 1/4 EDU per double or larger
 - 1/3 EDU per bedroom
 - 70% factor on dorm style beds without laundry
- EDUs were reviewed in 1995 and 2004

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Considerations

- Proposition 218 (Rates)
 - Possible Improper Subsidy
- Possible Gift of Public Funds
 - No Board adopted COVID relief program
 - Finding of public purpose

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Next Steps

- Questions
- Presentation/Comments by Each Ski Club
- Board Action

6

Percent Occupancy by Month	July	August	September	October	November	December	January	February	March	April	May	June
2021-22 Percent of 2019 Max Occupancy	12%	18%	0%	5%	1%	2%	12%	44%	7%			
2020-21 Percent of 2019 Max Occupancy	0%	6%	6%	7%	6%	6%	13%	34%	31%	25%	20%	12%
2019-20 Percent of 2019 Max Occupancy	13%	4%	16%	4%	2%	21%	100%	77%	33%	0%	0%	0%

January 2020 Arbitrarily set to 100% based on total Monthly Lodging Revenues.

'High Season' rates charged Nov-Mar

Rates reduced 25% during off season

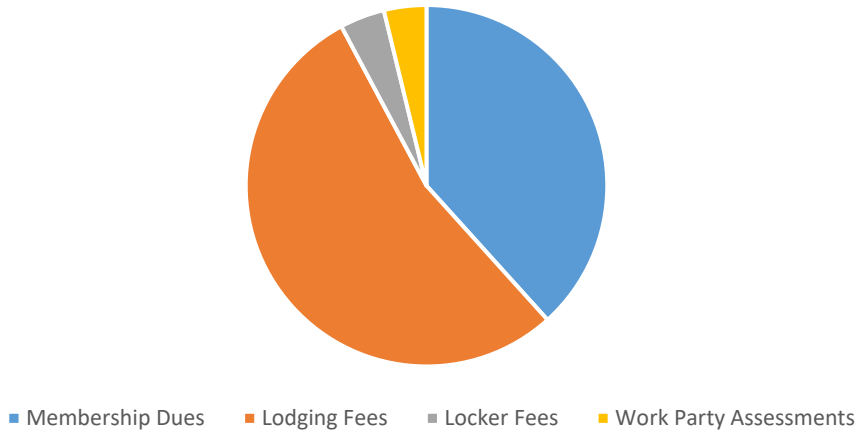
April 19, 2022

Agenda Item: 8A

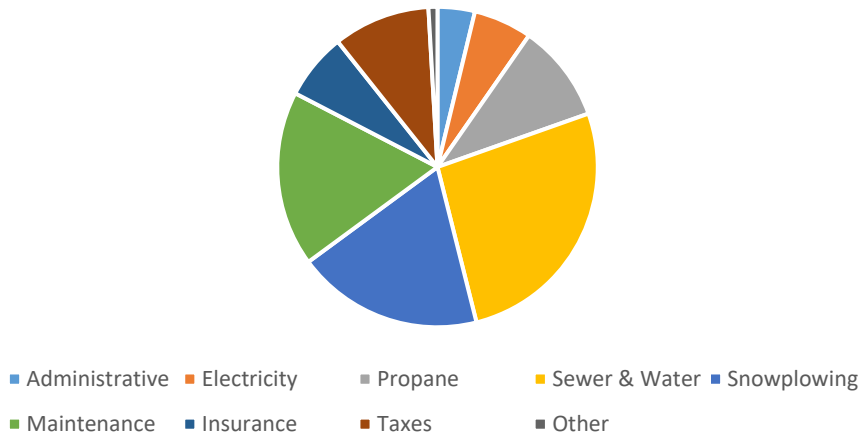
ALPINEER PRESENTATION

Date	# People	Date	# People	Date	# People
Wednesday, January 01, 2020	7	Friday, January 01, 2021	4	Saturday, January 01, 2022	7
Thursday, January 02, 2020	13	Saturday, January 02, 2021	3	Sunday, January 02, 2022	0
Friday, January 03, 2020	17	Sunday, January 03, 2021	0	Monday, January 03, 2022	0
Saturday, January 04, 2020	11	Monday, January 04, 2021	0	Tuesday, January 04, 2022	0
Sunday, January 05, 2020	0	Tuesday, January 05, 2021	0	Wednesday, January 05, 2022	0
Monday, January 06, 2020	0	Wednesday, January 06, 2021	0	Thursday, January 06, 2022	0
Tuesday, January 07, 2020	0	Thursday, January 07, 2021	3	Friday, January 07, 2022	5
Wednesday, January 08, 2020	3	Friday, January 08, 2021	6	Saturday, January 08, 2022	5
Thursday, January 09, 2020	3	Saturday, January 09, 2021	6	Sunday, January 09, 2022	0
Friday, January 10, 2020	13	Sunday, January 10, 2021	0	Monday, January 10, 2022	0
Saturday, January 11, 2020	13	Monday, January 11, 2021	0	Tuesday, January 11, 2022	0
Sunday, January 12, 2020	0	Tuesday, January 12, 2021	0	Wednesday, January 12, 2022	0
Monday, January 13, 2020	0	Wednesday, January 13, 2021	2	Thursday, January 13, 2022	0
Tuesday, January 14, 2020	0	Thursday, January 14, 2021	0	Friday, January 14, 2022	3
Wednesday, January 15, 2020	0	Friday, January 15, 2021	7	Saturday, January 15, 2022	3
Thursday, January 16, 2020	1	Saturday, January 16, 2021	7	Sunday, January 16, 2022	3
Friday, January 17, 2020	30	Sunday, January 17, 2021	3	Monday, January 17, 2022	0
Saturday, January 18, 2020	30	Monday, January 18, 2021	0	Tuesday, January 18, 2022	0
Sunday, January 19, 2020	24	Tuesday, January 19, 2021	0	Wednesday, January 19, 2022	0
Monday, January 20, 2020	0	Wednesday, January 20, 2021	0	Thursday, January 20, 2022	0
Tuesday, January 21, 2020	2	Thursday, January 21, 2021	0	Friday, January 21, 2022	1
Wednesday, January 22, 2020	2	Friday, January 22, 2021	9	Saturday, January 22, 2022	1
Thursday, January 23, 2020	0	Saturday, January 23, 2021	9	Sunday, January 23, 2022	2
Friday, January 24, 2020	6	Sunday, January 24, 2021	2	Monday, January 24, 2022	2
Saturday, January 25, 2020	6	Monday, January 25, 2021	0	Tuesday, January 25, 2022	0
Sunday, January 26, 2020	0	Tuesday, January 26, 2021	0	Wednesday, January 26, 2022	0
Monday, January 27, 2020	0	Wednesday, January 27, 2021	0	Thursday, January 27, 2022	0
Tuesday, January 28, 2020	0	Thursday, January 28, 2021	0	Friday, January 28, 2022	2
Wednesday, January 29, 2020	0	Friday, January 29, 2021	6	Saturday, January 29, 2022	2
Thursday, January 30, 2020	0	Saturday, January 30, 2021	6	Sunday, January 30, 2022	0
Friday, January 31, 2020	13	Sunday, January 31, 2021	0	Monday, January 31, 2022	0
Total	194		73		36
Percent 2019-2020 Max	100%		38%		19%
Avg	6.3		2.4		1.2

Alpineer Income 2021 Budget



Alpineer Expenses 2021 Budget



PRELIMINARY CIP AND OPERATING BUDGET

Steven Palmer, General Manager
Donner Summit Public Utility District
April 19, 2022

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Background – CIP

- Capital Improvement Plan (CIP)
- Multi-Year (Five) Planning Tool
- New Facilities
- Expansion, Rehabilitation, Replacement
- Regular Updates (Annual)
 - Funding Availability
 - Minimize Customer Disruptions
 - Board Direction

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Background - CIP

- Programmed Into Operating Budget
- Preliminary List
 - Based on Informal Needs Assessment
 - Not Financially Constrained

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Preliminary CIP

PROJECT	FY22/23
Sewer Lift Station Rehabilitation (3, 4, 7)	\$ 44,000
Snow Lab / Bunny Hill Road Rehabilitation	\$ 175,000
WWTPP Reactor 1 & 2 Wasting Upgrades	\$ 50,000
WWTPP Reactor 1 Coating	\$ 50,000
<i>Subtotal Wastewater</i>	\$ 319,000
Lake Angela Water Level Gauge	\$ 30,000
Boreal Pump Station Building Repairs	\$ 20,000
Big Bend Water System Rehabilitation	\$ 280,500
<i>Subtotal Water</i>	\$ 330,500
GRAND TOTAL	\$ 649,550

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Preliminary CIP

PROJECT	5 Year Total
Sewer Lift Station Rehabilitation (3, 4, 7)	\$ 1,035,000
Sewer Lift Stations Norden 1, Norden 2, and No 8 Upgrades	\$ 300,000
Snow Lab / Bunny Hill Road Rehabilitation	\$ 175,000
Sewer Line Rehabilitation	\$ 150,000
Sewer Manhole Sealing	\$ 150,000
Sewer Lift Station 2 Upgrade	\$ 1,017,500
WWTP Membrane Replacement	\$ 87,000
WWTP Reactor 1 & 2 Wasting Upgrades	\$ 50,000
WWTP Reactor 1 Coating	\$ 50,000
<i>Subtotal Wastewater</i>	\$ 3,014,500
Lake Angela Water Level Gauge	\$ 30,000
Tank Recoating Program	\$ 400,000
Boreal Pump Station Building Repairs	\$ 20,000
Water Main Rehabilitation Program	\$ 235,000
Big Bend Tank Repair / Coating	\$ 100,000
Big Bend Water System Rehabilitation	\$ 959,350
Big Bend Water Source Line Replacement	\$ 292,700
<i>Subtotal Water</i>	\$ 1,352,050
GRAND TOTAL	\$ 4,758,850

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Background – Operating Budget

- Annual Budget
- Revenue Projections from 2021 Utility Rates Study
- Planned Expenditures for Normal Operations
- One-Time Expenditures to Improve Operations
 - Billing Software Upgrade
 - Online Billing
 - Water Supply Resiliency Study
 - Concrete Repairs at Lake Angela Dam

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Background - Operating Budget

- Inflation (COLA) Wage Adjustment of 5.2%
 - Historic Benchmark
 - CPI-U for San Francisco, All Items, Not Seasonally Adjusted, February 12-Month Change
- Preliminary Draft
 - No Capital Purchases
 - No Capital Improvement Projects

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Revenue

	FY21-22 Projected	FY22-23 Budget	
Water Revenue			
Water Program Revenue	\$ 577,243	\$ 653,505	← RATES
Big Bend Assessment	20,772	20,772	
Water General Revenue	29,700	30,213	← PROP TAX
<i>Total Water Revenue</i>	\$ 627,715	\$ 704,490	
Wastewater Revenue			
Wastewater Program Revenue	\$ 1,853,676	\$ 1,966,018	← RATES
CFD Revenue for WWTP Loan	282,392	282,392	
Non CFD Revenue for WWTP Loan	281,044	281,044	
Wastewater General Revenue	486,453	488,272	← PROP TAX SIERRA LAKES
<i>Total Wastewater Revenue</i>	\$ 2,903,565	\$ 3,017,726	
Administration Revenue			
Admin Program Revenue	\$ -	\$ -	
Admin General Revenue	14,500	14,500	
<i>Total Administration Revenue</i>	\$ 14,500	\$ 14,500	
Total Revenues	\$ 3,545,780	\$ 3,736,716	← 5% INCREASE

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Expense

	FY21-22 Projected	FY22-23 Budget
Water Expenses		
Salaries and Benefits	\$ 181,193	\$ 187,719
Operating Expenses	146,140	193,597
Debt Service	31,005	31,005
Capital Equipment	71,880	-
Capital Projects	-	-
<i>Total Water Expenses</i>	\$ 430,218	\$ 412,321
Wastewater Expenses		
Salaries and Benefits	\$ 656,095	\$ 665,550
Operating Expenses	942,142	954,369
Debt Service	739,441	739,441
Capital Equipment	199,331	-
Capital Projects	105,000	-
<i>Total Wastewater Expenses</i>	\$ 2,642,009	\$ 2,359,360
Admin Expenses		
Salaries and Benefits	\$ 346,607	\$ 362,541
Board Expenses	61,846	61,836
Operating Expenses	158,243	218,794
Debt Service	-	-
Capital Equipment	-	-
Capital Projects	-	-
<i>Total Admin Expenses</i>	\$ 566,696	\$ 643,171
Total Expenses	\$ 3,638,923	\$ 3,414,852

← 6% DECREASE

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Analysis

- Revenues Exceed Expenses by ~\$320,000
 - Available for Reserves or Capital Projects
- Unrestricted Fund Balance
 - June 30, 2022 Projection = ~\$305,000
 - Minimum = \$875,000
 - Target = \$1,312,000
- CIP and Budget Must Balance Needs for Reserves and Need for Capital Improvements

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Next Steps

- Revise CIP – Financial Constraint
- Update Budget
- May 17 Board Meeting
 - First Draft of CIP and Budget
- June 21 Board Meeting
 - Final CIP and Budget
- Question/Comments