

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: January 17, 2017**

STAFF PRESENT: Tom Skjelstad, General Manager; Jim King, Plant Manager;
Deleane Mehler; Julie Bartolini by telephone

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 8732 Casa
Del Rio, Fair Oaks CA 95628; Bob Sherwood by telephone from
21275 Donner Dr., Soda Springs, CA 95728;

1. Call to Order

The Regular Meeting of January 17, 2017 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 - Excused
Philip Gamick, Director	- Present
Alex Medveczky	- Present

2. Clear the Agenda: Tom Skjelstad asked to remove item 7.2, The Oath Office. The Oath of Office will be administered at the February meeting.

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 November 2016--
\$102,965.65**

**B. Cash Disbursements--Payroll, Month of November 2016--\$72,587.66
and December 2016-- \$107,303.00**

C. Regular Meeting Minutes of November 15, 2016

Motion: Accept the Consent Calendar

By: Phil Gamick

Second: Alex Medveczky

Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Water Treatment Plant Upgrade Project Pay Request #3-** Manito Construction progress pay request. Tom Skjelstad reported that the District has yet to be reimbursed by the Drinking Water State Revolving Fund (DWSRF) for any of the pay requests made by the contractor to the District. The District negotiated with Manito to pay half of Pay Request #3. We will pay the other half once funds have been received from DWSRF. Funds are expected by the by the third week in January.
2. **Miscellaneous Electrical Project** - project update. Tom Skjelstad reported that the Electrical Project is almost complete.
3. **Renegotiation of the District's Clean Water State Revolving Fund Loan-** status of ongoing negotiations. Tom Skjelstad reported that he received an email from Darrin Polhemus, the Deputy Director, Division of Financial Assistance with State Water Resource Control Board. In the email he indicates nothing on the State's side has been finalized.

Tom Skjelstad reported that Catherine Hansford has created a spreadsheet that illustrates the relief each ratepayer would receive under different scenarios. Scenario A, (0% interest) would provide an annual savings of \$48 per EDU while scenario C, (0% interest + \$6M in debt forgiveness) offers an annual savings of \$264 per EDU.

Tom Skjelstad has asked Nicole Quinonez of Randlett Nelson Madden, to present to the Board at February meeting, the options available to the District if the Donner Board decides to continue to pursue debt relief. Additionally, Tom Skjelstad has asked Nicole to reach out to the State to arrange another face to face meeting between our team and State staff.

At this time Tom Skjelstad believes the District should continue its efforts to seek relief in the form of 0% interest and \$6M in debt forgiveness.

Lenghty discussion ensued.

4. **Request to Change the Date of the February Board Meeting.** It was decided to reschedule the February meeting from February 21, 2017 to February 28, 2017.

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

1. **Waste Water Flow Data – for November and December-** Reported
2. **Fresh Water Flow Data – for November and December-** Reported

- 3. Operations and Maintenance Summary** –activities during the month of November and December. Jim King reported the following:

Operations WWTP

- ◆ Staff reinstalled the aerators in Reactor #2, refilled with mixed liquor from Reactor #1 and put back in service.
- ◆ Continued to feed ammonia and Micro “C” in preparation for winter operation.
- ◆ Began running the heat exchangers to keep the temperature up in Reactors 1&2 to assist with treatment.

Operations Water Plant

- ◆ Put the clearwell back on line after interior coating and baffle wall installation had been completed. This was part of the upgrade project for the treatment plant.
- ◆ Compiled and sent into the state the 2015 thru 2016 conservation report.
- ◆ Staff attempted to locate a water leak in front of 21907 Donner Pass Rd. Staff potholed both sides of the roadway but were unsuccessful in locating the source of the leak. Staff filled the pothole excavations and installed a drain to keep the water out of the home owner’s driveway and from possibly undermining the roadway. The leak is minimal and will be repaired as soon as weather and conditions permit.

Repairs and Maintenance WWTP

- ◆ Serviced the LMC snow cat, repaired a broken axle, replaced the cap and rotor and removed the tool boxes from the bed.
- ◆ Replaced UV plug on train 3 Vessel #1.

Repairs and Maintenance WTP

- ◆ Changed oil and filters, installed tracks and moved to Norden-1 lift station the UTV.

- 4. Status of the Water Treatment Plant Upgrade Project-** project update. Jim King reported that the filters have been installed. They are installing the Tesco Panels and then the electrical work can begin.

- 5. Wastewater Treatment Plant Operations-** update on the performance of the plant. Reported.

- C. Monthly Safety Committee Meeting Minutes, Months of November and December**

Motion: Accept the Safety Committee Meeting Minutes for November and December

By: Sara Schrichte

Second: Phil Gamick

Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

7. President’s Report:

- 1. Board Compensation-** Health Insurance. Staff will have an Ordinance prepared for the February meeting.
- 2. Oath of Office: Cathy Preis, Bob Sherwood and Sara Schrichte.** This item was removed from the Agenda.
- 3. Election of Board Officers for 2017.** It was decided to move the Election of Board Officers for 2017 to the February meeting.

8. Committee Reports: Joint Facility Committee: Long Term Service Agreement Between the District and Sierra Lakes County Water District For Wastewater Treatment Services. Cathy Preis commended staff, Tom Skjelstad and Bill Quesnel; and Geoff Evers for all of their work on the Service Agreement.

Motion: Accept the Long Term Service Agreement Between Donner Summit Public Utility District and Sierra Lakes County Water District for Wastewater Treatment Services.

By: Alex Medveczky

Second: Phil Gamick

Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

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.

12. Adjournment:

Motion: Adjourn Meeting at 7:40 p.m.

By: Phil Gamick

Second: Alex Medveczky

Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

Schedule of Upcoming Meetings

Special Meeting - February 28, 2017

Regular Meeting - March 21, 2017

Regular Meeting - April 18, 2017

Respectfully Submitted,

Deleane Mehler
Administrative Assistant