

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 18, 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; Shelly Fletcher, Big
Bend; Chuck McDonald, Big Bend

1. Call to Order

The Regular Meeting of June 18, 2013 of the Donner Summit Public Utility District Board of Directors was called to order at 6:02 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	- Present
Sara Schrichte, Director	- Present

3. Clear the Agenda

It was decided to move item 6.A.3 and 6.A.5 to follow the consent calendar

4. Public Participation

On behalf of Big Bend, Shelly Fletcher thanked the Board of Directors and the General Manager for their efforts to successfully annex Big Bend Mutual Water Company into the Donner Summit Public Utility District.

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 2013 --
\$597,691.83**
- B. **Cash Disbursements – Payroll, Month of May 2013 --
\$55,974.29**
- C. **Regular Meeting Minutes of May 21, 2013**
- D. **Financials through April 30, 2013**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Sara Schrichte
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

6. A.3 DSPUD Annexation of Big Bend Mutual Water Company- result of the required protest hearing of June 12, 2013. Tom Skjelstad reported that he attended the Placer LAFCo required protest hearing for the annexation of Big Bend Mutual Water Company into the DSPUD. No protests were received.

6. A.5 DSPUD Safe Drinking Water State Revolving Fund Funding Agreement- funding agreement for the District Water Treatment Plant Upgrades. Tom Skjelstad reported that there are new developments for funding the Big Bend Well Project that came to light this week. While speaking to representatives from the Safe Drinking Water State Revolving Fund about the DSPUD water treatment plant project funding, He asked about the status of the Big Bend project.

The funding for the project was going to come from Co-Bank in the form of a 20 year loan at approximately 4%. The decision to borrow from Co-Bank was based on the fact that the State would not be able to process our funding request for the well project to begin this fall. However according to a very preliminary survey by the State's contractor Cal-Muni, the community of Big Bend is classified as a small disadvantaged community. Previously, Big Bend was not classified as a small disadvantage community but that was based on the 2000 census. The 2010 census changed Big Bend status. The impact of this information/determination is that Big Bend will qualify for an 80/20 grant/loan for the well project. Big Bend could save \$192,000 as the estimated project cost is \$240,000.

This is good news for Big Bend, however, it also means that the project will be delayed until the fall of 2014.

Below are a number of financing scenarios that the Board may want to consider:

Finance Plan for the Project to Proceed This Year

- Borrow the necessary funds from Co-Bank at 4% with a 20 year term.

- Proceed with the project following all of the SWDSRF rules and regulations and refinance the Co-Bank loan, once the project is completed, with SWDSRF at a current rate of 1.7875%.

Finance plans for the Project to Proceed Next Year

- Take advantage of the 80/20, grant/loan split. The 20% loan should be at 0% interest.

Tom Skjelstad recommendation is to take advantage of the 80/20 scenario which means postponing the project for one year. The dollars saved outweighs the urgency of the project.

6:22p.m. the Board of Directors toured the Project sight. The regular Board Meeting resumed upstairs in the Board room at 6:40p.m.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

- 1. Stantec Monthly Construction Report for the Month of May 2013 - Reported**
- 2. Syblon Reid Progress Payment Request #8 and DSPUD Disbursement Request #9-** Syblon's payment request for work performed and/or products purchased for the period of May 1, 2013 to May 31, 2013 and DSPUD Disbursement Request #9. - Reported
- 3. DSPUD Annexation of Big Bend Mutual Water Company-** result of the required protest hearing of June 12, 2013. Previously addressed
- 4. DSPUD Safe Drinking Water State Revolving Fund Funding Agreement-** funding agreement for the District Water Treatment Plant Upgrades. Tom Skjelstad reported that in October of 2012 the District was notified that its water treatment plant upgrade project was approved for funding through the Safe Drinking Water State Revolving Fund. Additionally, the State determined that the funding would be in the way of an 80% grant and a 20% loan.

The District received the formal Funding Agreement earlier this month. In the Board packet you will find a number of documents that are included in the Funding Agreement for the District's Safe Drinking Water grant/loan. The full Funding Agreement is over 50 pages and is available for any of the Directors or public to review.

The documents in the Board packet are those that are required to be executed or compiled with for the District to secure its funding. Donner Summit Public Utility District's Attorney Geoffrey Evers has reviewed the entire Agreement and has no issues with them.

5. **Big Bend Mutual Water Company Funding Options-** funding options for the Big Bend MWC well project. Previously addressed.

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

- Continued I&I (infiltration & Inflow) Study using flow meters inserted into manholes around the district.
- Received annual inspection for the wastewater treatment plant, spray irrigation and sewer lift station from the Regional Water Control Board/Central Valley Region. Only fault found was a tear in the irrigation holding pond liner which is set for repair during the current upgrade project.
- Cleaned, rototilled, sanded and began using sludge drying beds.
- Installed sprinklers at Soda Springs Ski Resort in preparation for spray irrigation.

Operations Water Plant

- Conducted a water pressure test at 21084 Donner Pass Rd.
- Performed flow test on a fire hydrant at lot #11 in Sugar Bowl.

Repairs and Maintenance WWTP

- Replaced outer belt on blower #4 and readjusted.
- Replaced thermometers in both the influent and effluent composite samplers.
- Replaced shop water heater.

C. Monthly Safety Committee Meeting Minutes, Month of May

Motion: Accept the Safety Committee Meeting Minutes for May

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

7. **President's Report: None**
8. **Committee Reports: None**
9. **Resolution:**

1. **RESOLUTION 2013-06 of The Donner Summit Public Utility District Authorizing the General Manager to Sign Funding Agreement, Certifications, and Amendments for Funding Under the Safe Drinking Water State Revolving Fund; Authorizing the General Manager to Approve Claims for Reimbursement; Authorizing the General Manager to Execute Budget and Expenditure Summary; and Dedicating Revenues from Enterprise Fund as the Source of Revenue to Repay Said Loan**

Motion: Adopt Resolution 2013-06 of The Donner Summit Public Utility District Authorizing the General Manager to Sign Funding Agreement, Certifications, and Amendments for Funding Under the Safe Drinking Water State Revolving Fund; Authorizing the General Manager to Approve Claims for Reimbursement; Authorizing the General Manager to Execute Budget and Expenditure Summary; and Dedicating Revenues from Enterprise Fund as the Source of Revenue to Repay Said Loan

By: Phil Gamick

Second: Taylor Dolph

Roll Call Vote

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

Motion Carries

10. Ordinance:

1. **ORDINANCE 02-2013 of the Donner Summit Public Utility District to Establish the Compensation Rate for Members of the Board of Directors**

Motion: Adopt Ordinance 02-2013 of the Donner Summit Public Utility District to Establish the Compensation Rate for Members of the Board of Directors

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

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

Motion Carries

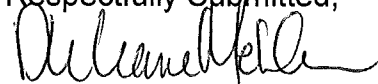
10. **Correspondence:** Letter from Ulrich Luscher, President Sierra Lakes County Water District, dated May 28, 2013, supporting the procedures for change orders as proposed by DSPUD. Reported.
11. **Closed Session: None**
12. **Informational** In accordance with Government Code Section 54954.2(a), Directors 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. There was discussion about the DSAA 4th of July picnic. It was decided that the District would again sponsor the potty/hand wash station.
13. **Adjournment**
Motion: Adjourn Meeting at 7:15 p.m.
By: Bob Sherwood
Second: Phil Gamick
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - July 16, 2013
Regular Meeting - August 20, 2013
Regular Meeting - September 17, 2013

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

Respectfully Submitted,



Deleane Mehler
Administrative Assistant