

**APPROVED**

**DONNER SUMMIT PUBLIC UTILITY DISTRICT  
P.O. BOX 610 – SODA SPRINGS – CALIFORNIA – 95728  
TELEPHONE (530) 426-3456 – FAX (530) 426-3460**

**Minutes of the Regular Meeting of the Board of Directors  
Held: June 21, 2016**

**STAFF PRESENT:** Tom Skjelstad, General Manager; Jim King, Plant Manager;  
Julie Bartolini, Office Manager

**OTHERS PRESENT:** Geoffrey O. Evers, General Counsel by telephone from 8732 Casa  
Del Rio, Fair Oaks CA 95628; Schaelene Rollins; Norm Saylor;  
Molly Buccus

**1. Call to Order**

The Regular Meeting of June 21, 2016 of the Donner Summit Public Utility District Board of Directors was called to order at 6:04 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

**2. Roll Call**

Cathy Preis, President	- Present
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- Present

**3. Clear the Agenda:** Tom Skjelstad stated that he heard from the State and the Water Treatment Plant loan was approved. He asked that the Notice of Award of Bid be added to the agenda.

**Motion: Pursuant to Government Code Section 54954.2(b) add the Notice to Award of Bid to Manito Construction to the Agenda.**

By: Bob Sherwood  
Second: Sara Schrichte

**Roll Call Vote**

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Aye
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

**Motion Carries**

It was decided that this item will be addressed as 6.A.5.

**4. Public Participation:** 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. Cash Disbursements–General, Month of May 2016--\$162,272.04**
- B. Cash Disbursements–Payroll, Month of May 2016-- \$66,298.37**
- C. Regular Meeting Minutes of May 17, 2016**
- D. Special Meeting Minutes of June 1, 2016**

**Motion: Accept the Consent Calendar**  
By: Bob Sherwood  
Second: Sara Schrichte  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

**Motion Carries**

**Public Hearing: Proposed Water Rate Increase-** the Board will be presented with letters from ratepayers who are protesting the proposed sewer rate increase. Oral comments are welcome but will not count as official protests per Proposition 218 rules.

**6:07p.m.** Cathy Preis opened the Public Hearing. Norm Saylor addressed the Board and stated the he was not protesting the rate increase, but discussed the general economic climate on Donner Summit.

**6:20p.m.** Cathy Preis closed the Public Hearing

**Motion: Adopt Ordinance 03-2016 of the Donner Summit Public Utility District to Amend and Modify Ordinance No. 2008-02, Setting Water Rates and Charges**

By: Sara Schrichte  
Second: Alex Medveczky

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Aye
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

**Motion Carries**

## **6. Department Reports**

- A. Administration: Tom Skjelstad, General Manager**

It was decided to take items out of order

- 2. Status of DWSRF Loan for the Water Treatment Plant Upgrade Project-** report on project funding. Tom Skjelstad re-iterated that the loan has been approved and we should have the loan documents tomorrow.

5. **Award of Bid for the Donner Summit PUD Water Treatment Plant Improvements Project-**

**Motion: Award the Water Treatment Plant Bid to Manito Construction in the amount of \$2,371,020.00**

By: Alex Medveczky

Second: Bob Sherwood

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

**Motion Carries**

1. **DSPUD Pre-Employment Drug Policy-** a review of the District's pre-employment drug policy. Discussion and possible action. Reported. Lengthy discussion ensued.
3. **Draft Ordinance** - discussion of a draft ordinance establishing procedures for relinquishing and acquiring unused sewer capacity. It was decided to table this item until the July meeting.
4. **Proposal from Stantec Consulting Services, Inc.-** a proposal to close out the Wastewater Treatment Facilities Upgrade and Expansion Project. Discussion and possible action. Tom Skjelstad reported that in a letter from Stantec wherein they offer a proposal to finish the remaining electrical and HVAC items associated with the wastewater treatment facilities project.

He stated that Stantec is offering to pay the District \$68,283 or 42% of the estimated cost (\$162,221) to complete the project. He has not spoken directly to Stantec but believes they should pay more. Tom Skjelstad recommendation is that the District provide a counter offer which would ask Stantec to pay the District \$91,581 or 56% of the items listed.

He bases his recommendation on a couple factors.

Item #5 Gas Detector \$68,035.00. The Gas Detector is located or rather will be located in the headworks building. The building is what is considered a self-contained structure. Additionally, it is where raw sewage enters the treatment facility. A gas detector alerts District staff when gas levels rise to an unsafe level. The omission of a gas detector on the plans and drawings is a major code violation. Tom Skjelstad believes that Stantec should cover the cost of this oversight.

In addition to the above, He believes that Stantec should cover 50% of the remaining cost or \$23,546.

**Motion: Authorizing the General Manager to Sign the Letter with Stantec in the Amount of \$91,581.**

By: Phil Gamick

Second: Sara Schrichte

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

**Motion Carries**

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

1. **Waste Water Flow Data – for May-** Reported.
2. **Fresh Water Flow Data – for May –** Reported.
3. **Operations and Maintenance Summary –**activities during the month of May. Jim King reported the following:

**Operations WWTP**

- Installed individual shut off valves for each tank on the ammonia feed system.
- Conducted an EDU count at 21653 Donner Pass Road.
- Replaced approximately 80 feet of sewer line on Donner Pass Rd.

**Operations Water Plant**

- Closed gate at Lake Angela Dam.

**Repairs and Maintenance WWTP**

- Completed the repairs to the water line behind the new membrane building.
- Began preparing sludge drying beds for use.
- The UV bulb manufacturer sent out replacement bulbs for the ones that failed to work properly. The new bulbs are working fine and the rest will be changed after delivery.

**C. Monthly Safety Committee Meeting Minutes, Month of May**

**Motion: Accept the Safety Committee Meeting Minutes for May**

By: Bob Sherwood

Second: Phil Gamick

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

**Motion Carries**

7. **President's Report: None**

8. **Committee Reports:**

**A. Budget and Finance Committee: Draft 2016/17 Fiscal Year Operating Budgets:** presentation of the District's spending plan for 2016/17. Discussion and possible action. Sara Schrichte reviewed the memo dated June 16, 2016 with the Board in detail and stated that the committee recommends approving the draft 2016/17 Budget.

**B. Memorandum of Understanding Between DSPUD and Sierra Lakes County Water District-** a Memorandum allowing for and the conditions under which Sierra Lakes is reimbursed by DSPUD for its portion of the

expansion of the wastewater treatment facility upgrade and expansion project. Discussion and possible action. Cathy Preis reviewed the MOU with the Board.

**Motion: Approve the Memorandum of Understanding Between Donner Summit Public Utility District and Sierra Lakes County Water District and Authorize the Board President to Execute the Document**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

**C. Long Term Service Agreement with Sierra Lakes County District-** discussion regarding the DRAFT Long Term Service Agreement which allows for DSPUD to treat Sierra Lake’s wastewater. Discussion and possible action. Cathy Preis reviewed some of the key points of the Long Term Service Agreement with the Board. This item will be addressed at a future meeting.

**9. Resolutions:**

**1. Resolution 2016-08 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2016/17 Fiscal Year**

**Motion: Adopt Resolution 2016-08 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2016/17 Fiscal Year**

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

**Motion Carries**

**2. Resolution 2016-09 of the Donner Summit Public Utility District Adopting the Sewer, Water and Administrative Service Department Budgets for the 2016-2017 Fiscal Year**

**Motion**      **Adopt Resolution 2016-09 of the Donner Summit Public Utility District Adopting the Sewer, Water and Administrative Service Department Budgets for the 2016-2017 Fiscal Year**

By:                Bob Sherwood  
Second:        Alex Medveczky

**Roll Call Vote**

Bob Sherwood        -        Aye  
Phil Gamick         -        Aye  
Cathy Preis         -        Aye  
Alex Medveczky     -        Aye  
Sara Schrichte      -        Aye

**Motion Carries**

**10. Correspondence: None**

**11. Closed Session: Pursuant to Government Code Section 54956.9(b)(1) significant exposure to litigation. None**

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

**13. Adjournment:**

**Motion:        Adjourn Meeting at 8:12 p.m.**

By:                Bob Sherwood  
Second:        Sara Schrichte  
Vote:             5 Ayes, 0 Noes, 0 Absent, 0 Abstain

**Motion Carries**

**Schedule of Upcoming Meetings**

Regular Meeting - July 19, 2016  
Regular Meeting - August 23, 2016  
Regular Meeting - September 20, 2016

The wording in these minutes are as reread from the notes by the Clerk of the Board.

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant