

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: September 20, 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;

1. Call to Order

The Regular Meeting of September 20, 2016 of the Donner Summit Public Utility District Board of Directors was called to order at 6:07 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: No Changes

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 August 2016--\$463,896.87**
- B. Cash Disbursements–Payroll, Month of August 2016-- \$72,112.47**
- C. Regular Meeting Minutes of August 16, 2016**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Alex Medveczky

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

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Status of the Water Treatment Plant Upgrade Project-** Tom Skjelstad reported that Manito continues their work on the project. Resource Development Company is busy at the clear well conducting coating improvements. The existing backwash tank has been demolished and removed from the site. The filtration basin are on schedule to be delivered in late October or early November.

There is concern about the progress that Manito has made, to this point. Some of the items on their schedule have slipped one month. The engineer and District staff are doing everything in our authority to push them along.

2. **WWTP Reactor Basin Coating Project-** Tom Skjelstad reported that the Bids for the Reactor Basin Coating were opened on August 24, 2016. The District received two bids. The apparent low bid of \$122,800 was submitted from Euro Style, Inc.. As authorized by the Board at last month's meeting, Tom Skjelstad issued a Notice of Award on August 31, 2016, and the Notice to Proceed on September 14, 2016. Euro Style has moved on site and begun work. Work is expected to take 2-3 weeks, weather permitting.
3. **Norden Cross Development-** Tom Skjelstad reported that staff along with Gabe Aronow of Stantec met with Nathan Wieler, Norden Cross Developer last week.

Mr. Wieler asked for a meeting to discuss sewer and water infrastructure at the Norden Cross development Gabe Aronow attended as staff has concerns about the sewer lift stations. At this time Nathen Wieler envisions the following for Norden Cross:

- The current plan is for 12 houses but may increase to 45,
- Construction of the infrastructure could begin as early as next year,
- The homes will take on the Scandinavian architectural style. The examples looked impressive,
- Price range of \$500,000 to \$1M per unit,
- Homes will be around 1,200 square feet.

Sugar Bowl Area Sewer Plan- discussion about sewer infrastructure in the Sugar Bowl area. As stated above under the Norden Cross agenda item, staff is concerned that the existing sewer lift stations that service the general Sugar Bowl Area could result in a future development in the Sugar Bowl Area could result in a failure at the stations.

Tom Skjelstad and Gabe Aronow agree that a Master Sewer Plan of the Sugar Bow Area is needed to determine the current status of the pump stations, and their capability of servicing the known build-out of the area.

The District understands that there are approximately 45 homes on septic that will eventually connect to the District's sewer system, and an additional 70 future EDUs in the area will also connect at some point. Rather than piece meal improvements to the District sewer system as new connections occur, it is better to conduct a study to understand what needs to be done now for the future.

Tom Skjelstad suggests that the District pay for the Master Plan Study and that the individual property/business owners pay for any approved, recommended improvements.

At this time, staff is requesting that Stantec be directed to conduct a Scope of Work for the Sugar Bowl Area Master Sewer Plan.

Motion: Authorize the General Manager to Direct Stantec to Conduct a Scope of Work for the Sugar Bowl Area Master Sewer Plan

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

4. Gibson and Company Proposal for a Three Year Extension to Conduct an Audit of Financial Statements of Donner Summit Public Utility District.

Motion: Authorizing the Board President to Execute the Gibson and Company three Year Extension through June 30, 2018 for Auditing Services

By: Phil Gamick

Second: Alex Medveczky

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

Motion Carries

5. Report from CliftonLarsonAllen- financial checkup report from CLA. Tom Skjelstad reviewed the September 20, 2016 Draft Report from CLA.

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

1. Waste Water Flow Data – for August-Reported.

2. Fresh Water Flow Data – for August-Reported.

3. Operations and Maintenance Summary –activities during the month of August. Jim King reported the following:

Operations WWTP

- ◆ Completed cleaning of Treatment Reactor #2 preparation for the recoating of the inside of the tank.
- ◆ Worked on the access road down to the river sampling sites.
- ◆ Received delivery of the new F-350 service truck and the used Tucker Snowcat.

Operations Water Plant

- ◆ Bypassed and drained the clear well at the treatment plant in preparation for retrofitting.
- ◆ Installed new warning signs around Lake Angela.

Repairs and Maintenance WWTP

- ◆ Painted Norden-1 sewer lift station due to graffiti painted on the walls.
- ◆ Raised the manhole that sits in the center of the tennis court behind the condos on Donner Pass Rd.

C. Monthly Safety Committee Meeting Minutes, Month of August

Motion: Accept the Safety Committee Meeting Minutes for August

By: Bob Sherwood

Second: Alex Medveczky

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

Motion Carries

7. President's Report:

1. **Board Compensation-** Health Insurance. Discussion ensued. Julie Bartolini is to provide rates for health insurance at the October Board of Directors meeting.
2. **Annual Holiday Dinner Discussion.** Discussion ensued. Staff was directed to provide options for a venue for the Holiday Dinner at the October Board of Directors Meeting.

8. Committee Reports: Joint Facilities Committee: report from meeting of Wednesday, September 14. Cathy Preis reviewed the Draft Service Agreement with the Board.

9. Ordinances: Ordinance 04-2016 Water Connection Fee

Motion: Adopt Ordinance 04-2016 of the Donner Summit Public Utility District to Amend and Modify Ordinance No. 81-10 Establishing Rules, Regulations, Water Rates, Charges, and Such Fees Applicable to Water Service by Said District, Providing for Collection of Such Charges, Including Penalty and Enforcement Measures and Fees

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

10. Correspondence: None

11. 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. Annual Holiday Dinner discussion.

12. Adjournment:

Motion: Adjourn Meeting at 7:42 p.m.
By: Bob Sherwood
Second: Alex Medveczky
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain
Motion Carries

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant

Schedule of Upcoming Meetings

Regular Meeting - October 18, 2016
Regular Meeting - November 15, 2016
Regular Meeting - December 20, 2016