

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: May 21, 2013**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 641
Fulton Avenue #200, Sacramento, CA 95825

1. Call to Order

The Regular Meeting of May 21, 2013 of the Donner Summit Public Utility District Board of Directors was called to order at 6:04 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Present
Taylor Dolph, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Absent - unexcused
Sara Schrichte, 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 April 2013 --
\$735,202.75**
- B. Cash Disbursements – Payroll, Month of April 2013 --
\$57,398.01**
- C. Regular Meeting Minutes of April 16, 2013**
- D. Financial Statement through March 2013**

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

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

- 1. Stantec Monthly Construction Report for the Month of April 2013 –** Reported. There will be a plant tour at the June 18th Board of Directors meeting.
- 2. Syblon Reid Progress Payment Request #7 and DSPUD Disbursement Request #8-** Syblon's payment request for work performed and/or products purchased for the period of April 1, 2013 to May 31, 2013 and DSPUD Disbursement Request #8. Reported.
- 3. DSPUD Annexation of Big Bend Mutual Water Company-** status of the annexation. The Placer LAFCo heard and took action on the proposed annexation of Big Bend Mutual Water Company into DSPUD.

The Commission voted unanimously to approve the annexation pending a procedural majority protest hearing scheduled for June 12, 2013 at 11:00 A.M. in Auburn.

- 4. Davis Bacon Labor Compliance Proposals –** announcement of selected firm to conduct the State required labor compliance activities. Tom Skjelstad reported that per the loan documents between DSPUD and SRF, the District is responsible for certain Labor Compliance documentation and certification for the Wastewater Project. This is a function that Stantec does not provide or provides on a limited basis. Therefore the District must retain a firm that specializes in Davis Bacon Labor Compliance.

On April 1, 2013 Tom Skjelstad sent out a Request for Proposals to four firms, with a deadline date for proposals to be submitted to the District of Friday, April 12 by 2 P.M. It should be noted that the four firms were selected based on recommendations from Stantec, Hansford Economics and Acumen Engineering.

At the last Board meeting the Donner Summit Public Utility District Board of Directors authorized Tom Skjelstad to select a firm and enter into a contract pending legal review of the contract. After interviewing the responding firms, Tom Skjelstad selected 3QC. The selection was based primarily on cost, as all the firms were qualified, and because 3QC has worked with both Syblon Reid and Stantec on past projects.

5. **Proposal from Sauers Engineering Inc. for Water Impact Fee-** proposal from Sauers Engineering to update the current water connection/impact fee. Tom Skjelstad reported that DSPUD staff requested from Sauers Engineers of Nevada City a proposal to conduct a report on Water Impact Fees (aka connection of facility fees) for the water treatment plant.

The Water connection fees have not been adjusted since 1993. Between 1993 and now the water plant has been upgraded and is scheduled for a major upgrade during the summer of 2014. Currently, the connection fee for a ¾ inch service line is \$350.00 plus time and materials. Adjusting the water connection fee is way over due and staff believes now is the time to determine the new rate prior to the upgrade.

Staff recommends that the Board accept Sauers proposal so that this matter can be addressed in the very near future.

6. **Gibson & Company Engagement Letter for the Fiscal Year Ending June 30, 2013** – letter authorizing Gibson & Company, the District's Auditors to conduct the annual independent audit for the year ending June 30, 2013.

Motion: Authorize the President of the Board of Directors to Execute the Engagement Letter with Gibson & Company to Perform the Audit for the Fiscal Year Ending June 30, 2013

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

7. **Edward Ward and Encompass Insurance Claim against the District-** Discussion and action.

Motion: Reject Edward Ward's Claim against the Donner Summit Public Utility District

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

Motion: Reject the Encompass Claim against the Donner Summit Public Utility District

By: Sara Schrichte

Second: Bob Sherwood

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

Operations WWTP

- Began I&I (Infiltration & Inflow) study by installing meters into manholes around the district.
- Cleared snow from the river access road.

Operations Water Plant

- Closed the dam gate at Lake Angela.
- Located two possible water leaks at homes in Big Bend. Shut off services to both homes

Repairs and Maintenance WWTP

- Installed new pig tails on the chlorine and sulfur dioxide auto switch over valves.
- Removed snow tracks from UTV and reinstalled tires
- Cleaned chlorine contact basin

Repairs and Maintenance FWTP

- Repaired water leak at 19450 Donner Pass Road.
- Cleared blockage and repaired water leak in the main water line at Big Bend.

C. Monthly Safety Committee Meeting Minutes, Month of April

Motion: Accept the Safety Committee Meeting Minutes for April

By: Sara Schrichte

Second: Taylor Dolph

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

Motion Carries

7. **President's Report:** Board Compensation discussion. The Board of Directors directed staff to prepare an Ordinance for Board Compensation for the June meeting.

8. **Committee Reports:**

Budget Committee- presentation of the 2013/14 draft fiscal year operating and capital budgets. Discussion and possible action. Cathy Preis reviewed the Budget Committee memo dated May 17, 2013.

Motion: Adopt the Operating Budget for the Fiscal Year 2013/14

By: Sara Schrichte

Second: Taylor Dolph

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

Motion Carries

9. Resolutions:

1. Resolution 2013-01 Requesting Collection of Charges on the Nevada County Tax Roll

Motion: Adopt Resolution 2013-01 Requesting Collection of Charges on the Nevada County Tax Roll

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

2. Resolution 2013-02 Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No. 1 for Collection by the County of Nevada

Motion: Adopt Resolution 2013-02 Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No. 1 for Collection by the County of Nevada

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

3. Resolution 2013-03 Requesting Collection of Charges on the Placer County Tax Roll

Motion: Adopt Resolution 2013-03 Requesting Collection of Charges on the Placer County Tax Roll

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

4. Resolution 2013-04 Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No. 1 for Collection by the County of Placer

Motion: Adopt Resolution 2013-04 Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No. 1 for Collection by the County of Placer

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

5. Resolution 2013-05 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2013/14 Fiscal Year

Motion: Adopt Resolution 2013-05 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2013/14 Fiscal Year

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

10. Correspondence:

1. **Letters from Jacqueline Martini protesting Sewer and Water charges.**
Reported. A discussion ensued. The Board of Directors directed staff to draft a letter to Jacqueline Martini for Cathy Preis's signature.
2. **Letter to Geoffrey Evers, District Council from Ulrich Luscher.**
Reported.

11. Closed Session: None

- 12. 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.

13. Adjournment

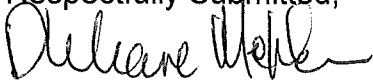
Motion: Adjourn Meeting at 7:55 p.m.
By: Bob Sherwood
Second: Sara Schrichte
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - June 18, 2013
Regular Meeting - July 16, 2013
Regular Meeting - August 20, 2013

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

Respectfully Submitted,



Deleane Mehler
Administrative Assistant