

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: September 17, 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; Ursula Heffernon

1. Call to Order

The Regular Meeting of September 17, 2013 of the Donner Summit Public Utility District Board of Directors was called to order at 6:10 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

Cathy Preis moved item #10 to follow the consent calendar.

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 August 2013 --
\$1,330,913.90**
- B. Cash Disbursements – Payroll, Month of August 2013 --
\$89,288.75**
- C. Regular Meeting Minutes of August 20, 2013**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

10. **Correspondence: Letter from the Soda Springs Station Homeowners Association regarding the Donner Summit Public Utility District sewer line that runs under their tennis court.** Ursula Hefernon addressed the Board of Directors on behalf of the Soda Springs Station Homeowners Association regarding their letter to the Donner Summit Public Utility District dated 08/26/13. Discussion ensued and it was determined that the District will again T.V. the sewer line in the spring on 2014.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Stantec Monthly Construction Report for the Month of August 2013** Reported.
2. **Syblon Reid Progress Payment Request #11 and DSPUD Disbursement Request #12-** Syblon's payment request for work performed and/or products purchased for the period of August 1, 2013 to August 31, 2013 and DSPUD Disbursement Request #12. Reported.
3. **Approved Change Orders Numbers 3 and 4 DSPUD Wastewater Facilities Upgrade and Expansion Project –** most recent change orders to the District's wastewater treatment plant project. Reported.
4. **Quotation Request No. 20 Modifications to Existing Sludge Storage Tank Roof and Access Ladder –** a request from Stantec Engineers to Syblon Reid requesting a price quote to replace the roof at the District sludge storage tank. QR 20 will result in a change order. Tom Skjelstad reported that during the design process of the District WWTP Upgrade and Expansion Project it was determined that most of the existing tanks needed to be re-coated (painted) both on the inside and the outside.

One of the tanks scheduled for painting is the sludge storage tank. This tank stores all the sludge during the late fall, winter and early spring seasons. Once weather permits the District then utilizes the sludge drying beds. Once we go to the drying beds the tank is emptied and ready for the next season of storage.

Last week the storage tank was drained, an access door was cut into the tank so it could be cleaned and inspected. The purpose of the inspection was to determine the condition of the paint and the condition of the steel, especially the roof. Upon inspection, it was determined that the roof structure needed total replacement. The steel beam rafters (which support the actual roof) are corroded and rusted beyond repair.

At this time there are three options available to the District; 1) do nothing.

2.) replace the roof and 3.) have Syblon Reid remove the roof and the beams and leave the tank as an open tank.

After much discussion between, myself, Jim King and Jack Harbour it was decided the entire roof should be removed and not replaced. This is the only tank at the plant with a roof, the other three (new and old equalization and the emergency storage) are open at the top. Jack checked with the process guys at Stantec and no one could say why a roof is required. DSPUD, Stantec and Syblon Reid want to start next week for the following reasons:

- The tank erection sub-contractor is already on site building the second EQ tank and they would take the top off the sludge tank. If we wait until next year we'll pay a mobilization charge.
- The tank coating sub-contractor will be on site for the next 10 days to start the second EQ tank, again if we wait until next fall we'll incur another mobilization cost when they come back to paint the remaining interior and exterior.
- If they start next week, the belief is the ceiling can be removed, additional structure (wind beam) added at the top (to keep it round and the recoating completed by the end of October. If we wait until next year we'll be under the same time constraints because it takes time for DSPUD to empty the tank in the drying beds.

The estimated cost to remove the roof and the supporting interior column is \$40,000, part of the challenge is the existing roof and column have to be cut into sections so that they may be lifted off the tank with a crane and trucked away, it's very labor intensive. Before the top can be cut off, the underlying lead paint has to be removed, the painting contractor does that and he also has to remove the paint around the top of the exterior wall so the wind beam can be welded to clean metal (all on scaffolding). The cost of the lead paint remediation and installation of the wind beam is likely another \$40-50,000 so when all is said and done this exercise could cost upwards of \$90,000. While this is a lot of money, installation of a new roof is estimated to be \$120,000, plus the \$40,000 to remove the old one for a total of \$160,000+. There will likely be a credit for not recoating the roof but we don't know that amount yet and frankly most of it will likely be offset by the cost of the lead abatement.

District staff recommends that the Board authorize removal of the roof and not replace it.

Motion: **Motion to Approve QR No. 20, with Costs not to Exceed \$120,000.00.**

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

- 5. Renewal of Holdrege & Kull Special Inspection Contract-** request to renew contract. Tom Skjelstad reported the District has a contract with Holdrege and Kull for specialty inspection services (soils compaction, concrete and steel, etc.). The original contract was for \$100,000 and to date billing have exceeded that amount by \$11,475.51. The project will require additional inspection services and Tom Skjelstad is asking that the Board authorize an amendment to the contract, not to exceed \$50,000, which includes the overage amount of \$11,475.51.

Motion: Authorize the General Manager to Execute an Amendment to the Holdrege & Kull Special Inspection Contract not to Exceed \$50,000.00

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

- 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 Cathy Preis, Board of Directors President to Execute the Engagement Letter with Gibson & Company to Perform the Audit for the Fiscal Year Ending June 30, 2013

By: Sara Schrichte

Second: Taylor Dolph

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

Operations WWTP

- ◆ Began Spray irrigation at the Soda Springs Ski Hill on 8/2/2013.
- ◆ Began using new soda ash/lime feed pumps.
- ◆ Finished emptying the sludge storage tank so that the contractors can begin repairs and upgrades.

Operations Water Plant

- ◆ Located a water leak at 21323 Donner Pass Road and shut off the water so that the home owner could make repairs.

Repairs and Maintenance WWTP

- ◆ Had failed plant waste station pump rebuilt by All Electric and reinstalled by staff.
- ◆ Had Telstar increase the height of radio antenna at sewer lift station #3 due to construction of a new house that limited its transmission capability.

Repairs and Maintenance FWTP

- ◆ Tightened Lake Angela dam tendon cover plates per inspectors request.

C. Monthly Safety Committee Meeting Minutes, Month of August

Motion: Accept the Safety Committee Meeting Minutes for August

By: Sara Schrichte

Second: Taylor Dolph

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

Motion Carries

7. President’s Report: None

8. Committee Reports: None

9. Resolutions: None

10. Correspondence: Letter from the Soda Springs Station Homeowners Association regarding the Donner Summit Public Utility District sewer line that runs under their tennis court. Previously addressed.

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 7:32 p.m.

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

Schedule of Upcoming Meetings

- Regular Meeting - October 15, 2013
- Regular Meeting - November 19, 2013
- Regular Meeting - December 17, 2013 (tentatively)

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant