

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

For the Regular Meeting (Section 54954), September 20, 2022 at 6:00 P.M., the meeting will be conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20 and Assembly Bill 361. **The Zoom Webinar ID 839 3683 3502 Password 106965 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 September 20, 2022

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

B. Approve Regular Meeting Minutes August 16, 2022

C. Approve Monthly Safety Meeting Minutes – August 2022

6. Department Reports

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

7. Action Items

- A. Adopt a Resolution to Continue Remote Board Meetings in Accordance with Assembly Bill 361**
- B. Appointment to Vacant Director Position**
- C. Vote for Alternate Special District Representative on Placer County LAFCO**
- D. Adopt a Reserve Policy**
- E. Approve Purchase of Replacement Ultraviolet Lamps for Wastewater Treatment Plant Disinfection System**

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 – October 18, 2022
- Regular Meeting – November 15, 2022
- Regular Meeting – December 20, 2022

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

Deleane Mehler
Administrative Assistant


Steven Palmer
General Manager

September 20, 2022
Agenda Item: 5A.1

**Donner Summit Public Utility District
Check List**

**September 20, 2022
Agenda Item: 5A.1**

All Bank Accounts
August 1, 2022 - August 31, 2022

Check Number	Check Date	Payee	Amount
Vendor Checks			
11051	08/10/22	A1 TESTING SEWER & BACKFLOW	250.00
11052	08/10/22	ALHAMBRA & SIERRA SPRINGS	58.40
11053	08/10/22	AUBURN FORD	128.87
11054	08/10/22	AUBURN FORD	17.18
11055	08/10/22	AUTOGLASS EXPRESS	127.48
11056	08/10/22	EMPLOYER DRIVEN SOLUTIONS	40.00
11057	08/10/22	ENDRESS+HAUSER	1,241.20
11058	08/10/22	EVERS LAW GROUP	1,313.50
11059	08/10/22	HERC RENTALS	2,652.49
11060	08/10/22	KIMBALL MIDWEST	283.99
11061	08/10/22	KNOWLEDGE SOLUTIONS	2,592.00
11062	08/10/22	NATIONAL LIFE INSURANCE CO.	62.17
11063	08/10/22	PARAGON PEST CONTROL	65.00
11064	08/10/22	TAHOE TRUCKEE DISPOSAL	2,175.91
11065	08/10/22	TAHOE TRUCKEE SIERRA DISPOSAL-BIN	1,156.24
11066	08/10/22	THE OFFICE BOSS, INC.	42.49
11067	08/10/22	THE OFFICE BOSS, INC.	130.06
11068	08/10/22	TRANSAMERICA LIFE INSURANCE	194.19
11069	08/10/22	TRUCKEE AUTO PARTS	328.31
11070	08/10/22	TRUCKEE AUTO PARTS	121.15
11071	08/10/22	TRUCKEE FIRE PROTECTION DISTRICT	5,408.49
11072	08/10/22	WESTERN NEVADA SUPPLY COMPANY	172.10
11073	08/10/22	WESTERN NEVADA SUPPLY COMPANY	68.57
11074	08/31/22	AMERICAN FUNDS	46,026.71
11075	08/31/22	AT&T	48.86
11076	08/31/22	AT&T	195.87
11077	08/31/22	AT&T	195.86
11078	08/31/22	BLUE SHIELD OF CALIFORNIA	4,162.35
11079	08/31/22	BLUE SHIELD OF CALIFORNIA	1,510.75
11080	08/31/22	BLUE SHIELD OF CALIFORNIA	5,356.29
11081	08/31/22	CORBIN WILLITS SYSTEMS, INC.	431.36
11082	08/31/22	CPS HR CONSULTING	1,891.25
11083	08/31/22	DELEANE MEHLER	27,000.00
11084	08/31/22	DOMENICHELLI & ASSOCIATES	315.00
11085	08/31/22	ECKERSALL, LLC	7,056.25
11086	08/31/22	EOSi	14,112.37
11087	08/31/22	FED-EX	16.12
11088	08/31/22	GRAINGER	168.99
11089	08/31/22	GRAINGER	13.97
11090	08/31/22	HERC RENTALS	2,652.49
11091	08/31/22	HUMANA DENTAL INS. CO.	489.32
11092	08/31/22	HUMANA DENTAL INS. CO.	212.74
11093	08/31/22	HUMANA DENTAL INS. CO.	754.24
11094	08/31/22	JORGENSEN CO. / SOLON FIRE CONTROL	632.70
11095	08/31/22	KNOWLEDGE SOLUTIONS	105.00
11096	08/31/22	MOUNTAIN HARDWARE & SPORTS	21.41
11097	08/31/22	MOUNTAIN HARDWARE & SPORTS	36.78
11098	08/31/22	NATIONAL LIFE INSURANCE CO.	62.17
11099	08/31/22	NATIONWIDE RETIREMENT SOLUTIONS	22,771.48
11100	08/31/22	PG&E COMPANY	57.00
11101	08/31/22	PG&E COMPANY	2,076.74
11102	08/31/22	PG&E COMPANY	20,889.16
11103	08/31/22	PG&E COMPANY	3,163.38
11104	08/31/22	PITNEY BOWES PURCHASE POWER	447.12
11105	08/31/22	PRINCIPAL LIFE INSURANCE COMPANY	318.77
11106	08/31/22	PRINCIPAL LIFE INSURANCE COMPANY	116.71
11107	08/31/22	PRINCIPAL LIFE INSURANCE COMPANY	413.79

**Donner Summit Public Utility District
Check List**

**September 20, 2022
Agenda Item: 5A.1**

All Bank Accounts
August 1, 2022 - August 31, 2022

Check Number	Check Date	Payee	Amount
11108	08/31/22	ROAD SAFETY SERVICES, LLC	250.00
11109	08/31/22	SIERRA MOUNTAIN PIPE & SUPPLY	438.41
11110	08/31/22	SIERRA MOUNTAIN PIPE & SUPPLY	18.86
11111	08/31/22	SIERRA MOUNTAIN PIPE & SUPPLY	34.93
11112	08/31/22	SOCIAL SECURITY	0.10
11113	08/31/22	STEVEN PALMER	21.26
11114	08/31/22	SUBURBAN PROPANE	3,270.29
11115	08/31/22	SUBURBAN PROPANE	892.16
11116	08/31/22	SUMMIT HOME CARE	200.00
11117	08/31/22	THE OFFICE BOSS, INC.	661.77
11118	08/31/22	TRANSAMERICA LIFE INSURANCE	42.72
11119	08/31/22	TRANSAMERICA LIFE INSURANCE	151.47
11120	08/31/22	TRUCKEE AUTO PARTS	25.93
11121	08/31/22	TRUCKEE AUTO PARTS	30.92
11122	08/31/22	UNITED RENTALS (NORTH AMERICA), INC.	830.98
11123	08/31/22	USA BLUEBOOK	2,100.82
11124	08/31/22	USA BLUEBOOK	240.94
11126	08/31/22	WELLS FARGO VENDOR FINANCIAL	226.83
11127	08/31/22	WELLS FARGO VENDOR FINANCIAL	226.83
11128	08/31/22	WESTERN NEVADA SUPPLY COMPANY	258.12
11129	08/31/22	XYLEM INC.	3,327.08
		Vendor Check Total	<u>195,603.21</u>
		Check List Total	<u><u>195,603.21</u></u>

Check count = 78

September 20, 2022
Agenda Item: 5A.2

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS		
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS	
**** 30 WATER SEWER King, James R 49	Regular		M80:00	6,217:69	Social Security	391:69	457	150:00	Direct Deposit # 4299
	Life Ins Reimb Txble			100:00	Medicare	91:61	Garnishment	1,292:31	Check Amt 0.00
	Sick Accr-Memo				M1:85 Fed Income Tax	806:07			Chkg 730 3,085.87
	Vacation -Memo				M4:62 CA Income Tax	430:65			
					CA Disability	69:49			
	CHECK 1 TOTAL		80:00	6,317:69		1,789:51	1,442:31	Net Pay	3,085.87
	Retro Pay			1,648:32	Social Security	102:20			Direct Deposit # 4300
					Medicare	23:90			Check Amt 0.00
					CA Disability	18:13			Chkg 730 1,504.09
	CHECK 2 TOTAL			1,648:32		144:23		Net Pay	1,504.09
	EMPLOYEE TOTAL		80:00	7,966:01		1,933:74	1,442:31	Net Pay	4,589.96
Patrick, Sean M 59	Regular	48:0500	30:00	1,441:50	Social Security	269:04	457	50:00	Direct Deposit # 4301
	Overtime	72:0750	5:00	360:38	Medicare	62:92	Life Ins EE Post Tax	37:41	Check Amt 0.00
	Stand By			135:00	Fed Income Tax	496:51			Chkg 717 3,082.69
	Vacation	48:0500	50:00	2,402:50	CA Income Tax	293:08			
					CA Disability	47:73			
	EMPLOYEE TOTAL		85:00	4,339:38		1,169:28	87:41	Net Pay	3,082.69
Schott, Paul A 14	Regular	51:3300	80:00	4,106:40	Social Security	296:63	457	850:00	Direct Deposit # 4302
	Standby			270:00	Medicare	69:38	Credit Un 2	150:00	Check Amt 0.00
	Overtime	76:9950	4:00	307:98	Fed Income Tax	667:00			Chkg 019 2,441.98
	Life Ins Reimb Txble			100:00	CA Income Tax	256:76			
	Sick Accr-Memo				M1:85 CA Disability	52:63			
	Vacation -Memo				M6:15				
	EMPLOYEE TOTAL		84:00	4,784:38		1,342:40	1,000:00	Net Pay	2,441.98
Shelton, Joshua M... 64	Regular	35:0400	80:00	2,803:20	Social Security	180:00			Direct Deposit # 4303
	Life Ins Reimb Txble			100:00	Medicare	42:09			Check Amt 0.00
					Fed Income Tax	253:42			Chkg 722 2,244.48
					CA Income Tax	151:27			
					CA Disability	31:94			
	EMPLOYEE TOTAL		80:00	2,903:20		658:72		Net Pay	2,244.48
Vosburgh, Justin E 57	Regular	51:4300	79:00	4,062:97	Social Security	338:00	457	200:00	Direct Deposit # 4304
	Standby			315:00	Medicare	79:05	Life Ins EE Post Tax	35:00	Check Amt 0.00
	Overtime	77:1450	13:25	1,022:17	Fed Income Tax	599:04	Loan 2	171:34	Chkg 400 3,719.75
	Sick	51:4300	1:00	51:43	CA Income Tax	249:42			
					CA Disability	59:97			
	EMPLOYEE TOTAL		93:25	5,451:57		1,325:48	406:34	Net Pay	3,719.75

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 40 BOARD MEMBER Gamick, Philip 28	Board Meet			250:00	Social Security	74:32	Direct Deposit # 4305
	Board Meet			125:00	Medicare	17:38	Check Amt 0.00
	Health Stipend			823:76	Fed Income Tax	70:26	Chkg 486 1,009.19
					CA Income Tax	14:42	
					CA Disability	13:19	
	EMPLOYEE TOTAL			1,198:76		189:57	Net Pay 1,009.19
Kaufman, Joan B 67	Board Meet			275:00	Social Security	87:67	Direct Deposit # 4306
	Board Meet			125:00	Medicare	20:50	Check Amt 0.00
	Health Stipend			1,014:06	Fed Income Tax	102:01	Chkg 974 1,156.89
					CA Income Tax	31:44	
					CA Disability	15:55	
	EMPLOYEE TOTAL			1,414:06		257:17	Net Pay 1,156.89
Medveczky, Alexan... 58	Board Meet			250:00	Social Security	62:33	Direct Deposit # 4307
	Board Meet			125:00	Medicare	14:57	Check Amt 0.00
	Health Stipend			630:41	Fed Income Tax	52:98	Chkg 111 861.28
					CA Income Tax	3:19	
					CA Disability	11:06	
	EMPLOYEE TOTAL			1,005:41		144:13	Net Pay 861.28
Parkhurst, Dawn E 66	Board Meet			125:00	Social Security	62:33	Direct Deposit # 4308
	Board Meet			250:00	Medicare	14:58	Check Amt 0.00
	Health Stipend			630:41	Fed Income Tax	25:93	Chkg 495 877.40
					CA Income Tax	14:11	
					CA Disability	11:06	
	EMPLOYEE TOTAL			1,005:41		128:01	Net Pay 877.40
Preis, Cathy 44	Board Meet			300:00	Social Security	63:76	Direct Deposit # 4309
	Board Meet			125:00	Medicare	14:91	Check Amt 0.00
	Health Stipend			603:37	Fed Income Tax	75:58	Chkg 011 853.65
					CA Income Tax	9:16	
					CA Disability	11:31	
	EMPLOYEE TOTAL			1,028:37		174:72	Net Pay 853.65
**** 50 ADMIN Mehler, Deleane 51	Regular	42:0400	80:00	3,363:20	Social Security	208:52	Direct Deposit # 4310
					Medicare	48:76	Check Amt 0.00
					Fed Income Tax	512:52	Chkg 963 2,164.62
					CA Income Tax	188:10	
					CA Disability	37:00	
	EMPLOYEE TOTAL		80:00	3,363:20		994:90	Net Pay 2,164.62
Palmer, Steven V 65	Regular		M8:00	7,080:77	Social Security	439:00	Direct Deposit # 4311
	Vacation		M8:00		Medicare	102:67	Check Amt 0.00
						457	
						203:78	
						201:93	

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS					REIMB & OTHER PAYMENTS	
**** 50 ADMIN (cont.) Palmer, Steven V (cont.) 65										
					Fed Income Tax	1,483.89		Chkg 779	3,617.41	
					CA Income Tax	557.98		Savg 330	600.00	
					CA Disability	77.89				
	EMPLOYEE TOTAL		88.00	7,080.77		2,661.43	201.93	Net Pay	4,217.41	
COMPANY TOTALS										
12 Person(s)	Regular		509.00	29,075.73	Social Security	2,575.49	457	1,551.93	Check Amt	0.00
13 Transaction(s)	Retro Pay			1,648.32	Medicare	602.32	Credit Un 2	150.00	Dir Dep	27,219.20
	Standby			585.00	Fed Income Tax	5,145.21	Garnishment	1,292.31		
	Overtime		22.25	1,690.53	CA Income Tax	2,199.58	Life Ins EE Post	72.41		
	Board Meet			1,950.00	CA Disability	456.95	Loan 2	171.34		
	Health Stipend			3,702.01			Loan Payment	103.78		
	Life Ins Reimb Txble			300.00						
	Sick		1.00	51.43						
	Stand By			135.00						
	Vacation		58.00	2,402.50						
	Sick Accr-Memo									
	Vacation -Memo				3.70					
					10.77					
	COMPANY TOTAL		590.25	41,540.52		10,979.55	3,341.77	Net Pay	27,219.20	
					<i>Employer Liabilities</i>					
					Social Security	2,575.53				
					Medicare	602.34				
					Fed Unemploy	12.72				
					CA Unemploy	91.19				
					CA Emp Train	2.12				
					TOTAL EMPLOYER LIABILITY	3,283.90				
					TOTAL TAX LIABILITY	14,263.45				
(IC) = Independent Contractor										

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 08/05/22: \$44,752.01

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

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	44,752.01
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	44,752.01
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,049.46
	CASH REQUIRED FOR CHECK DATE 08/05/22	46,801.47

TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
08/04/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	27,219.20	27,219.20
08/04/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	3,269.36	3,269.36
				EFT FOR 08/04/22		30,488.56
08/05/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	2,575.49	
				Medicare	602.32	
				Fed Income Tax	5,145.21	
				CA Income Tax	2,199.58	
				CA Disability	456.95	
				Total Withholdings	10,979.55	
				Employer Liabilities		
				Social Security	2,575.53	
				Medicare	602.34	
				Fed Unemploy	12.72	
				CA Unemploy	91.19	
				CA Emp Train	2.12	
				Total Liabilities	3,283.90	14,263.45
				EFT FOR 08/05/22		14,263.45
				TOTAL EFT		44,752.01

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS		
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS	
**** 30 WATER SEWER King, James R 49	Regular		M64:00	6,217.69					
	Vacation		M16:00						
	Sick Accr-Memo				M1:85				
	Vacation -Memo				M4:62				
	EMPLOYEE TOTAL		80.00	6,217.69					
					385.50	457	150.00	Direct Deposit # 4312	
					90.15	Garnishment	1,292.31	Check Amt 0.00	
					782.07			RTP-Chkg 730 3,028.85	
					420.42				
					68.39				
					1,746.53		1,442.31	Net Pay 3,028.85	
Patrick, Sean M 59	Regular	48:0500	76:75	3,687.84					
	Standby			540.00					
	Overtime	72:0750	22:50	1,621.69					
	Sick	48:0500	3:25	156.16					
	EMPLOYEE TOTAL		102.50	6,005.69					
					372.35	457	50.00	Direct Deposit # 4313	
					87.08			Check Amt 0.00	
					863.10			RTP-Chkg 717 4,103.56	
					463.54				
					66.06				
					1,852.13		50.00	Net Pay 4,103.56	
Schott, Paul A 14	Vacation	51:3300	80:00	4,106.40					
	Sick Accr-Memo								
	Vacation -Memo								
	EMPLOYEE TOTAL		80.00	4,106.40					
						254.60	457	850.00	Direct Deposit # 4314
					59.54	Credit Un 2	150.00	Check Amt 0.00	
					511.02			RTP-Chkg 019 2,048.66	
					187.41				
					45.17				
					1,057.74		1,000.00	Net Pay 2,048.66	
Shelton, Joshua M... 64	Regular	35:0400	78:75	2,759.40					
	Sick	35:0400	1:25	43.80					
	EMPLOYEE TOTAL		80.00	2,803.20					
						173.80			Direct Deposit # 4315
						40.65			Check Amt 0.00
					241.42			SDA-Chkg 722 2,175.45	
					141.04				
					30.84				
					627.75			Net Pay 2,175.45	
Vosburgh, Justin E 57	Regular	51:4300	49:50	2,545.79					
	Standby			180.00					
	Overtime	77:1450	10:00	771.45					
	Sick	51:4300	26:50	1,362.90					
	Vacation	51:4300	4:00	205.72					
	EMPLOYEE TOTAL		90.00	5,065.86					
					314.08	457	200.00	Direct Deposit # 4316	
					73.45	Loan 2	171.34	Check Amt 0.00	
					514.18			RTP-Chkg 400 3,524.09	
					213.00				
					55.72				
					1,170.43		371.34	Net Pay 3,524.09	
**** 50 ADMIN Mehler, Deleane 51	Regular	42:0400	72:00	3,026.88					
	Sick	42:0400	8:00	336.32					
	EMPLOYEE TOTAL		80.00	3,363.20					
						208.52	457	100.00	Direct Deposit # 4317
						48.77	Loan Payment	103.78	Check Amt 0.00
					512.52			RTP-Chkg 963 2,164.51	
					188.10				
					37.00				
					994.91		203.78	Net Pay 2,164.51	
Palmer, Steven V 65	Regular		M64:00	7,080.77					
	Sick		M8:00						
					439.01	457	201.93	Direct Deposit # 4318	
					102.67			Check Amt 0.00	

PAYROLL JOURNAL

0085 0085-T591 Donner Summit Public Utility

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS					REIMB & OTHER PAYMENTS	
**** 50 ADMIN (cont.) Palmer, Steven V (cont.) 65	Vacation		18.00							
					Fed Income Tax	1,483.89		RTP-Chkg 779	3,617.40	
					CA Income Tax	557.98		RTP-Savg 330	600.00	
					CA Disability	77.89				
	EMPLOYEE TOTAL		80.00	7,080.77		2,661.44	201.93	Net Pay	4,217.40	
COMPANY TOTALS										
7 Person(s)	Regular		405.00	25,318.37	Social Security	2,147.86	457	1,551.93	Check Amt	0.00
7 Transaction(s)	Standby			720.00	Medicare	502.31	Credit Un 2	150.00	Dir Dep	21,262.52
	Overtime		32.50	2,393.14	Fed Income Tax	4,908.20	Garnishment	1,292.31		
	Sick		47.00	1,899.18	CA Income Tax	2,171.49	Loan 2	171.34		
	Vacation		106.00	4,312.12	CA Disability	381.07	Loan Payment	103.78		
	Sick Accr-Memo									
	Vacation -Memo									
	COMPANY TOTAL		592.50	34,642.81		10,110.93		3,269.36	Net Pay	21,262.52
					<i>Employer Liabilities</i>					
					Social Security	2,147.86				
					Medicare	502.32				
					TOTAL EMPLOYER LIABILITY	2,650.18				
					TOTAL TAX LIABILITY	12,761.11				
(IC) = Independent Contractor										

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 08/19/22: \$37,292.99

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

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	37,292.99
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	37,292.99
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	1,977.05
	CASH REQUIRED FOR CHECK DATE 08/19/22	39,270.04

TRANSACTION DETAIL

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
08/19/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Direct Deposit	Net Pay Allocations	21,262.52	21,262.52
08/19/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Readychex®	Check Amounts	3,269.36	3,269.36
				EFT FOR 08/19/22		24,531.88
08/22/22	WELLS FARGO BANK, NA	xxxxxxxxxxxx393	Taxpay®	Employee Withholdings		
				Social Security	2,147.86	
				Medicare	502.31	
				Fed Income Tax	4,908.20	
				CA Income Tax	2,171.49	
				CA Disability	381.07	
				Total Withholdings	10,110.93	
				Employer Liabilities		
				Social Security	2,147.86	
				Medicare	502.32	
				Total Liabilities	2,650.18	12,761.11
				EFT FOR 08/22/22		12,761.11
				TOTAL EFT		37,292.99

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

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
08/19/22	Refer to your records for account	Information	Payroll	Employee Deductions		
				457	1,551.93	
				Credit Un 2	150.00	
				Loan 2	171.34	

September 20, 2022
Agenda Item: 5A.3

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

<u>Bank Account</u>	<u>Reserve</u>	<u>Book Balance</u>	<u>Reserves Restricted</u>
Wells Fargo - Checking		\$ (127,587.83)	
Wells Fargo - Deposit		913,863.61	
Wells Fargo - Savings		304,712.56	
Wells Fargo - Payroll		-	
LAIF		3,389.75	
	SWRCB Loan Construction		719,191.03
	WTP Loan Construction		18,187.00
	Big Bend Water Loan Reserve 1		9,019.98
	Big Bend Water Loan Reserve 2		3,704.63
	Big Bend Assessment		5,694.40
Totals		<u>1,094,378.09</u>	<u>755,797.04</u>
Unrestricted Cash Available			<u><u>\$ 338,581.05</u></u>

September 20, 2022
Agenda Item: 5A.4

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

DONNER SUMMIT PUBLIC UTILITY DISTRICT
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JULY 31, 2022

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BARNARD VOGLER & CO.
Certified Public Accountants

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors
Donner Summit Public Utility District

Management is responsible for the accompanying financial statements of the business-type activities of Donner Summit Public Utility District (the District) which comprise the statements of activities and changes in net position – budgetary basis for the one month ended July 31, 2022 in accordance with the budgetary basis of accounting, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

Barnard, Vogler & Co.

Reno, Nevada
September 9, 2022

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

	Water	Sewer	Treatment	Admin	Total
Program Revenue					
Water fees	\$ 155,871.55	\$ -	\$ -	\$ -	\$ 155,871.55
Sewer fees	-	118,720.71	356,162.13	-	474,882.84
Connection fees	3,400.00	-	-	-	3,400.00
Non-CFD revenue for WWTP loan	-	-	70,117.72	-	70,117.72
Sierra Lakes service	-	-	31,762.67	-	31,762.67
Big Bend service fees	7,543.48	-	-	-	7,543.48
Big Bend assessment	5,192.88	-	-	-	5,192.88
Total Program Revenue	<u>172,007.91</u>	<u>118,720.71</u>	<u>458,042.52</u>	<u>-</u>	<u>748,771.14</u>
Expenses					
Salaries-operations	10,039.31	8,442.16	27,151.59	20,423.10	66,056.16
Employee benefits and taxes	3,726.73	3,271.29	10,987.21	4,488.34	22,473.57
Board expense	-	-	-	5,571.17	5,571.17
Professional fees	-	912.18	-	3,023.36	3,935.54
Dues and subscriptions	-	-	583.12	1,002.00	1,585.12
Fees, permits, certifications, leases	-	195.19	331.18	625.13	1,151.50
Training, education, travel	-	-	1,142.83	-	1,142.83
Insurance	3,369.10	2,833.11	9,111.90	806.00	16,120.11
Office supplies and miscellaneous	-	29.20	137.62	592.45	759.27
Utilities, communications, telemetry	4,167.97	1,712.68	18,740.11	2,333.23	26,953.99
Chemicals and lab supplies	436.28	-	28,179.35	-	28,615.63
Laboratory testing	-	-	-	-	-
Equipment maintenance and repair	-	-	175.67	-	175.67
Small equipment and rental	-	-	168.99	-	168.99
Operating supplies	-	-	-	455.18	455.18
Sludge removal	-	-	3,332.15	-	3,332.15
Vehicle maintenance, repair, fuel	-	-	608.92	-	608.92
Facility maintenance and repair	6,665.32	-	3,724.14	265.00	10,654.46
Amortization of land lease	-	-	1,687.50	-	1,687.50
Debt service	-	-	-	-	-
Capital equipment	455.36	855.39	2,641.34	-	3,952.09
Capital projects	-	-	-	-	-
Total Expenses	<u>28,860.07</u>	<u>18,251.20</u>	<u>108,703.62</u>	<u>39,584.96</u>	<u>195,399.85</u>
Excess (Deficiency) of Program					
Revenues Over Expenses	143,147.84	100,469.51	349,338.90	(39,584.96)	553,371.29
General Revenues					
Interest revenue	-	-	-	103.51	103.51
CFD revenue for WWTP loan	-	-	-	-	-
Property tax	-	-	-	-	-
Other income	-	-	-	4,109.26	4,109.26
Total General Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,212.77</u>	<u>4,212.77</u>
Increase (Decrease) in Net Position	<u>\$ 143,147.84</u>	<u>\$ 100,469.51</u>	<u>\$ 349,338.90</u>	<u>\$ (35,372.19)</u>	<u>\$ 557,584.06</u>
Net Position, Beginning of Year					13,470,492.39
Net Position, End of Period					<u>\$ 14,028,076.45</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
BUDGET AND ACTUAL
BUSINESS-TYPE ACTIVITY - WATER
FOR THE ONE MONTH ENDED JULY 31, 2022

	Actual Year to Date 7/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 7/31/22	Remaining Budget 7/31/22
Program Revenue				
Water fees	\$ 155,871.55	\$ 622,878.00	25.02%	\$ (467,006.45)
Connection fees	3,400.00	-	0.00%	3,400.00
Big Bend service fees	7,543.48	30,627.00	24.63%	(23,083.52)
Big Bend assessment	5,192.88	20,772.00	25.00%	(15,579.12)
Total Program Revenue	<u>172,007.91</u>	<u>674,277.00</u>	<u>25.51%</u>	<u>(502,269.09)</u>
Expenses				
Salaries-operations	10,039.31	129,244.00	7.77%	119,204.69
Employee benefits and taxes	3,726.73	54,910.00	6.79%	51,183.27
Professional fees	-	73,000.00	0.00%	73,000.00
Dues and subscriptions	-	680.00	0.00%	680.00
Fees, permits, certifications, leases	-	14,680.00	0.00%	14,680.00
Training, education, travel	-	1,000.00	0.00%	1,000.00
Insurance	3,369.10	40,429.00	8.33%	37,059.90
Office supplies and miscellaneous	-	550.00	0.00%	550.00
Utilities, communications, telemetry	4,167.97	48,470.00	8.60%	44,302.03
Chemicals and lab supplies	436.28	22,800.00	1.91%	22,363.72
Laboratory testing	-	2,020.00	0.00%	2,020.00
Equipment maintenance and repair	-	5,600.00	0.00%	5,600.00
Small equipment and rental	-	2,820.00	0.00%	2,820.00
Operating supplies	-	3,380.00	0.00%	3,380.00
Vehicle maintenance, repair, fuel	-	9,106.00	0.00%	9,106.00
Facility maintenance and repair	6,665.32	24,380.00	27.34%	17,714.68
Angela WTP loan principal and interest	-	18,188.00	0.00%	18,188.00
Big Bend debt service	-	21,655.00	0.00%	21,655.00
Capital equipment	455.36	8,760.00	5.20%	8,304.64
Capital projects	-	32,473.00	0.00%	32,473.00
Total Expenses	<u>28,860.07</u>	<u>514,145.00</u>	<u>5.61%</u>	<u>485,284.93</u>
Excess of Program				
Revenues Over Expenses	143,147.84	160,132.00	89.39%	(16,984.16)
General Revenues				
Property tax	-	30,213.00	0.00%	30,213.00
Grants	-	15,000.00	100.00%	15,000.00
Total General Revenues	<u>-</u>	<u>45,213.00</u>	<u>100.00%</u>	<u>45,213.00</u>
Increase in Net Position	<u>\$ 143,147.84</u>	<u>\$ 205,345.00</u>	<u>69.71%</u>	<u>\$ 28,228.84</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
 STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
 BUDGET AND ACTUAL
 BUSINESS-TYPE ACTIVITY - SEWER
 FOR THE ONE MONTH ENDED JULY 31, 2022

	Actual Year to Date 7/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 7/31/22	Remaining Budget 7/31/22
Program Revenue				
Sewer fees	\$ 118,720.71	\$ 459,844.00	25.82%	\$ (341,123.29)
Total Program Revenue	<u>118,720.71</u>	<u>459,844.00</u>	<u>25.82%</u>	<u>(341,123.29)</u>
Expenses				
Salaries-operations	8,442.16	108,683.00	7.77%	100,240.84
Employee benefits and taxes	3,271.29	46,173.00	7.08%	42,901.71
Professional fees	912.18	-	0.00%	(912.18)
Fees, permits, certifications, leases	195.19	3,460.00	5.64%	3,264.81
Training, education and travel	-	300.00	0.00%	300.00
Insurance	2,833.11	33,997.00	8.33%	31,163.89
Office supplies and miscellaneous	29.20	550.00	5.31%	520.80
Utilities, communications, telemetry	1,712.68	30,293.00	5.65%	28,580.32
Chemicals and lab supplies	-	500.00	0.00%	500.00
Small equipment and rental	-	-	0.00%	-
Operating supplies	-	3,500.00	0.00%	3,500.00
Sludge removal	-	-	0.00%	-
Infiltration - inflow	-	15,000.00	0.00%	15,000.00
Equipment maintenance and repair	-	1,600.00	0.00%	1,600.00
Vehicle maintenance, repair, fuel	-	19,026.00	0.00%	19,026.00
Facility maintenance and repair	-	2,000.00	0.00%	2,000.00
Capital equipment	855.39	1,263.00	67.73%	407.61
Capital projects	-	90,678.00	0.00%	90,678.00
Total Expenses	<u>18,251.20</u>	<u>357,023.00</u>	<u>5.11%</u>	<u>338,771.80</u>
Excess (Deficiency) of Program				
Revenues Over Expenses	100,469.51	102,821.00	97.71%	(2,351.49)
General Revenues				
Property tax	-	20,353.00	0.00%	(20,353.00)
Total General Revenues	<u>-</u>	<u>20,353.00</u>	<u>0.00%</u>	<u>(20,353.00)</u>
Increase (Decrease) in Net Position	<u>\$ 100,469.51</u>	<u>\$ 123,174.00</u>	<u>81.57%</u>	<u>\$ (22,704.49)</u>

DONNER SUMMIT PUBLIC UTILITY DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION - BUDGETARY BASIS
BUDGET AND ACTUAL
BUSINESS-TYPE ACTIVITY - WASTEWATER TREATMENT
FOR THE ONE MONTH ENDED JULY 31, 2022

	Actual Year to Date 7/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 7/31/22	Remaining Budget 7/31/22
Program Revenue				
Sewer fees	\$ 356,162.13	\$ 1,456,174.00	24.46%	\$ (1,100,011.87)
Recycled water sales	-	50,000.00	0.00%	(50,000.00)
Non-CFD revenue for WWTP loan	70,117.72	281,044.00	24.95%	(210,926.28)
Sierra Lakes service	31,762.67	381,152.00	8.33%	(349,389.33)
Total Program Revenue	<u>458,042.52</u>	<u>2,168,370.00</u>	<u>21.12%</u>	<u>(1,710,327.48)</u>
Expenses				
Salaries-operations	27,151.59	349,545.00	7.77%	322,393.41
Employee benefits and taxes	10,987.21	148,502.00	7.40%	137,514.79
Professional fees	-	42,070.00	0.00%	42,070.00
Dues and subscriptions	583.12	1,200.00	48.59%	616.88
Fees, permits, certifications, leases	331.18	16,600.00	2.00%	16,268.82
Training, education and travel	1,142.83	2,800.00	40.82%	1,657.17
Insurance	9,111.90	109,343.00	8.33%	100,231.10
Office supplies and miscellaneous	137.62	500.00	27.52%	362.38
Utilities, communications, telemetry	18,740.11	429,390.00	4.36%	410,649.89
Chemicals and lab supplies	28,179.35	172,406.00	16.34%	144,226.65
Laboratory testing	-	45,840.00	0.00%	45,840.00
Small equipment and rental	168.99	6,340.00	2.67%	6,171.01
Operating supplies	-	2,100.00	0.00%	2,100.00
Equipment maintenance and repair	175.67	56,210.00	0.31%	56,034.33
Vehicle maintenance, repair, fuel	608.92	9,300.00	6.55%	8,691.08
Sludge removal	3,332.15	14,510.00	22.96%	11,177.85
Facility maintenance and repair	3,724.14	43,675.00	8.53%	39,950.86
Amortization of land lease	1,687.50	20,250.00	8.33%	18,562.50
WWTP loan	-	719,191.00	0.00%	719,191.00
Capital equipment	2,641.34	4,477.00	59.00%	1,835.66
Total Expenses	<u>108,703.62</u>	<u>2,194,249.00</u>	<u>4.95%</u>	<u>2,085,545.38</u>
Excess (Deficiency) of Program				
Revenues Over Expenses	349,338.90	(25,879.00)	--	375,217.90
General Revenues				
CFD revenue for WWTP loan	-	282,392.00	0.00%	(282,392.00)
Property tax	-	86,767.00	0.00%	(86,767.00)
Total General Revenues	<u>-</u>	<u>369,159.00</u>	<u>0.00%</u>	<u>(369,159.00)</u>
Increase in Net Position	<u>\$ 349,338.90</u>	<u>\$ 343,280.00</u>	<u>101.77%</u>	<u>\$ (6,058.90)</u>

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

	Actual Year to Date 7/31/22	Budget Total Fiscal Year 2023	Budget Percent Complete 7/31/22	Remaining Budget 7/31/22
Program Revenue				
Service Fees	-	-	-	-
Total Program Revenue	-	-	-	-
Expenses				
Salaries-operations	20,423.10	271,529.00	7.52%	251,105.90
Employee benefits and taxes	4,488.34	116,941.00	3.84%	112,452.66
Board expense	5,571.17	67,907.00	8.20%	62,335.83
Professional fees	3,023.36	115,680.00	2.61%	112,656.64
Dues and subscriptions	1,002.00	7,100.00	14.11%	6,098.00
Fees, permits, certifications, leases	625.13	20,650.00	3.03%	20,024.87
Training, education and travel	-	1,500.00	0.00%	1,500.00
Insurance	806.00	9,672.00	8.33%	8,866.00
Office supplies and miscellaneous	592.45	9,000.00	6.58%	8,407.55
Utilities, communications, telemetry	2,333.23	35,035.00	6.66%	32,701.77
Equipment maintenance and repair	-	6,660.00	0.00%	6,660.00
Operating supplies	455.18	-	0.00%	(455.18)
Facility maintenance and repair	265.00	3,000.00	8.83%	2,735.00
Total Expenses	39,584.96	664,674.00	5.96%	625,089.04
Deficiency of Program Revenues Over Expenses	(39,584.96)	(664,674.00)	5.96%	625,089.04
General Revenues				
Interest revenue	103.51	-	0.00%	103.51
Other income	4,109.26	6,500.00	63.22%	(2,390.74)
Total General Revenues	4,212.77	6,500.00	64.81%	(2,287.23)
Decrease in Net Position	\$ (35,372.19)	\$ (658,174.00)	5.37%	\$ 622,801.81

SUPPLEMENTARY INFORMATION

DONNER SUMMIT PUBLIC UTILITY DISTRICT
SCHEDULE OF BIG BEND TRANSACTIONS
FOR THE ONE MONTH ENDED JULY 31, 2022

Revenue	\$	12,736.36
Expenses		
Fees and permits		-
Telephone		-
Interest		-
Electricity		-
Repairs and maintenance		-
		<hr/>
Total expenses		-
		<hr/>
Excess of revenue over expenses	\$	<u>12,736.36</u>

September 20, 2022
Agenda Item: 5B

**Donner Summit Public Utility District
Board of Directors Regular Meeting
Minutes
Tuesday, August 16, 2022 - 6:00 P.M.
DSPUD Office, 53823 Sherritt Lane, Soda Springs California**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel

1. Call to Order

For the Regular Meeting (Section 54954), August 16, 2022 at 6:00 P.M., the meeting was conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20 and Assembly Bill 361.

The Regular Meeting of August 16, 2022 of the Donner Summit Public Utility District Board of Directors was called to order at 6:03 p.m. by President Cathy Preis.

2. Roll Call

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

3. Clear the Agenda- None

4. Public Participation – *This is time set aside for the public to address the Board on any matter not on the agenda. Comments related to any item already on the agenda should be addressed at the time that that item is considered. Each speaker will be limited to five minutes, but speaker time may be reduced at the discretion of the Board President if there are a large number of speakers on any given subject.* None.

5. Consent Calendar

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

A. Approve Finance Report for August 16, 2022

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

B. Approve Regular Meeting Minutes July 19, 2022

C. Approve Special Meeting Minutes July 27, 2022

D. Approve Monthly Safety Meeting Minutes – July, 2022

Motion: Accept the Consent Calendar
By: Dawn Parkhurst
Second: Joni Kaufman
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain, 0 Vacancy

Motion Carries

6. Department Reports

A. Administration - Steven Palmer, General Manager. The General Manager reported that the Online GIS map of District infrastructure is in draft form and being reviewed by Staff.

The application has been submitted to State Water Board to use recycled water on any construction project.

Winter Storm Update All paperwork is in process with CalOES for reimbursement. Total cost submitted is \$57,953.80. Maximum reimbursement from the State would be \$43,465.35 (75%)

B. Operations and Maintenance Summary, July. Reported.

7. Action Items

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

Motion: Adopt Resolution 2022-29 to Continue Remote Board Meetings in Accordance with Assembly Bill 361

By Phil Gamick
Second: Alex Medveczky

Roll Call Vote

Cathy Preis	-	Aye
Phil Gamick	-	Aye
Alex Medveczky	-	Aye
Joni Kaufman	-	Aye
Dawn Parkhurst	-	Aye

Motion Carries

B. Adopt Resolutions Electing to Become Subject to the Uniform Public Construction Cost Accounting Act and Approving the Revised Purchasing Policy

Motion: Adopt Resolution 2022-30 Electing to Become Subject to the Uniform Public Construction Cost Accounting Act

By Joni Kaufman
Second: Alex Medveczky

Roll Call Vote

Cathy Preis	-	Aye
Phil Gamick	-	Aye
Alex Medveczky	-	Aye
Joni Kaufman	-	Aye
Dawn Parkhurst	-	Aye

Motion Carries

Motion: Adopt Resolution 2022-31 Approving a Revised Purchasing Policy

By Alex Medveczky

Second: Dawn Parkhurst

Roll Call Vote

Cathy Preis - Aye

Phil Gamick - Aye

Alex Medveczky - Aye

Joni Kaufman - Aye

Dawn Parkhurst - Aye

Motion Carries

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

9. Adjournment

Motion: Adjourn Meeting at 6:46 p.m.

By: Phil Gamick

Second: Joni Kaufman

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting – September 20, 2022

Regular Meeting – October 18, 2022

Regular Meeting – November 15, 2022

Deleane Mehler
Administrative Assistant

Steven Palmer
General Manager

September 20, 2022
Agenda Item: 5C

Safety / Plant Training Donner Summit PUD WWTP

- Safety Topics : ~~May~~ ^{August} 2022
 - Fire Extinguisher Training

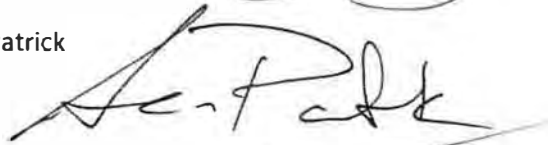
- Training Notes :
 - Hand's on training with Jorgensen's

Attendance :

1. Justin Vosburgh



2. Sean Patrick



3. Josh Shelton



4. Jim King



5. Deleane Mehler

6. Steve Palmer

7. Paul Schott



September 20, 2022
Agenda Item: 6A



STAFF REPORT

TO: Board of Directors

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

SUBJECT: General Manager Report

Project Updates

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

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

Gold Country CSDA Chapter Meeting “Preparing our Community for Wildfire.”

Winter Storm Update

All paperwork is in process with CalOES for reimbursement.

Upcoming Board Items

- Sugar Bowl Sewer Extension Agreements
- Personnel Manual Update
- Sewer Connection/Capacity Fee Update
- Water Theft Ordinance
- Recycled Water Fee
- Agreement for Supply Resilience/Drought Contingency Plan
- Debt Policy

September 20, 2022
Agenda Item: 6B

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

August 2022

Donner Summit Public Utility District Waste Water Flow Data

MONTH OF AUGUST 2022		DSPUD Influent	SLCWD Influent	Total Plant Influent	Total Plant Influent	Total Plant EFF River	Total Plant EFF Irr	Total Plant EFF Irr/ Storage	DSPUD Fresh Water Treated	SLCWD Fresh Water Treated	Weather	Lake Angela Water Level
DATE	DAY	MGD	MGD	MGD	Totalizer	MGD	MGD	MGD	MGD	MGD	Cond	Elevation
08/01/22	MON	0.17398	0.05602	0.2300	1.791120		0.0150	0.2300	0.148	0.144211	Pt Cloudy	7,191.52
08/02/22	TUE	0.15282	0.05118	0.2040			0.0120	0.2040	0.273	0.145405	Clear	
08/03/22	WED	0.15319	0.04481	0.1980			0.2220	0.1980	0.226	0.070017	Clear	
08/04/22	THU	0.14940	0.05260	0.2020			0.2780	0.2020	0.228	0.087149	Clear	
08/05/22	FRI	0.16878	0.05722	0.2260			0.2890	0.2260	0.234	0.000000	Rain	7,190.75
08/06/22	SAT	0.08429	0.06971	0.1540			0.1990	0.1540	0.232	0.084213	Clear	
08/07/22	SUN	0.14338	0.05962	0.2030			0.2330	0.2030	0.264	0.000000	Clear	
08/08/22	MON	0.11266	0.05734	0.1700			0.0200	0.1700	0.223	0.143260	Clear	
08/09/22	TUE	0.11018	0.05282	0.1630			0.1300	0.1630	0.265	0.131503	Clear	7,190.46
08/10/22	WED	0.09168	0.05032	0.1420			0.1850	0.1420	0.153	0.074021	Clear	
08/11/22	THU	0.08669	0.05631	0.1430			0.1430	0.1430	0.244	0.141779	Clear	
08/12/22	FRI	0.10278	0.05522	0.1580			0.0000	0.1580	0.223	0.080405	Clear	
08/13/22	SAT	0.08663	0.05537	0.1420			0.0940	0.1420	0.194	0.000000	Clear	7190.74
08/14/22	SUN	0.10986	0.05114	0.1610			0.1440	0.1610	0.226	0.000000	Clear	
08/15/22	MON	0.09035	0.05865	0.1490			0.2080	0.1490	0.24	0.132413	Clear	
08/16/22	TUE	0.07954	0.04846	0.1280			0.1830	0.1280	0.115	0.107688	Clear	
08/17/22	WED	0.13780	0.04320	0.1810			0.1670	0.1810	0.243	0.115439	Clear	7189.74
08/18/22	THU	0.14014	0.04586	0.1860			0.2070	0.1860	0.141	0.077427	Clear	
08/19/22	FRI	0.11762	0.05038	0.1680			0.2030	0.1680	0.133	0.000000	Clear	
08/20/22	SAT	0.10844	0.06056	0.1690			0.1740	0.1690	0.217	0.096279	Clear	
08/21/22	SUN	0.10476	0.05124	0.1560			0.1790	0.1560	0.337	0.000000	Clear	7189.74
08/22/22	MON	0.12757	0.04043	0.1680			0.2690	0.1680	0.209	0.145898	Clear	
08/23/22	TUE	0.09767	0.04333	0.1410			0.2690	0.1410	0.122	0.089410	Clear	
08/24/22	WED	0.09600	0.04100	0.1370			0.0000	0.1370	0.19	0.046707	Clear	
08/25/22	THU	0.10414	0.04386	0.1480			0.1880	0.1480	0.131	0.048885	Clear	7189.74
08/26/22	FRI	0.11666	0.05434	0.1710			0.1920	0.1710	0.212	0.103988	Clear	
08/27/22	SAT	0.11524	0.05176	0.1670			0.0000	0.1670	0.232	0.000000	Clear	
08/28/22	SUN	0.07545	0.05355	0.1290			0.0930	0.1290	0.164	0.000000	Clear	
08/29/22	MON	0.10484	0.06016	0.1650			0.1810	0.1650	0.055	0.095431	Clear	7189.74
08/30/22	TUE	0.11575	0.05425	0.1700			0.2430	0.1700	0.252	0.168427	Clear	
08/31/22	WED	0.13393	0.05407	0.1880			0.0200	0.1880	0.149	0.202451	Clear	
					1.796240							
8/2022 Daily Totals		3.59222	1.62478	5.21700	N/A	0.0000	4.7400	5.2170	6.2750	2.5324	Drop	(1.78')
8/2022 Totalizer Total		3.49522	1.62478	5.12000	5.120	0.0000	4.7400	5.2170	6.2750	2.4565		
Difference		-0.09700	0.00000	-0.09700	N/A	0.0000	0.0000	0.0000	0.0000	-0.0759		
Percentage Difference		-2.775%	0.000%	-1.895%	N/A	#DIV/0!	0.000%	0.000%	0.000%	-3.090%		
8/2022 AVG/DAY		112,749	52,412	165,161	165,161	0	152,903	168,290	202,419	79,242		
8/2021 Totalizer Total		3.23247	1.16753	4.40000	4.400	0.0000	3.7520	4.6280	5.4080	2.2790		
8/2021 AVG/DAY		104,273	37,662	141,935	141,935	0.000	121,032	149,290	174,452	73,516		

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

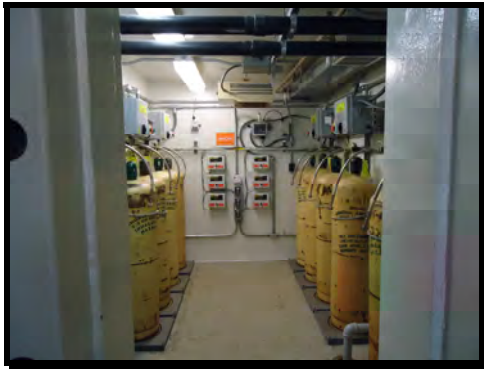
Prepared for: Steve Palmer, General Manager

Prepared by: Jim King, Plant Manager

Date: August 2022

Operations WWTP

- ◆ Discontinued discharge to the South Yuba River per the districts discharge permit and began full discharge at the Soda Springs Ski Area site.
- ◆ Flows to irrigation 4.7 MG.
- ◆ Began slowly increasing the lime slurry feed to reach desired hardness of the effluent.
- ◆ Hooked up and began feeding ammonia to prepare the plants for winter operation.



- ◆ Collected all the districts fire extinguishers for their annual inspection and service.
- ◆ Continued sludge drying bed use and sending out dried sludge to the landfill.

- ◆ Staff completed the draining, cleaning, and annual inspection of the sludge tank.



- ◆ Staff processed 7 USA dig ticket.

Operations Water Plant

- ◆ Completed and sent out monthly potable water reports to DHS.
- ◆ Continued tracking the active water level of Lake Angela.

◆ Date	Water Surface Elevation (FT MSL)	Storage (MG)
7/18/2022	7191.24	86
8/16/2022	7190.75	80
9/13/2022	7188.30	78

- ◆ Shut off water to the Pavilion Condo's so that the owner can locate and fix a leak. Pressure tested line to assist in the leak location.
- ◆ Installed a hydrant meter at Mules Ear Dr.

Repairs and Maintenance WWTP

- ◆ Had outside contractor “Control Point” trouble shoot and repair problems with the irrigation control system
- ◆ Repaired damaged manhole at Donner Ski Ranch.
- ◆ Cleaned and calibrated membrane turbidity meters.



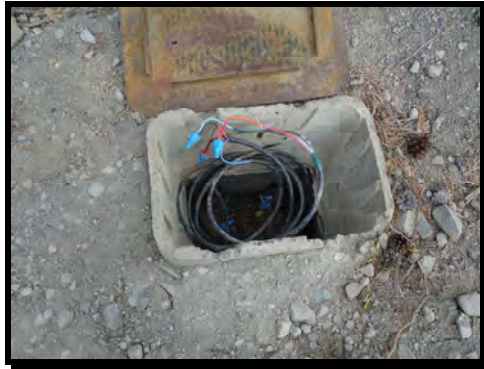
- ◆ Assisted outside contractor with inspection and cleaning of the plant’s standby generator fuel tank and fuel.



- ◆ Cleaned the irrigation pump Y Strainer.

Repairs and Maintenance WTP

- ◆ Repaired a damaged power line to Reservoir 2.

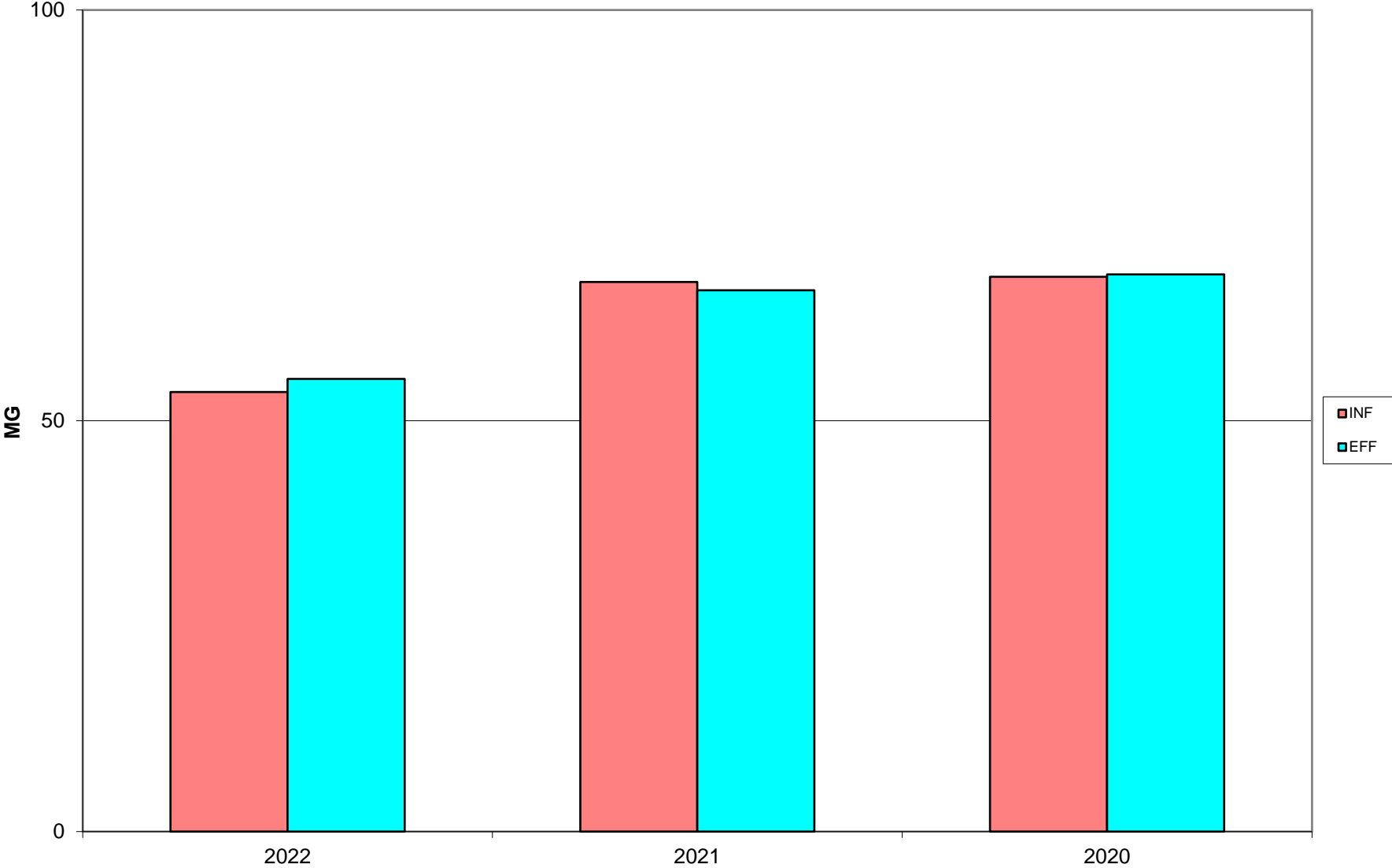


- ◆ Replaced a damaged G-5 Box on the side of Village Hall.

Laboratory

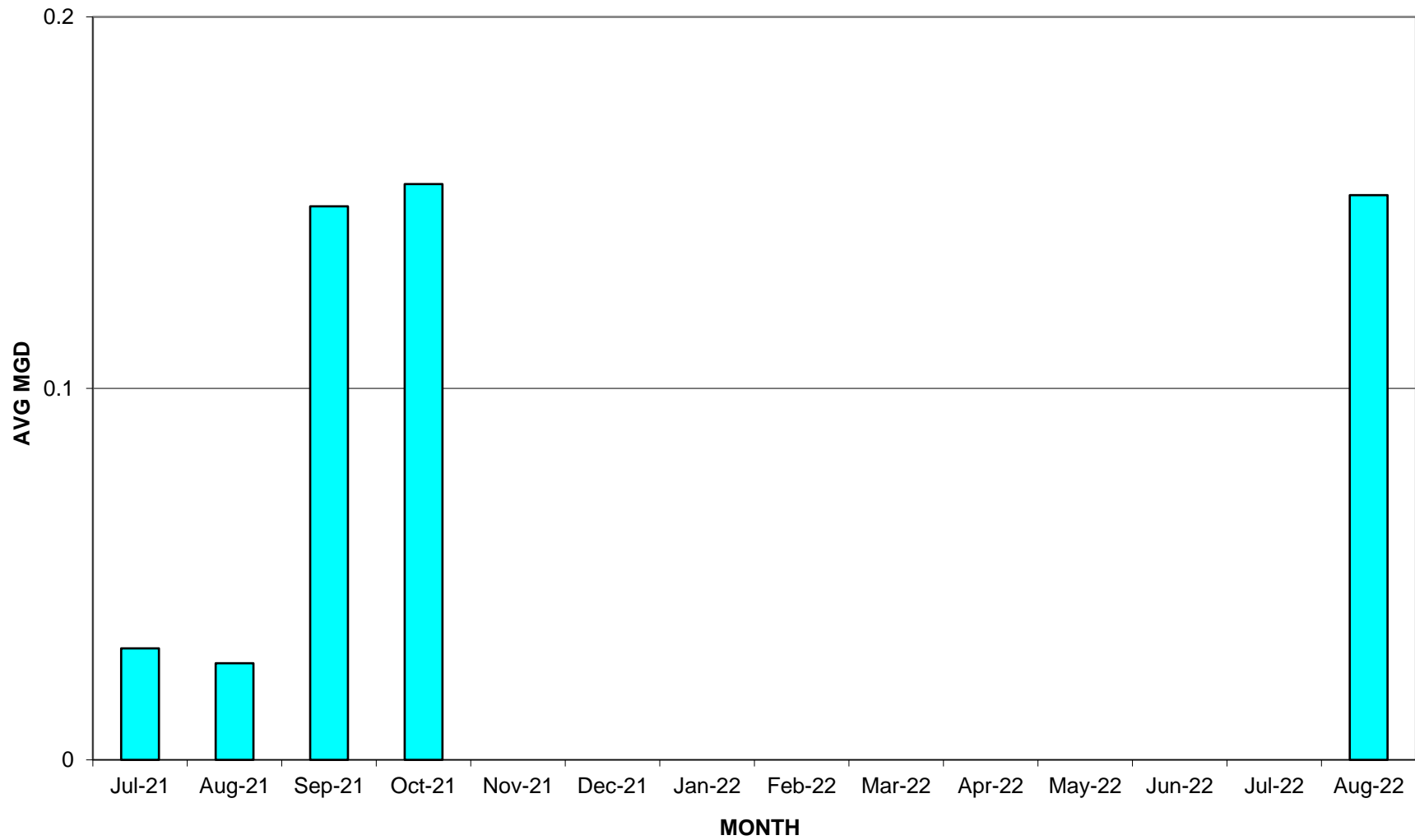
- ◆ Began land discharge and water quality testing.
- ◆ Collected annual sludge samples for the landfill.

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



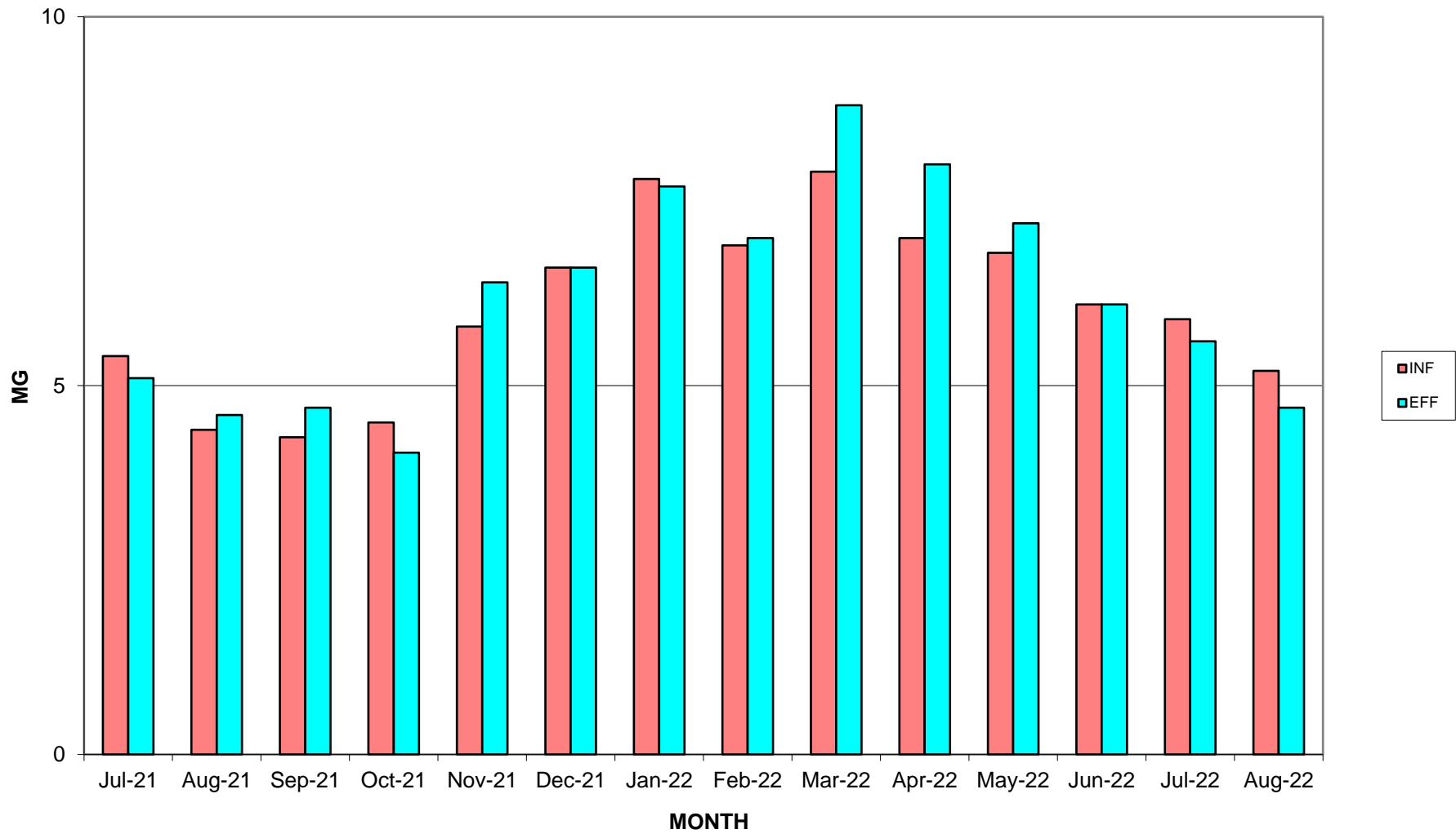
DONNER SUMMIT PUD WWTP

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



DONNER SUMMIT PUD WWTP

**TOTAL INFLUENT FLOW TO TOTAL
EFFLUENT FLOW YEAR 2021/2022**



September 20, 2022
Agenda Item: 7A



STAFF REPORT

TO: Board of Directors

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

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

RECOMMENDATION

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

BACKGROUND

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

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

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

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

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

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

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

DISCUSSION AND ANALYSIS

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

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

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

If the Board does not adopt the attached resolution at this meeting, then the October 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. 2022-32

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 OCTOBER 1, 2022 THROUGH OCTOBER 31, 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 guidance regarding COVID19 on February 11, 2022 which reverted to the State Public Officer Guidance which includes a

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

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

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

WHEREAS, the next scheduled meeting of a legislative body of the Donner Summit Public Utility District is October 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 Health Officer issued guidance regarding COVID19 on February 11, 2022 which reverted to the State Public Officer Guidance which includes a strong recommendation for wearing masks in indoor public settings indoors and businesses, and requires masks in certain high-risk situations.

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

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

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

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

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

AYES:
NOES:
ABSENT:
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____
Cathy Preis
President, Board of Directors

ATTEST:

By: _____
Alex Medveczky
Secretary of the Board

September 20, 2022
Agenda Item: 7B



STAFF REPORT REVISION NO. 1

TO: Board of Directors

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

SUBJECT: Appointment to Fill Board Vacancy

RECOMMENDATION

Review applications and consider appointment to fill one vacancy on the Board.

BACKGROUND

There are three seats open for election in November 2022 and only two candidates filed for the open seats. The District received the attached notice of insufficient candidates from the County of Placer directing the District to provide its candidate appointment before September 30, 2022. According to County staff, the open seat has a two-year term.

Staff posted notices of the vacancies on the District website, at the District office, at the post office, and at the Soda Springs general store.

DISCUSSION AND ANALYSIS

At the time this report was prepared the District had not received any applications. ~~The Board may discuss appointment of anyone that did not submit an application to District staff.~~

After this staff report was prepared, Staff received emails from three interested parties: Craig Combs, Jason Irwin, and Andrew Becker. Their letters of interest are included as Attachment 2.

The Board may discuss appointment of those that submitted letters of interest, or someone that did not submit a letter.

Appointment made to this vacancy will serve for a two-year term beginning in January 2023 and will be up for election in November 2024. The election in November 2024 will be for a four-year term.

FISCAL IMPACT

There is no direct fiscal impact to this action.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Notice
2. Letters of Interest

Deleane Mehler

From: Placer County Candidate Services <Candidates@placer.ca.gov>
Sent: Friday, August 26, 2022 4:21 PM
Cc: Tina Belding; Gina Gibson; Samuel Kipp
Subject: Updated -- Insufficient Candidates - Appointments in Lieu
Attachments: Insufficient candidates letter -special.docx; ELEC_10515..pdf

Good afternoon,

Our office has provided a new date for your district to provide us a list of potential candidates to be appointed by the Board of Supervisors. This date is now **September 30, 2022**. Please see the attached letter regarding insufficient candidates. If you are receiving this, your district has less candidates than seats up for election for the November 8, 2022 General Election.

The relevant ELEC Code is also attached. Please reach out if you have any questions.

Thank you,

The Candidate Services Team

Clerk-Recorder-Elections

(530) 886-5650 | candidates@placer.ca.gov



Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

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RYAN RONCO
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

LISA CRAMER
ASSISTANT CLERK

STEPHEN AYE
ASSISTANT RECORDER-REGISTRAR OF VOTERS



September 20, 2022
Agenda Item: 7B
ATTACHMENT 1

2956 RICHARDSON DRIVE
AUBURN, CA 95603

MAILING ADDRESS:
P.O. Box 5278
AUBURN, CA 95604

ELECTIONS OFFICE

530-886-5650 • Toll Free 800-824-8683 • Fax 530-886-5688

www.placercountyelections.gov • election@placer.ca.gov

Candidate Services

Dear Board Secretary,

During the candidate filing period for the November 8, 2022 General Election, the number of candidates that filed for the board of directors for your district did not exceed the number of offices to be filled at this election. Please review the paragraphs below and choose the one that applies to your district. If your district has more than one division/ward up for election this year, multiple paragraphs may apply.

The number of candidates equals the number of seats. Pursuant to Elections Code 10515(a), the qualified candidates for your district will be appointed in lieu of election by the Board of Supervisors. The Board of Supervisors will appoint those candidates in lieu of election at a meeting no later than the date of the election. The candidates will be seated at the organizational meeting of the Board of Directors of the District.

There is an insufficient number of qualified candidates to fill the positions. The Board of Supervisors has authority to appoint person(s) to fill the remaining positions at the aforementioned board meeting. Historically, the Board of Supervisors has delegated that responsibility to the District's Board of Directors. In order for us to present the names of the individual(s) to be appointed by the Board of Supervisors in time to meet the deadline set by Elections Code 10515(a), we request that the District submit the names to the Elections Division no later than **Friday, September 30th, 2022.**

There are no qualified candidates. In the event that there are no qualified candidates for the district office(s), the procedure for appointing an individual(s) to serve in that office is the same as that described in the previous paragraph (Elections Code 10515(b)). Any individual so appointed will take office and serve as if elected at a general district election.

If you have any questions please call Candidate Services at 530-886-5650 or email us at candidates@placer.ca.gov.

Sincerely,

Ryan Ronco
County Clerk-Recorder-Registrar

Sarah Flores
Candidate Services
Enc. Elections Code 10515

State of California

ELECTIONS CODE

Section 10515

10515. (a) If, by 5 p.m. on the 83rd day prior to the day fixed for the general district election: (1) only one person has filed a declaration of candidacy for any elective office to be filled at that election, (2) no one has filed a declaration of candidacy for such an office, (3) in the case of directors to be elected from the district at large, the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election, or (4) in the case of directors who must reside in a division but be elected at large, the number of candidates for director at large from a division does not exceed the number required to be elected director at large while residing in that division; and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division if elected by division, requesting that the general district election be held has not been presented to the officer conducting the election, he or she shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to the office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make these appointments.

(b) If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at a general district election for the office.

(c) Where a director must be appointed to represent a division, all or most of which is not within the county governed by the supervising authority, then the board of supervisors of the county within which all or most of that division is located shall be the body to which request for appointment is made and which shall make the appointment.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

Dear Deleane Mehler,

I submit this application to express my sincere interest in the Board of Directors position.

My wife and I purchased our full time home on Donner Summit four years ago. Before the purchase, we have both been long time employees of both Sugar Bowl Academy and Sugar Bowl Corp. This winter will start my 18th season working for SBSTA, ten of those as a year round employee. I am passionate about our beautiful Donner Summit and the community that has supported us for many years.

In my current role as Director of Program Operations at Sugar Bowl Academy, I am responsible for the development of implementation of policy and procedure for our educational institution. Some of our current operational projects are updating the accreditation for our school and revamping our emergency action plan.

I have spoken with a few members of our community and believe my candidacy is an excellent fit for this position given the following attributes:

- Excellent IT skills, with experience in multiple platforms
- Excellent written and spoken communication.
- Experience in solution oriented decision making
- Support/result Oriented
- Trustworthy (experience dealing with highly confidential information)

Thank you for considering my fit as a candidate for this position.

Best,

Craig Combs
William Craig Combs
Status: Full Time Resident
Address: Soda Springs, CA, 95728

--

Craig Combs

Director of Program Operations
Sugar Bowl Ski Team & Academy

September 20, 2022
Agenda Item: 7B
ATTACHMENT 2

From: [Jas Irwin](#)
To: [Steve Palmer](#)
Date: Sunday, September 18, 2022 6:30:02 PM

Good evening.

My name is Jason Irwin I'm writing you in regards to the open board position with the pud . I'm very interested in the position . I am a local I live in soda springs with my girlfreind Dawn Parkurst .I work as head custodian for the school district at Donner trails elementary school in kingvale. I'm also very familiar with the pud and the responsibilities of a Board member. Thank you for your time and consideration..I hope to hear from you soon.

Jason Irwin

From: [Andrew Becker](#)
To: [Steve Palmer](#)
Cc: [Deleane Mehler](#)
Subject: Re: Board Vacancy
Date: Monday, September 19, 2022 12:13:14 PM

To Donner Summit PUD Board of Directors

Hello, I am Andrew Becker. I am interested in joining the Donner Summit PUD board of directors. Being a new homeowner here in Soda Springs I have been looking for ways to give back to the community and I believe the Donner Summit PUD board is a great place to start. My wife and I came to Truckee 5 years ago following being recruited for the Sugar Bowl Academy U16 Alpine Racing Head Coach position, this job opportunity introduced me to Donner Summit as well as the surrounding area, I've loved being here ever since. After a stroke of luck last fall my wife and I were able to purchase a house in Soda Springs and make the move from Truckee up to Donner Summit. It is truly an amazing place to live and work, I'm excited to be here and be a part of it.

I have had some experience serving on boards in the past, however, these experiences were all focused on Alpine Ski racing and Divisional/Regional governance while being focused on how to help the athletes succeed to their greatest potential. So from those experiences I am quite new to the more city based focus of an organization like Donner Summit PUD, but this is something that I'm excited to learn more about as well as get involved in. My educational background is based in Biomechanics and Kinesiology, so I don't have a huge background in the inner workings of a Public Utility District, however, at work I deal with scientific data, a wide variety of personalities and competing interests as well as the economics of how to efficiently guide youth athletes through an expensive world. I can only assume that the Donner Summit PUD board is in a similar situation working to provide the best outcome to their clients while balancing the realities of science, economics and competing interests. Should I be selected to join the Donner Summit PUD board, I will do my best to support and balance these competing demands while keeping the natural beauty of this amazing ecosystem that we live in protected.

Thank you for your consideration.
Andrew Becker

The reality of my position at Sugar Bowl Academy, forces me to travel on occasion throughout the year. This can be as little as 2-3 days in a month and sometimes 2-3 weeks at a time. Upon talking with PUD staff at the office, I understand that meetings are conducted virtually; while I am committed to taking part in the monthly meetings as much as I am able. The reality of the situation is that there is a chance I could be on snow with my team on the other side of the world during a PUD meeting - I hope this does not disqualify me from serving on the board. I just feel that I need to communicate this reality of my job prior.

Finally, I am curious if there is any written info on the specific responsibilities of serving on the PUD board ~ hours per month, responsibilities, requirements

Thank you so much

Andrew Becker

September 20, 2022
Agenda Item: 7C



STAFF REPORT

TO: Board of Directors

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

SUBJECT: Cast Ballot for One of the Three Nominees for Placer County LAFCO Alternate Special District Representative

RECOMMENDATION

Board discussion and voting for an Alternate Special District Representative to the Placer County Local Agency Formation Commission (LAFCO).

BACKGROUND

Placer County LAFCO received three nominations for the Alternate Special District Representative Seat and is requesting that the member agencies cast a vote one of the nominees. The District received the attached LAFCO ballot package requesting that the District cast a ballot before 4 pm on Thursday, September 22, 2022.

DISCUSSION

The attached ballot package from LAFCO includes a Statement of Qualifications from each of the following nominees:

1. Scott R. Holbrook, Auburn Area Recreation and Park District Board Member
2. William Kahrl, Newcastle Fire Protection Board Chair
3. Earl Wilson, Auburn Public Cemetery District

The elected individual will serve as an alternate member from May 2022 to May 2026.

A vote may be cast by the Board President alone, or by action of the Board.

FISCAL IMPACT

There is no fiscal impact

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. LAFCO Alternate Ballot Package

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Electronic Transmittal

COMMISSIONERS: Date: August 23, 2022
Trinity Burruss To: Presiding Officer c/o Clerk of the District
Chair (City) From: Michelle McIntyre
Cindy Gustafson Re: Selection of an Alternate Special District Representative on
Vice-Chair (County) LAFCO

Josh Alpine
(Special District)

Tracy Mendonsa
(City)

Susan Rohan
(Public)

Rick Stephens
(Special District)

Robert Weygandt
(County)

On July 20, 2022, LAFCO requested the Special Districts consider nominating a member from their board to serve as the Alternate Special District Representative on LAFCO. We received three nominations.

Enclosed with this memo is a ballot and the Statement of Qualifications from the candidates.

**ALTERNATE
COMMISSIONERS:**

Jim Holmes
(County)

Jenny Knisley
(City)

Jeffrey Starsky
(Public)

Vacant
(Special District)

Please return via email a completed and signed ballot by Thursday September 22, 2022, at 4pm.

As a reminder; a valid ballot must be signed by the presiding officer or another board member as designated by the board. A quorum of the Special Districts is needed, and the person receiving the votes shall be appointed.

Please contact LAFCO staff (530) 889-4097 if you have any questions. Thank you.

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

William Wright
Legal Counsel

Enclosures: Ballot and Statement of Qualifications

110 Maple Street
Auburn, CA 95603
(530) 889-4097

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Ballot: Selection of Alternate Special District Representative on LAFCO

Please choose one:

_____ **Scott R. Holbrook**, Auburn Area Recreation and Park District

_____ **William Kahrl**, Newcastle Fire Protection

_____ **Earl Wilson**, Auburn Public Cemetery District

Name of Special District

Presiding Officer
Signature

Printed Name

**Must be received by LAFCO no later than
September 22, 2022 by 4pm**

LAFCO@placer.ca.gov

110 Maple Street Auburn, CA 95603
(530) 889-4097

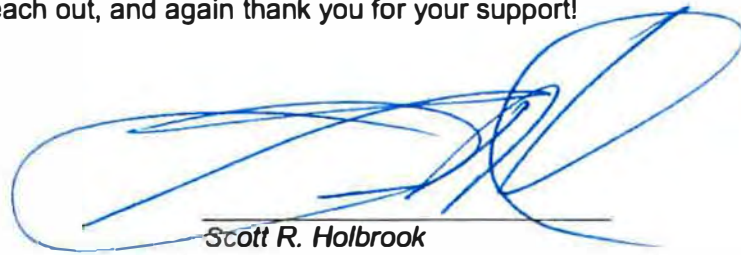
<https://www.placer.ca.gov/lafco>

August 15, 2022

Hey all,

Thank you for your support, for a few decades now I have been committed to serving the community in a variety of ways including my tenure on the Auburn Area Park and Recreation District (ARD) Board. I am proud of my record on multiple levels. Be it setting policy, balancing budgets, building consensus, long term planning, public relations and more. I have always worked to create viable outcomes that create a win-win. I am always readily accessible and a team player.

If you have any questions please reach out, and again thank you for your support!



Scott R. Holbrook
Director of the Governing Board
Auburn Area Recreation and Park District

August 17, 2022
Date

Statement of Qualifications for Re-Election to Placer LAFCO

William Kahrl, Chair, Newcastle Fire Protection District

Our Common Task. As one of your two representatives on Placer LAFCO, I believe that our special districts will face a very different range of challenges and opportunities in the years ahead. Reapportionment has bound the communities we serve in central Placer and the Tahoe/Truckee area more closely together than ever before. The ongoing threat of massive wildfires demands that we make common cause to bring our shared concerns more forcefully to the attention of the two mega-agencies -- CALFIRE and Pacific Gas and Electric -- whose operations most directly affect our mutual safety. And the advent of the state's new law on Accessory Dwelling Units has opened the gates for unexpected construction and expansion that could -- if we are not thoughtful -- undermine the best of our plans for the future.

All of Placer is affected by the increasing pace of new development. But it's different for special districts. The cities' and county representatives on LAFCO have resources in staffing and finance that they can draw on to meet changing needs and services. Most of us do not. We perform our public service often as volunteers, with little or no compensations. District funding is strictly limited and jealously guarded by local taxpayers. LAFCO can help, if we know how to use it..

The urban districts have a history of working together. But the distance from Auburn to Tahoe/Truckee is measured by more than just geography. With your support, I want to help bridge that gap. We need to do a better job of identifying common problems as well as the opportunities we can share to protect the things we love best about Placer. As chair of the Newcastle Fire Board, I can report we are already making progress along these lines, bringing together the leaders of other local fire districts, local, state and federal agencies. and tribal government on new programs that increase efficiency, improve public safety, and help to hold down the rising cost of insurance. Closer coordination and communication can benefit us all.

My Background. I have been lucky in life to be able to devote most of my career to serving California as an executive advisor on conflict resolution and natural resources policy. In state government, I've worked for the leaders of both parties in both houses of the state legislature as well as serving on the personal staff of both the Governor and the Assembly Speaker. In the private sector, I've served as a top-level advisor to several of the largest corporations in the United States and abroad, principally in the areas of forestry and water policy. Some of my proudest achievements in this connection include the creation of California's Wild and Scenic River System, the preservation of Point Reyes National Seashore and Headwaters National Forest, and launching the successful negotiations that created a permanent conservation easement for more than 80,000 acres of pristine coastal properties on the Hearst Ranch.

My clients have included all three of California's largest water districts -- Westlands, Imperial and the Metropolitan Water District of Southern California, the state Resources Agency, lumber companies, tribal governments the U.S. Geological Survey and the Army Corps of Engineers.

I am the editor of the award-winning *California Water Atlas* and the author of *Water and Power*, which the New York Times selected as one of the best books of the year. I graduated from Yale College and have subsequently received fellowships from the National Endowment for the Humanities, Coro Foundation, and the Rockefeller Foundation in Environmental Affairs. I also served as a member of the Editorial Board and Opinion Page Editor of the Sacramento Bee during its heyday. My wife Kathleen and I have lived in Newcastle for 22 years. I would appreciate your support. And if you have any questions or would like to discuss the issues your district is facing, please don't hesitate to call me at 916-663-0785.

Statement of Qualifications
for Earl Wilson

Alternate Special District Representative to LAFCO Nominee

I am Earl Wilson, a member of the Auburn Public Cemetery District Board of Trustees, seeking your vote as the Alternate Special District Representative to the Placer County Local Agency Formation Commission. I am a retired city manager. During my 40 plus years in this capacity I served in four California cities in four counties - San Joaquin, Merced, Humboldt and Siskiyou. Prior to my becoming a city manager I was employed by the City of Auburn. During that period with Auburn my duties as an administrative assistant included preparing and processing annexations for the City involving non-contiguous (airport and sewer plant), unhabituated and inhabited annexations which required the Placer County LAFCO applications and hearings. My years as a city manager brought me in contact with the various county LAFCOs for such items as annexations and spheres of influence development and update. My education background includes graduating from EV Cain and Placer High, BA from Sacramento State and MPA from CSU Stanislaus. I strongly believe in local government as each jurisdiction has its own personality and LAFCO has a positive role to provide that continuity during these periods of growth. The voice of the special districts on LAFCO provides another local government input to arrive at decisions that best serves all the citizens in Placer County. I have been a part of Placer County over the years having grown up here, my parents remained here until they passed away, and I returned here after retiring. I hope you consider my qualifications when casting a vote for the LAFCO Special District Alternate member. Thank you.

September 20, 2022
Agenda Item: 7D



STAFF REPORT

TO: Board of Directors

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

SUBJECT: Adopt a Reserve Policy

RECOMMENDATION

Adopt a resolution approving the Reserve Policy.

BACKGROUND

Donner Summit Public Utility District (DSPUD) does not have a written policy regarding the establishment and use of reserve funds.

It is best practice for local government agencies to establish written policy regarding reserves. The Government Finance Officers Association (GFOA) is the leading organization in the United States providing best practices and resources for finance, accounting, and budgeting. GFOA guidelines state that it is essential for governments to maintain adequate levels of fund balance to mitigate current and future risks and to ensure stable rates. For agencies like DSPUD that have utility enterprises, GFOA recommends that the reserve policy set separate targets for operating and capital needs.

DISCUSSION

Government agency funds are separated into “restricted” and “unrestricted” funds. Restricted Funds are assets that are restricted externally by creditors, grantor, contributors or laws and regulations of other governments, by constitutional provision or enabling legislation of the government entity that authorizes it to impose a tax or levy to raise revenue and places a legally enforceable purpose restriction on the use of revenue. For example, the loans that DSPUD obtained for the wastewater treatment plant construction requires cash equal to one year of loan payments be set aside in a Restricted Fund during the life of the loan.

On the other hand, Unrestricted Funds have no legal restrictions and can be used for any purpose. Additionally, all or a portion of the Unrestricted Funds may be designated for a specific purpose by the Board of Directors; ie. Designated Funds. Examples of Designated Funds that are often established by utility agencies include Operating Funds, Capital Reserve Funds, Rate Stabilization Funds, Vehicle Replacement Funds, and Emergency Reserves. Since Designated Funds are established by the Board they can be established for virtually any purpose, and can be modified or eliminated at any time by action of the Board.

The District General Manager reviewed GFOA guidelines, a sample reserve policy from California Special District Association (CSDA), guidelines from American Water Works Association (AWWA), and reserve policies from other local government agencies and prepared the Draft Reserve Policy included as Attachment 1. The CSDA sample reserve policy, and policies from

Truckee Sanitary District, Nevada Irrigation District, and South Placer Municipal Utility District are attached to this staff report.

ANALYSIS

The stated purpose of the Draft Reserve Policy is to “ensure that the District will at all times have sufficient funding available to meet its operating, capital, and debt service obligations.” The draft policy establishes an Operating Fund and Capital Reserve Fund as Designated Funds.

Operating Fund

The Operating Fund is used for the daily operations of the District. It also serves as the reserve for the District to fund both anticipated deficits in operations and maintenance, and unforeseen expenditures. Over the last 14 months, the District’s average unrestricted cash has been less than one month of operating expenses.

Below is a list of guidelines and other agency Operating Fund goals in terms of monthly operating expenses:

- GFOA – two months
- Water Environment Federation (WEF) - one to three months
- International City Management Association (ICMA) – one to two months
- Truckee Sanitary District – seven months
- Nevada Irrigation District – six months
- South Placer MUD – three months

In addition to an Operating Fund, many utility agencies have other separate designated reserves, such as an Emergency Reserve. For example, SPMUD’s Reserve Policy also establishes a Rate Stabilization Reserve, and Emergency Reserve, and a Capital Fund.

The Operating Fund goal in the Draft Reserve Policy is a four month minimum reserve with a target of six months of operating expenses; this is what was included in the adopted 2021 Utility Rates Study. The primary reason for this recommendation is because the District bills on a quarterly basis. This means at any point in time, the District needs to have enough cash on hand to pay for one quarter’s expenses (three months). An Operating Fund of four to six months of operating expenses provides the ability to pay for one quarter’s expenses and still retain one to three months of expenses in reserves for emergencies.

Capital Reserve Fund

The Capital Reserve Fund would be used to fund capital equipment purchases and capital improvement projects. Expenditures from this fund shall improve capital assets, extend the useful life of assets, increase value of assets, or acquire new assets. The District does not currently have separate cash designated for capital expenses. Capital Reserve Fund goals are unique to each organization’s financial situation and capital investment needs so it is difficult to develop a one-size fits all approach. Some typical methods of developing a Capital Reserve Fund Goal are:

- Contribute an amount equivalent to a percentage of the annual depreciation of assets.
- Equal to a percentage of the total cost of the five-year capital improvement plan.
- Equal to the replacement cost of the District’s most expensive asset or piece of infrastructure.
- Equal to the average annual replacement costs of all District assets at the end of their remaining useful life.

Below is a list of other agency Capital Reserve Fund goals:

- Truckee Sanitary District – 60% of five-year capital improvement plan expenditures
- Nevada Irrigation District – \$72,000,000
- South Placer MUD – Contribute 115% of annual depreciation plus collections from sewer participation fee (ie. connection fee).

The Draft Reserve Policy includes a capital reserve goal amount equal to 50% of the five-year capital improvement plan expenditures. Based on the current adopted capital improvement plan, this would equal \$710,000. For comparison, the FY2021 annual depreciation expense was \$895,859, and the average annual replacement cost is estimated to be \$2,171,737.

Monitoring

The policy also requires the General Manager to include the reserve levels in the monthly financial reporting to the Board. The General Manager is also required to analyze reserve levels each year and provide any recommendations to the Board.

FISCAL IMPACT

Adoption of this policy and associated goals will influence future budgets and utility rates as DSPUD designates funds as stated in the policy.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Proposed Donner Summit Public Utility District Reserve Policy
2. CSDA Sample Reserve Policy
3. Truckee Sanitary District Reserve Policy
4. Nevada Irrigation District Reserve Policy
5. South Placer Municipal Utility District Reserve Policy
6. Resolution



POLICY TITLE: RESERVE POLICY

POLCY NUMBER: 3032

3032.10 GENERAL

3032.11 Purpose

The purpose of this policy is to ensure that the District will at all times have sufficient funding available to meet its operating, capital, and debt service obligations. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund capital improvements; and
- c) Maintain minimal operational sustainability in periods of economic uncertainty.

3032.12 Definitions

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

- a) "District" refers to the Donner Summit Public Utility District.
- b) "Board" refers to the Board of Directors of Donner Summit Public Utility District.
- c) "General Manager" is the General Manager as appointed by the Board of Directors of Donner Summit Public Utility District.
- d) "Restricted Funds" are assets that are restricted externally by creditors, grantor, contributors or laws and regulations of other governments, by constitutional provision or enabling legislation of the government entity that authorizes it to impose a tax or levy to raise revenue and places a legally enforceable purpose restriction on the use of revenue.
- e) "Designated Funds" represent assets that are allocated or designated for a specific purpose by resolution of the Board of Directors. Board designated funds are a component of unrestricted assets as their use may be redirected at any time by approval of the Board.

3032.20 DESIGNATED FUNDS

These funds are assets that are allocated by resolution of the Board of Directors. Board designated assets are a component of unrestricted assets as their use may be redirected at any time by approval of the Board. The following funds are designated by the Board for the specific purposes identified in this Policy.

3032.21 Operating Fund

The Operating Fund is used for the daily operations of the District. This fund also serves as the Operating Reserve for the District to fund anticipated deficits in operations and maintenance and to fund unplanned and unforeseen expenditures.

The District's goal is to maintain a minimum of four months of annual operating costs in this fund and have a target of six months of annual operating costs. This is consistent with Government Finance Officers Association (GFOA) recommendations.

3032.22 Capital Reserve (Equipment/Improvement) Fund

The Capital Reserve Fund is used to fund capital equipment purchases and capital improvement projects. Expenditures from this fund shall improve capital assets, extend the useful life of assets, increase value of assets, or acquire new assets. These reserves are funded from connection fees, impact fees, and utility rates. The District goal is to maintain Capital Reserves in the amount of 50% of the total five-year expenditures shown in the adopted capital improvement plan. The General Manager will present a recommendation for the reserve as part of the annual budget.

3032.30 RESTRICTED FUNDS

Restricted Funds are established by the Board as needed to meet requirements of lenders, grantors, bondholders, and higher levels of government or through enabling legislation. The General Manager shall review restricted fund needs annually and provide any recommendations to the Board.

3032.40 MONITORING RESERVE LEVELS

The General Manager shall include reserve levels in the financial report presented at the monthly Board meeting. The General Manager shall analyze the reserve levels annually in conjunction with the budget preparation and provide any recommendations to the Board.



POLICY TITLE: Reserve Policy
POLICY NUMBER: 2150

2150.1 Purpose: The [name of District] (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated conservation projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

2150.2 Policy: Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors. [The following reserves reflect common purposes of many Districts for cash reserves; the listed purposes and reserve amounts should be tailored to the needs of your District.]

- a) Vehicle Fleet Reserve:
Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate of [\$10,000] annually. The maximum amount of Vehicle Fleet Reserves will be [\$50,000]. When the annual accumulation would increase the Reserve beyond [\$50,000], only the amount required to reach the maximum will be reserved.
- b) Technology Reserve:
Technology Reserves will accumulate from existing unrestricted funds at a rate of [\$4,000] annually. The maximum amount of Technology Reserves will be [\$20,000]. When the annual accumulation would increase the Reserve beyond [\$20,000], only the amount required to reach the maximum will be reserved.
- c) Designated Project/Special Use Reserve:
Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate of [\$10,000 annually]. The maximum amount of Designated Project/Special Use Reserve will be [\$50,000]. When the annual accumulation would increase the Reserve beyond [\$50,000], only the amount required to reach the maximum will be reserved.





- d) Capital Improvement Reserve: Capital Improvements Reserve will accumulate from existing unrestricted funds at a rate of [\$25,000] annually. The maximum amount of Capital Improvement Reserves will be [\$100,000]. When the annual accumulation would increase the Reserve beyond [\$100,000], only the amount required to reach the maximum will be reserved.
- e) Repair/Operations & Administrative Operations Reserve: Facility & Administrative Operations Reserves will accumulate from existing unrestricted funds at a rate of [\$260,000] annually. The maximum amount of Facility & Administrative Operations Reserves will be [\$780,000]. When the annual accumulation would increase the Reserve beyond [\$780,000] (equivalent of three years of Operations Reserves), only the amount required to reach the maximum will be reserved.
- f) Total All Reserve Funds:
The total amount of Reserves designated annually from all funds shall be [\$309,000] with a cumulative accrual cap of [\$1,000,000].

2150.3 Using Reserve Funds:

- a) Vehicle Fleet Reserve:
Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.
- b) Technology Reserve:
Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining a modern technology for employees.
- c) Designated Project/Special Use Reserve:
Projects, programs or special uses will be identified by the General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to value to the District and the people it serves.
- d) Capital Improvements Reserve:
Capital Improvements Reserves shall be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
Operations/Repair & Administrative Operations Reserve:
- e) Operational Reserves shall be utilized to support:
 - 1) Administrative operational functions, including minimal staffing levels and administrative/office expenses;
 - 2) facility operations;
 - 3) facility repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).

2150.4 Monitoring Reserve Levels: The General Manager, in collaboration with the [position title], shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual deliberation/approval of Budget and Reserve Funds.



.....

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- b) Upon General Manager and/or Board request.

**TRUCKEE SANITARY DISTRICT
BOARD OF DIRECTORS
RESOLUTION NO. 2022-105**

A RESOLUTION ADOPTING A RESERVE FUND POLICY

WHEREAS, the Truckee Sanitary District (District) is the public agency responsible for the collection and conveyance of wastewater in the greater Truckee area; and

WHEREAS, the District at all times strives to have sufficient funding available to meet its current operating, capital, and debt obligation needs; and

WHEREAS, the maintenance of the prudent reserves is the foundation of sustaining the delivery of District’s services; and

WHEREAS, through maintenance of prudent reserves, the District and its ratepayers accrue significant benefits including stable rates, emergency preparedness, well-maintained infrastructure, and investment in the future; and

WHEREAS, the District currently maintains its reserves in five funds; and

WHEREAS, to avoid significant rate fluctuations or the need to borrow under undesirable conditions, the development of minimum target reserve fund balances for each fund is necessary; and

WHEREAS, the District last adopted a Reserve Policy on April, 16 2020; and

WHEREAS, the District will review the Reserve Policy annually; and

WHEREAS, staff has developed a Reserve Fund Policy that provides additional details regarding the establishment of minimum reserve fund balances; and

WHEREAS, the Board has reviewed the revised Reserve Fund Policy and found it to be consistent with the effective delivery of services by the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Truckee Sanitary District does hereby adopt the Reserve Fund Policy dated May 19, 2022 for the Truckee Sanitary District superseding the Reserve Policy adopted April 16, 2020.

PASSED AND ADOPTED by the Board of Directors of the Truckee Sanitary District at the regular meeting of the Board held on the May 19, 2022, by the following roll call vote:

- AYES:** Anderson, Gilmore, Smart, Van Gundy, Waters
- NOES:** None
- ABSENT:** None
- ABSTAIN:** None



Dennis Anderson
 President of the Board of Directors

ATTEST:


Blake R. Tresan,
 Board Secretary



**Truckee Sanitary District
Reserve Fund Policy
Adopted by Resolution 2022-105
May 19, 2022**

Fund	Source of Funds	Use of Funds	Reserve Fund Policy
Restricted Funds			
Fund 4 - Capital Reserve Fund	Connection Fees and interest earnings	Funds are restricted for use on projects that increase the capacity of the sewer system.	This fund shall be maintained so that a minimum balance at the beginning of each fiscal year is equal to 60% of the next five years of projected Fund 4 expenditures as shown on the 5-Year CIP. Further, the connection fee shall be considered for an inflationary adjustment each calendar year and a connection fee study shall be conducted at least every 10 years to ensure an adequate connection fee is being charged to fund future capacity requirements.
Fund 10 - SAD 5 Trust Fund	Remaining money from SAD 5 and interest earnings. No new source of funds anticipated.	Funds are restricted for use on sewer-related activities associated with SAD 5 (Armstrong & Biltz Tract) area only.	There is no minimum reserve level to be maintained in this fund. The fund should be used until all funds are expended and then the fund should be retired.
Board Designated Funds			
Fund 5 - Major Capital Improvements Reserve Fund	Transfers from General Fund and interest earnings.	Funds are used for capital expenditures over \$15,000.	This fund shall be maintained so that a minimum balance at the beginning of each fiscal year is equal to 60% of the next five years of projected Fund 5 expenditures as shown on the 5-Year CIP.
Fund 6 - Emergency Contingency Reserve Fund	Transfer from General Fund as recommended by staff and/or directed by the Board.	Funds are only available for Board designated emergency purposes.	This fund shall be maintained at the level recommended by the staff and approved by the Board to utilize in the event of an emergency.
Undesignated Funds			
Fund 1 - General Fund	Operating revenue, property taxes, and interest earnings	Funds are used for the day-to-day operations of the District.	This fund shall be maintained such that the minimum balance at the beginning of each fiscal year is equal to 60% of budgeted operating expenditure for the following fiscal year. This reserve is required to ensure the District can operate from July through January (58.3%) during which time there are no Teeter payments to TSD from Nevada and Placer County for user fees or property taxes. Staff and Board shall examine and consider payment of deferred pension and benefit plan liabilities prior to transfers to other District funds with a goal 'funded status' of 90% or greater. 'Funded Status' is the ratio of the plan's Market Value of Assets divided by its Accrued Liability.

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Reserves
POLICY NUMBER: 3040

3040.1The purpose of the Nevada Irrigation District's (District) Reserve Policy is to ensure that the District will, at all times, have sufficient funding available to meet its operating, capital and debt service cost obligations. Reserves will be managed in a manner that allows the District to fund ongoing operations and maintenance as well as costs consistent with the annually updated Capital Improvement Program and other long-term plans while avoiding significant rate fluctuations due to changes in cash flow requirements.

Adequate reserves and sound financial policies promote the District's bond ratings in the capital markets; provide financing flexibility; avoid potential restrictive debt covenants; and stabilize rates. The Reserve Policy covers all reserve funds of the District. Unless specifically required by external statute and loan covenants, interest earnings on Hydroelectric, Recreation and other pooled monies is credited to Water Working Capital cash reserve for administrative support provided by Water staff.

On a quarterly basis, reserves shall be reported and analyzed, along with the District's adopted budget, portfolio investment, short-term forecasting and budget vs actual reports in sufficient detail to understand balance movement..

3040.2There are three major types of reserves: Legally Restricted Reserves, Unrestricted Designated Reserves and Unrestricted Undesignated Reserves. Legally Restricted Reserves have restrictions imposed by law, bond covenants, or other contractual obligations. Unrestricted Designated Reserves are set aside for a specific purpose as determined by the Board of Directors. Unrestricted Undesignated Reserves is the remaining cash balances and referred to as operating/working capital cash. Reserve balances are considered in each update to the fiscal plan, Capital Improvement Program and Long-Term Financial Forecast during the annual budget cycle consistent with the Board's rate setting goal.

3040.3RESTRICTED RESERVES

3040.3.1 The Capacity Fee Reserve is established to provide funds for qualifying new projects and expansion of existing District facilities in compliance with Government Code Section 66013. All capacity fees received shall be deposited to this water reserve together with all

interest earned on this balance. A target balance of \$2,000,000 shall be maintained in this reserve for expansion related capital needs of the water system.

- 3040.3.2 The Debt Service Reserve is governed by debt covenants for the District's debt. These reserves are held by the trustee during the term of the debt and are to be used in the event that the District is unable to meet its required debt service obligation. These reserves will be used to make the final debt service payments in accordance with debt covenants. Accrued interest earnings on this reserve balance shall be calculated according to debt covenants.
- 3040.3.3 Bond/Loan/Fiduciary Proceeds Reserve shall be established when District acts as fiduciary holding proceeds for specific debt/loan or improvement district. These reserves will be used for specific project purposes in accordance with contractual obligations. Any interest earnings on this reserve balance shall be calculated according to contractual obligations.

3040.4 UNRESTRICTED DESIGNATED RESERVES

- 3040.4.1 Operating Reserve may be used to fund anticipated deficits in operations and maintenance and provide funding for unplanned and unforeseen expenditures.

The reserve strives to maintain a minimum level of six months of annual budgeted operating costs using a three-year running average, approximately 180 days of operating cash for an individual Division (Water, Hydroelectric, Recreation). Waiver of this requirement is in effect until capital improvement/replacement reserve (3040.4.4) is achieved within individual Funds.

- 3040.4.2 The Water Rate Stabilization Reserve may be used to provide rate stability to the District's Customers.

The Water Rate Stabilization Reserve will be funded when annual water revenues exceed water expenditures along with interest earned and will be used on an "as needed basis"; such as when an unanticipated project is expected to immediately increase rates. The Water Rate Stabilization Reserve will be used to meet these unforeseen increases in expenses or decreases in revenues so as to buffer the amount and timing of rate increases. This will be reviewed annually by the Board during the budget review and adoption process and adjusted accordingly.

- 3040.4.3. Community Investment Stabilization Reserve shall be used for Community Investment Program projects. The reserve shall be funded from the unused annual Community Investment Program budget up to a maximum of \$1,500,000. Funding for this reserve is suspended until the District's individual Fund operating reserves (3040.4.1) reach minimum levels.

- 3040.4.4 Capital Improvement / Replacement Reserve is established to accumulate sufficient reserve funds necessary to insure timely acquisition, replacement, and upgrade of the District's

Infrastructure and capital assets. This reserve is established for each Division (Water, Hydroelectric, Recreation). The District funds Water's capital reserves when non-operating income is positive. Hydroelectric and Recreation funding occurs when operating income is positive as these Divisions do not have non-operating income. The minimum reserves for the three Funds areas follows: Water \$22,000,000, Hydroelectric \$15,000,000, Hydroelectric FERC: \$35,000,000 Recreation \$500,000. The priority calculation of these reserves is in accordance with policy 3040.6.

- 3040.4.5** Insurance and Catastrophic Occurrence Reserve is established to help: a) pay for claims in excess of insurance coverage limits, and b) provide immediate funds in case of a catastrophic occurrence. This reserve should have a minimum reserve balance of \$5,000,000 and a maximum balance of \$10,000,000.

The Water and Hydroelectric Divisions shall initially fund this reserve equally. Any events that require the use of reserve funds shall be replenished by the specific Division responsible for use of these funds.

- 3040.4.6** Watershed Stewardship Reserve shall be used for any expenditure incurred in the maintenance and improvement of the District's watershed. The Board will strive to maintain a minimum reserve balance of \$500,000.

- 3040.4.7** Accrued Leave Reserve estimates maximum annual payout for accrued vacation, sick leave and compensatory time on record as of the last day of each budget year. This reserve shall be funded by each division (Water, Hydroelectric, Recreation) in an amount equal to 50% of the liability associated with the employees in that division.

3040.5 UNRESTRICTED UNDESIGNATED RESERVES

- 3040.5.1** Operating/Working Capital Cash shall be the balance remaining in accordance with 3040.6. All receipts and expenditures shall be processed through operating/working capital cash accounts.

3040.6 ORDER OF RESERVE CALCULATION

The order used to calculate cash reserves is according to the following priority beginning with number 1) using unaudited quarterly operating results as follows:

- 1) The Finance Manager/Treasurer shall calculate the District's total cash for each division.
- 2) Restricted Cash Reserves shall be established in accordance with policy 3040.3
- 3) Accrued Leave Reserve levels shall be established in accordance with policy 3040.4.7
- 4) Operating Reserve levels shall be established in accordance with policy 3040.4.1
- 5) Capital Improvement/Replacement Reserve levels established in accordance with policy 3040.4.4
- 6) Community Investment Reserve levels shall be established in accordance with policy 3040.4.3
- 7) Watershed Stewardship Reserve levels shall be established in accordance with policy 3040.4.6
- 8) Insurance and Catastrophic Reserve levels shall be established in accordance with policy 3040.4.5
- 9) Operating/Working Capital Cash levels shall be established in accordance with policy 3040.5.1
- 10) Water Rate Stabilization Reserve levels established in accordance with policy 3040.4.2

Adopted: June 26, 2013 via Resolution No. 2013-24
Revised: March 11, 2015 via Resolution No. 2015-06
Revised: August 24, 2016 via Resolution No. 2016-31
Revised: November 9, 2016 via Resolution No. 2016-43
Revised: February 28, 2018 via Resolution No. 2018-06

Revised: July 24, 2019 via Resolution No. 2019-24

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3130 – RESERVE POLICY		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/15
Resolution No.	15-23, 20-08, 21--xx	Revised:	03/06/2020

PURPOSE

The purpose of this policy is to ensure that the South Placer Municipal Utility District will at all times have sufficient funding available to meet its operating and capital needs, anticipate and prepare for future funding requirements, as well as plan for disasters and other unforeseen events.

POLICY STATEMENT

Section 1. General

Reserve funds will be accumulated and maintained in a manner that allows the funding of costs and capital investments consistent with the District’s Capital and Financial Plans while avoiding significant rate fluctuations due to changes in cash flow requirements. The District will also maintain an emergency reserve position that may be utilized to fund disasters or unanticipated major failures. The classification of these reserve fund balances shall be in conformance with Government Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Section 2. Definitions

Per GASB 54, fund balance will be displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used:

- *Non-spendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- *Assigned fund balance*—amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

Section 3. General Fund (Fund 100)

A. Assigned Fund Balance Reserves

- i. Operation and Maintenance Reserve

The purpose of the Operation and Maintenance (O&M) Reserve Fund is to ensure that the district will have sufficient funding available at all times to meet its operating obligations. Operating revenue is flat rate and consistent over the year. Delinquencies are trued up through tax liens which are recoverable twice a year. Operating expenses are generally incurred uniformly over the year, however, work can be planned or deferred during the year to accommodate minor fluctuations in revenue. The source of funding for this reserve shall be from Sewer Service Charges.

The District shall maintain an O&M Reserve Fund equivalent to 3 months O&M expenses.

ii. Rate Stabilization Reserve

The purpose of the Rate Stabilization Reserve Fund¹ is to establish a means to provide more stable sewer service charges to the District's customers. This fund buffers the impacts of unanticipated fluctuations or revenue shortfalls in sewer revenues and should be capable of defraying the need for an immediate rate increase to cover the cost of an unanticipated rise in expenses. Unexpected fluctuations can include, but are not limited to natural disasters, an economic downturn, and unanticipated increases in other utility expenses and/or other extraordinary circumstances. The source of funding for this reserve shall be from Sewer Service Charges.

The District shall maintain a Rate Stabilization Reserve Fund equivalent to 10% of the annual revenue.

iii. Emergency Reserve

The purpose of the Emergency Reserve Fund is to provide funds for emergency response for potential repair or replacement of capital facilities due to damage from a natural disaster or unanticipated failure. The Emergency Reserve would be used when capital improvement funds have otherwise been purposefully spent down to a preset limit on planned projects. The source of funding for this reserve shall be from Sewer Service Charges.

The District shall maintain an Emergency Reserve equivalent \$3 Million.

Section 4. Capital Funds

A. Committed Fund Balance Reserves

i. Capital Improvement Fund Reserve (Fund 300)

The purpose of the Capital Improvement Reserve is to fund on a pay-as-you-go basis future capital facilities that are expansion or growth related. These capital improvements will be identified in a Wastewater Collection Master Plan, a System Evaluation and Capacity Assurance Plan or other such capital improvement plan designated by the District. These funds are accumulated in an orderly

¹ This Rate Stabilization Reserve fund contemplated by the District should not be confused with the Rate Stabilization Fund (RSF) currently held by the South Placer Wastewater Authority. Bonds sold by SPWA and cash contributed by the SPWA participants funded construction of the Pleasant Grove Treatment Plant. The bond payments are made from the RSF from revenues generated from regional connection fees separate and distinct from the District's Sewer Participation Fee, although they are collected at the same time. SPMUD is liable for 25% of the total annual debt service, which calculates to approximately \$2.6 M annually. The District has covenanted to prescribe and collect rates and charges sufficient to yield net revenues at least equivalent to 110% of its share of debt service.

manner in conformance with State law and drawn down as required by growth related projections. The source of funding for the Capital Improvement Reserve shall be the Sewer Participation Fee.

B. Assigned Fund Balance Reserve

i. Capital Replacement and Rehabilitation Fund (Fund 400)

The purpose of this fund is to accumulate the probable replacement cost of equipment each year over the life of the asset so it can be replaced readily when it becomes obsolete, or replacement is needed. Annual depreciation is calculated as a function of the depreciation schedule maintained within the District's Financial Management Software. The source of funding for this reserve shall be in the form of an annual operating expense (transfer) to the Capital Replacement (Depreciation Reserve) Fund.

The District has developed Asset Replacement Funding Projections (Nessie Curves) to determine the Capital Replacement and Rehabilitation Fund balance necessary over time. These curves predict that at the current accumulation rate, Fund 400 will not accumulate enough funds to pay for the necessary future replacements. To correct some of this projected underfunding, the District shall incur an annual expense equivalent to 115% of the annual depreciation and accumulate this balance in a Capital Replacement and Rehabilitation Fund to pay for the replacement of assets. The District shall update funding projections and re-evaluate reserve contributions to Fund 400 no less than every two years.

REVISÉ

RESOLUTION NO. 2022-33

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT APPROVING A RESERVE POLICY

WHEREAS, the Board of Directors of the Donner Summit Public Utility District (District) desires to adopt a Reserve Policy; and

WHEREAS, District staff reviewed reserve guidelines from the Government Finance Officers Association, American Water Works Association, Water Environment Federation, International City Managers Association, and the California Special Districts Association; and

WHEREAS, District staff reviewed reserve policies from other local utility districts; and

WHEREAS, the new policy establishes two Designated Funds, an Operating Fund and a Capital Reserve Fund, and identifies goals for those funds; and

WHEREAS, the new policy requires monthly reporting to the Board and annual review of reserve goals; and

WHEREAS, the Reserve Policy was presented to and reviewed by the Board on September 20, 2022.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF DONNER SUMMIT PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE that the attached Reserve Policy is approved.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____
Cathy Preis
President, Board of Directors

ATTEST:

By: _____
Alex Medveczky
Secretary of the Board

RESERVE POLICY

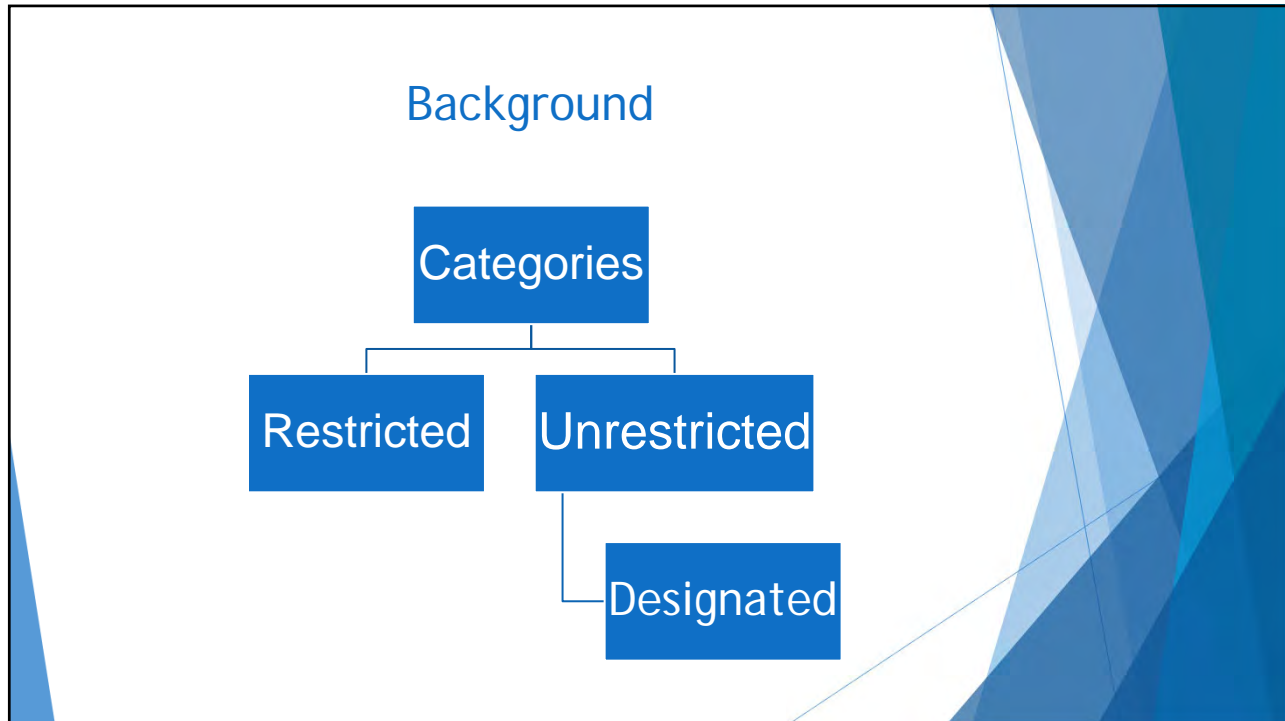
Steven Palmer, General Manager
Donner Summit Public Utility District
September 20, 2022

1

Background

- GFOA Best Practices
 - Establish written reserve policy
 - Separate targets for operating and capital

2



3

Background

Key Questions

1. What reserves should we designate?
 - Operating
 - Capital
 - Rate Stabilization
 - Vehicle Replacement
 - Emergency

4

Background

Key Questions

2. Goal amounts for those reserves?

5

Draft Policy

Stated Purpose

“ensure that the District will at all times have sufficient funding available to meet its operating, capital, and debt service obligations”

Designated

1. Operating
Daily operations & unanticipated expenses
2. Capital Reserve
Capital equipment & capital projects

6

Draft Policy

Operating Fund

A. Guidelines

Source	Months
GFOA	2
WEF	1 to 3
ICMA	1 to 2
Truckee San	6
NID	7
South Placer MUD	3

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Draft Policy

Operating Fund

B. Considerations

- Timing of revenue and expenditures
- 2021 Utility Rate Study

C. Recommendation

- 4 to 6 months (\$1.2M to \$1.8M)

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Draft Policy

Capital Reserve Fund

A. Methods

- Percentage of annual depreciation
- Percentage of 5-Year CIP
- Most expensive asset replacement
- Average annual replacement cost

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Draft Policy

Capital Reserve Fund

B. Comparisons

- TSD – 60% of 5-year CIP
- NID - \$72,000,000
- SPMUD – 115% annual depreciation plus connection fees

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Draft Policy

Capital Reserve Fund

C. Recommendation

- 50% of 5-year CIP - \$710,000
- Annual depreciation - \$896,000
- Average annual replacement - \$2,172,000

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Draft Policy

Monitoring

- Reports in monthly financial report to Board
- Annual review & report to Board with budget

12

Recommendations

1. Adopt resolution approving Proposed Reserve Policy; or
2. Provide direction on changes to policy

September 20, 2022
Agenda Item: 7E



STAFF REPORT

TO: Board of Directors

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

SUBJECT: Approve Purchase of Replacement Ultraviolet Lamps for Wastewater Treatment Plant Disinfection System

RECOMMENDATION

Approve Purchase of Replacement Ultraviolet Lamps for Wastewater Treatment Plant Disinfection System.

BACKGROUND

The ultraviolet (UV) lamps used in the wastewater treatment plant disinfection system need replacement. All of the UV lamps have either exceeded or will soon exceed the manufacturer's recommend life of 12,000 hours. This is the second time the District had to replace the lamps, with the first time occurring in 2019.

Xylem is the only supplier for the UV lamps required for the disinfection system, so a sole source justification is needed. They have provided the District with a price of \$19,351.96 for the UV lamps. The Purchase Order and documentation is attached to this staff report. According to the newly adopted Purchasing Policy the Board can approve a sole source equipment purchase that is over \$10,000 if it makes the findings that formal bidding would not provide an advantage and would therefore be undesirable, impractical, or impossible.

DISCUSSION

The UV disinfection system is a critical component of the wastewater treatment plant and it is important that the UV bulbs function effectively. For that reason, Staff is recommending a waiver of formal bidding and direct purchase of original equipment replacement lamps from the manufacturer, Xylem. This is the only way to purchase the original UV lamps. Formal bidding would not produce an advantage because Xylem is the manufacturer of the lamps; any other supplier would need to purchase the lamps from Xylem and add a markup onto the price for the District. Therefore, formal bidding would be undesirable and impractical, and likely result in selection of the same supplier, Xylem.

Staff is requesting that the Board adopt the attached resolution that makes the appropriate findings, waives formal bidding, and approves the purchase of replacement UV lamps from Xylem in the amount of \$19,351.96.

FISCAL IMPACT

The cost of replacing the UV laps was not included in the FY2022/2023 budget. A budget amendment is needed to increase the wastewater treatment plant expenditures by \$19,351.96. A formal budget amendment will be presented to the Board at a future meeting to recognize this change as well as increased revenue from Sierra Lakes.

CEQA ASSESSMENT

This is not a CEQA Project

ATTACHMENTS

1. Purchase Order with Price Quote
2. Resolution

Memorandum

To: Steve Palmer
From: Jim King
CC: File
Date: September 8, 2022
Re: **Replacement UV Bulbs Quote**

This memo is to provide the reasoning for a single quote to be approved for replacement UV bulbs.

The bulbs for the Wedeco UV system are specific to the other components that work with the system. After market bulbs will not work in this system and have been tried here before without success.

If you have any questions, please feel free to contact me.

Jim King

Plant Manager



September 2, 2022

4828 Parkway Plaza Blvd.
 Suite 200
 Charlotte, NC 28217
 Tel 704/409-9700
 Fax 704/409-9839

DONNER SMT PUB UTLTY DEPT
 PO BOX 610
 SODA SPRINGS CA 95728-0610

Quote # 2022-WED-1135

Account# 204176

Re: DONNER SUMMIT - 204176 - UV LAMPS

Xylem Water Solutions USA, Inc. WEDECO is pleased to provide a quote for the following equipment and/or services for your approval.

UV SPARES

Qty	Part Number	Description	Disc. %	Unit Price	Extended Price
96	76-610 34 08	LAMP,UV ECORAY ELR30-1 (XLR30)	12.00	\$ 227.00	\$ 21,792.00
UV SPARES Price USD					\$ 21,792.00
Total Discount %					12.00
UV SPARES Price					\$ 19,176.96
Total Project Price					\$ 19,176.96
Freight Charge					\$ 175.00
Total Project Price					\$ 19,351.96

Incoterm: 3 DAP - Delivered At Place **Named Placed:** 08 - Jobsite
 Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.

Terms of Delivery: PP/Add Order Position

Warranty: Standard warranty terms apply to the items in this quotation.

Validity: This Quote is valid for thirty (30) days.

Taxes: The prices quoted above do not include any state, federal, or locals sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Terms of Payment: 100% N30 standard.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by Xylem Water Solutions.

Schedule: Delivery lead times are approx. 5-10 working days after receipt of order acceptance.

COVID 19: Delivery lead-times may be impacted by the current COVID-19 virus pandemic relative to transportation logistics.

Terms and Conditions: This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and are incorporated herein by reference and made a part of the agreement between the parties

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Customer Acceptance: A signed facsimile of this quote is acceptance as a binding contract.

Signature: _____

Name (please print) _____

Date: _____ PO# _____

Sincerely,

Lisa Axtman
Aftermarket Sales Coordinator

RESOLUTION NO. 2022-33

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT WAIVING FORMAL BIDDING AND APPROVING THE PURCHASE OF REPLACEMENT ULTRAVIOLET LAMPS FROM XYLEM

WHEREAS, the District Purchasing Policy allows the Board to waive formal bidding for equipment purchases under certain circumstances; and

WHEREAS, in order to assure effective operation of the wastewater treatment plant disinfection system it is desirable to only purchase replacement ultraviolet (UV) lamps that are manufactured by the original equipment manufacturer, Xylem; and

WHEREAS, the original equipment UV lamps must be purchased from the manufacturer, Xylem, and the manufacturer sells directly to the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF DONNER SUMMIT PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE that the purchase of original equipment UV lamps is imperative to assure effective operation of the wastewater treatment plant disinfection system; and

BE IT FURTHER RESOLVED that formal bidding would not provide an advantage as the original equipment UV lamps must be purchased from the manufacturer, Xylem; and

BE IT FURTHER RESOLVED that formal bidding would be undesirable and impractical for this purchase; and

BE IT FURTHER RESOLVED that the purchase of replacement UV lamps from Xylem in the amount of \$19,351.96 is approved.

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

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: _____
Cathy Preis
President, Board of Directors

ATTEST:

By: _____
Alex Medveczky
Secretary of the Board