

**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: October 18, 2016**

**STAFF PRESENT:** Tom Skjelstad, General Manager; Jim King, Plant Manager;  
Deleane Mehler, Office Assistant

**OTHERS PRESENT:** Bob Sherwood by telephone from 21275 Donner Dr., Soda  
Springs, CA 95728

**1. Call to Order**

The Regular Meeting of October 18, 2016 of the Donner Summit Public Utility District Board of Directors was called to order at 6:15 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	- Absent
Philip Gamick, Director	- Absent
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 September 2016—  
\$162,967.42**
- B. Cash Disbursements—Payroll, Month of September 2016--\$79,704.16**
- C. Regular Meeting Minutes of September 20, 2016**

**Motion: Accept the Consent Calendar**  
**By:** Sara Schrichte  
**Second:** Alex Medveczky  
**Vote:** 3 Ayes, 0 Noes, 2 Absent, 0 Abstain  
**Motion Carries**

## 6. Department Reports

### A. Administration: Tom Skjelstad, General Manager

1. **Status of the Water Treatment Plant Upgrade Project-** project update. Tom Skjelstad reported that work progresses on the Water Treatment Plant upgrade project. The masons are on site constructing the walls for the addition at the plant. Resource Development Company is erecting the backwash tank. The baffle walls inside the clear well will be installed prior to winter.

The filtration system basins will be ready for delivery at the end of October. If snow prevents Manito Construction to install them, they will be stored in Manito's yard in Pleasanton, CA for the winter.

2. **WWTP Reactor Basin Coating Project-** project update. Tom Skjelstad reported that Eurostyle management is 70% complete. All work performed is within compliance of the project specifications.
3. **Sugar Bowl Sewer Service Master Plan-** proposal from Stantec Engineering. Tom Skjelstad reviewed the draft proposal from Stantec Engineers for the Sugar Bowl Sewer Service Master Plan. Staff recommends that the Board accept the proposal and direct Stantec to begin their work. Stantec estimates the Plan will be completed during the winter 2017.

**Motion: Accept Stantec Engineering's Draft Proposal for the Sugar Bowl Sewer Service Master Plan**

By: Alex Medveczky

Second: Sara Schrichte

Vote: 3 Ayes, 0 Noes, 2 Absent, 0 Abstain

**Motion Carries**

4. **Miscellaneous Electrical Project Bids-** results of the bids. Possible action. Tom Skjelstad reported that the District received one Bid for the Miscellaneous Electrical Project from Creekside Electrical in the amount of \$117,000.00. The Engineers estimate was \$120,000.00. Staff recommends that the Board accepts the bid, issue a notice of Award and Notice to Proceed once all of the contract documents are filled out properly and received by the District.

**Motion: Authorize the General Manager to issue the Notice of Award for the Miscellaneous Electrical Project**

By: Sara Schrichte

Second: Alex Medveczky

Vote: 3 Ayes, 0 Noes, 2 Absent, 0 Abstain

**Motion Carries**

**Motion: Authorize the General Manager to issue The Notice to Proceed for the Miscellaneous Electrical Project**

By: Sara Schrichte

Second: Alex Medveczky

Vote: 3 Ayes, 0 Noes, 2 Absent, 0 Abstain

**Motion Carries**

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

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

**Operations WWTP**

- Started ammonia and Micro “C” feed into Reactor #1

**Operations Water Plant**

- Met with State Water Board Staff to go over the plant upgrade project.
- Shut down the 24” main raw water line to the plant and converted chemical feed lines to a temporary 4” feed line to be used during construction.

**Repairs and Maintenance WWTP**

- Drained, cleaned and inspected sludge holding tank.

**Laboratory**

- Received results of 5 year lead and copper testing in 10 homes within the District.

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

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

By: Sara Schrichte

Second: Alex Medveczky

Vote: 3 Ayes, 0 Noes, 2 Absent, 0 Abstain

**Motion Carries**

**7. President’s Report:**

1. **Board Compensation-** Health Insurance- Health care rates were provided to the Board of Directors, Discussion ensued. It was decided to discuss this Item further at the November Board Meeting.

2. **Annual Holiday Dinner Discussion-** Discussion ensued. It was decided to hold the Holiday Dinner in January.

**8. Committee Reports: None**

**9. Ordinances: None**

**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. Tom Skjelstad informed the Board of Directors of the meeting with SRF staff on October 25, 2016.

**12. Adjournment:**

**Motion: Adjourn Meeting at 7:09 p.m.**  
By: Sara Schrichte  
Second: Alex Medveczky  
Vote: 3 Ayes, 0 Noes, 2 Absent, 0 Abstain  
**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - January 17, 2017  
Regular Meeting - February 21, 2017  
Regular Meeting - March 21, 2017

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant