

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 20, 2017**

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 June 20, 2017 of the Donner Summit Public Utility District Board of Directors was called to order at 6:05 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 asked that item 8.1 be moved up in the agenda once Nicole Quinonez, Randlette Nelson Madden phoned in.

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 2017--\$140,833.72**
- B. Cash Disbursements—Payroll, Month of May 2017--\$71,482.58**
- C. Special Meeting Minutes of May 9, 2017**
- D. Financials through April 2017**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Rural Community Assistance Corporation-** update of ongoing rate review. Tom Skjelstad reported that he spoke with Mary Flemming today and she will have the report to the District for the July 18th Board of Directors meeting.
2. **Abandonment of Easement-** abandonment of PUD easement at APN 47-410-017. Tom Skjelstad reported that in 1962 the District received an easement for a force main sewer line. The lot, 47-410-017 has remained unimproved up until now. In 2017 Robert and Theresa Miller purchased the lot.

Last summer the Millers, with permission from the District, relocated the force main sewer line. They intend to build on the lot this summer. Before Nevada County will issue a building permit the District must abandon the easement.

Staff recommends the District abandon the easement. The Millers will grant the District a new easement which will cover that portion of their lot where the force main was relocated.

**Motion: Abandon the District's easement on APN# 47-410-017
Authorize the General Manager to Execute the Abandonment
of said Easement.**

By: Phil Gamick

Second: Bob Sherwood

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

Motion Carries

3. **Water Research Foundation Project-** District participation in a project entitled, Anticipating Trade-offs of Using Alternative Water Supplies. Reported.

Nicole Quinonez joined the meeting by telephone. It was decided take item 8.1 out of order.

8. Committee Reports:

1. **Budget and Finance Committee: Draft 2017/18 Fiscal Year Operating Budgets:** presentation of the District's spending plan for 2017/18. Discussion and possible action. Sara reviewed with the Board the Budget Committee memo dated June 16, 2017. Jim King reviewed the capital items with the Board. Discussion ensued regarding the fact that the budget is not balanced and the ongoing negotiations with SRF regarding restructuring of the WWTP loan.

Motion: Approve the Fiscal Year 2017/18 Draft Budget with the Amendments that were Provided to the Board of Directors.

By: Alex Medveczky

Second: Phil Gamick

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

- Conducted a tour of the plant to high school students from Truckee.
- Cleared the sludge drying beds of old sand and replaced and began using beds.
- Staff assisted the onsite electricians with upgrades to the headworks and EQ basins.
- Received delivery of new asphalt cutter.

Operations Water Plant

- Staff received training on new water leak locating equipment.

Repairs and Maintenance WWTP

- Conducted maintenance recovery cleans on membranes.

4. Status of the Water Treatment Plant Upgrade Project- project update. Reported.

C. Monthly Safety Committee Meeting Minutes, Month of May

Motion: Accept the Safety Committee Meeting Minutes for May

By: Sara Schrichte

Second: Alex Medveczky

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

Motion Carries

7. President's Report: None

8. Committee Reports:

1. Budget and Finance Committee: Draft 2017/18 Fiscal Year Operating Budgets: presentation of the District's spending plan for 2017/18. Discussion and possible action. Previously addressed.

9. Resolutions:

**1. Resolution 2017-05 of the Donner Summit Public Utility District
Establishing Appropriation Limits for the 2017/2018 Fiscal Year**

**Motion: Adopt Resolution 2017-05 of the Donner Summit Public Utility
District Establishing Appropriation Limits for the 2017/2018
Fiscal Year**

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

**2. Resolution 2017-06 of the Donner Summit Public Utility District
Adopting the Sewer, Water and Administrative Service Department
Budget for the 2017-2018 Fiscal Year**

**Motion: Adopt Resolution 2017-06 of the Donner Summit Public Utility
District Adopting the Sewer, Water and Administrative
Service Department Budget for the 2017-2018 Fiscal Year**

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

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 Adjourn Meeting at 6:55 p.m.

By: Bob Sherwood

Second: Alex Medveczky

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting -	July 18, 2017
Regular Meeting -	August 15, 2017
Regular Meeting -	September 19, 2017

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant