

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, 2011**

STAFF PRESENT: Tom Skjelstad, General Manager; Julie Bartolini, Office Manager

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 8732 Casa Del Rio Court, Fair Oaks, CA 95628

1. Call to Order

The Regular Meeting of June 21, 2011 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
Dave Oneto, Vice President	- Present
Bob Sherwood, Secretary	- Present – By telephone from 12552 N. 150 th Lane, Surprise Arizona, 85379
Philip Gamick, Director	- Absent - Unexcused
Taylor Dolph, Director	- 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 May 2011 -- \$ 225,597.09**
- B. Cash Disbursements – Payroll, Month of May 2011 -- \$54,542.79**
- C. Special Meeting Minutes of May 24 , 2011**
- D. Special Meeting Minutes of May 31, 2011**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Dave Oneto
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. Monthly Update of Stantec Activities- brief summary of work activities by Stantec Engineers, both pre-design and environmental work for the Wastewater Treatment Plant Upgrade and Expansion Project.

Jeff Hauser reported the following via e-mail:

1. Worked on contractual issues with regard to GE membrane equipment scope and cost and developed draft agreement between DSPUD and GE.
2. Completed remaining portions MBR process preliminary design and technical memorandum.
3. Continued development of equalization preliminary design, including mixing, aeration, and pumping equipment analysis and selection, piping layouts, building layout, and near completion of technical memorandum.
4. Continued development of headworks preliminary design and building layout and position on site plan.
5. Developed layouts of new Membrane Equipment Building and Chemical/Electrical Building and completed preliminary structural evaluation and determination of structural concepts and building costs.
6. Continued development of ammonia feed system.
7. Developed electrical loads for entire project, completed analysis of standby power system, layout of electrical switchboard and MCCs, and completed electrical and instrumentation memorandum.
8. Completed partial draft memorandum on building modifications and additions.
9. Continued development of project hydraulic design.
10. Continued development of project site plan.
11. Began final formatting of several technical memorandums for preliminary design report.

Greg Matuzak reported the following via e-mail:

- The NEPA review process is out to scoping and public comment at this time – public review should be completed in the next few weeks.

- The Forest Service Supervisor has approved the Proposed Action (full project description) for the project and the development of an Environmental Assessment and Finding of No Significant Impact (EA and FONSI) for NEPA compliance.
 - At this point, the project is approved but the process has to be finalized following the Forest Service/NEPA process which means the Forest Service will have to respond to all comments made on the EA and finalize the FONSI – she doesn't any major comments as we did all the technical studies required and there will be no significant impacts related to the project.
 - The Forest Supervisor will be the person who will get final review of the EA and FONSI and he will be the person to give the project final NEPA approval.
 - Kristie Boatner expects that this will occur in August due to the timing of comments, response to comments, development of the FONSI, and most importantly when the Forest Supervisor will get to the final review.
2. **Notice of Award and Agreement Between DSPUD and ZENON (GE)-** documents associated with the purchase of the MBR system for the District's plant upgrade and expansion project. Reported.
3. **DSPUD/Big Bend Interim Service Agreement-** annual renewal of the service agreement between the two agencies. Discussion and action. Tom Skjelstad reviewed the service agreement.

Motion: To Authorize the General manager to sign the Big Bend Mutual Water Company Service Agreement

By: Bob Sherwood

Second: Taylor Dolph

Vote: 4 Ayes, 0 Noes, 1 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. There were no questions regarding Jim Kings written report.

C. Monthly Safety Committee Meeting Minutes, Month of May

Motion: Accept the Safety Committee Meeting Minutes for May

By: Taylor Dolph

Second: Dave Oneto

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

Motion Carries

8. President's Report:

Committee Reports:

Budget and Finance Committee: presentation of the fiscal year 2011/12 operations budget. Discussion and possible action. As committee chair, Dave Oneto reviewed the draft budget a discussion ensued. It was decided to approve the budget with a 2.1% cola and a 2% merit increase with the Department Managers to determine how the 2% will be allocated.

Motion: Approve the Operating Budget for the Fiscal Year 2011/2012 with the aforementioned salary increases

By: Dave Oneto

Second: Taylor Dolph

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

Motion Carries

9. Correspondence: None

10. Resolutions:

1. Resolution 2011-08 Requesting Collection of Charges on the Nevada County Tax Roll

Motion: Adopt Resolution 2011-08 of the Donner Summit Public Utility District Requesting Collection of Charges on the Nevada County Tax Roll

By: Bob Sherwood

Second: Taylor Dolph

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Absent

Dave Oneto - Aye

Cathy Preis - Aye

Taylor Dolph - Aye

Motion Carries

2. Resolution 2011-09 Requesting Collection of Charges on the Placer County Tax Roll

Motion: Adopt Resolution 2011-09 of the Donner Summit Public Utility District Requesting Collection of Charges on the Placer County Tax Roll

By: Bob Sherwood

Second: Taylor Dolph

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Dave Oneto	-	Aye
Cathy Preis	-	Aye
Taylor Dolph	-	Aye

Motion Carries

3. Resolution 2011-10 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2011/12 Fiscal Year

Motion: Adopt RESOLUTION 2011-10 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2011/12 Fiscal Year.

By: Bob Sherwood

Second: Taylor Dolph

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Dave Oneto	-	Aye
Cathy Preis	-	Aye
Taylor Dolph	-	Aye

Motion Carries

- 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 6:45 P.M.

By: Dave Oneto

Second: Taylor Dolph

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

Motion Carries

Schedule of Upcoming Meetings

- Regular Meeting - July 19, 2011
- Regular Meeting - August 16, 2011
- Regular Meeting - September 20, 2011

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

Respectfully Submitted,



Deleane Mehler
Clerk of the Board