

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: October 15, 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 October 15, 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
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Sara Schrichte, Director	- Present
One Vacancy	

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 September 2013 --
\$1,513,333.17**
- B. **Cash Disbursements – Payroll, Month of September 2013 --
\$57,493.53**
- C. **Regular Meeting Minutes of September 17, 2013**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Stantec Monthly Construction Report for the Month of September 2013 – Reported.**
2. **Syblon Reid Progress Payment Request #12 and DSPUD Disbursement Request #13-** Syblon's payment request for work performed and/or products purchased for the period of September 1, 2013 to September 30, 2013 and DSPUD Disbursement Request #13. Reported.
3. **Quotation Request No. 12 Membrane Building Electrical Room Panel Layout and Revisions and Sampler/Instrument Conduit Addition –** Syblon Reid response to Stantec Quotation Request #12. A QR to reconfigure all equipment in the Membrane Electric Room and relocate the floor mount UV transformers to wall mount amongst other electrical additions and changes. QR #12 will result in a change order of \$56,988.00. Tom Skjelstad reported that for quite some time there has been discussion between Syblon Reid, Central Sierra Electric and Stantec concerning the need to reconfigure the installation of electrical equipment, conduits, UV transformers and modifications of the related circuitry in the Membrane Electrical Room. An explanation of the reason(s) for the changes includes:
 - the actual size of the pre-negotiated Wedeco UV equipment was not as depicted on Wedeco's original drawings which is the basis of design.
 - conduit and conductor lengths were greater than indicated on the original plan due to the reconfiguration of the larger electrical panels.
 - added bracing for mounting the UV transformers that were originally mounted to the floor outside of the electrical room.
 - the membrane supplier Zenon Corporation (GE Water Process Technologies) added sensors which required additional conduit and wire.
 - Additional conduit and wire were needed for power and instrumentation signals for the new effluent auto sampler and for the effluent turbidimeter.

The pricing documentation (materials and labor) submitted by Central Sierra Electric has been analyzed extensively by Stantec and the electrical inspector (SA Engineering) and there is agreement to a final amount of \$52,950.00 plus the Syblon Reid markup of \$4038.00 for a total of \$56,988.00 (the original amount proposed by contractors was \$60,908.00).

The Board of Directors gave direction to the General Manager to draft a letter to Stantec requesting additional information for QR 12.

Motion: Approve Quotation Request No. 12 Membrane Building Electrical Room Panel Layout and Revisions and Sampler/Instrument Conduit and Execute the Subsequent Change Order

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

4. **Renewal of Holdrege & Kull Special Inspection Contract for the DSPUD Wastewater Treatment Plant Upgrade and Expansion Project-** request to append the current proposal. The initial proposal was for \$100,000. The revised cost is \$169,659 thru the end of the project. Tom Skjelstad reported that at last month's meeting there was discussion regarding the Special Inspection Contract that the District has with Holdrege & Kull (H&K). At the meeting Tom Skjelstad requested that the Board authorize to increase the amount of the original agreement from \$100,000 to \$150,000. The \$150,000 was a best guess at the time, given that there had not been an opportunity to discuss a new budget with Jake Hudson of Holdrege and Kull.

Holdrege & Kull has revised the agreement. Their estimate to complete the Special Inspections is \$169,659. This amount exceeds the Board authorized \$150,000., therefore Tom Skjelstad is requesting that the Board authorize Cost Revision No.1.

A lengthy discussion ensued. It was decided that Tom Skjelstad will talk with Jake Hudson regarding Holdrege and Kull's revised agreement and invite him to attend the November Board of Director's meeting.

5. **DSPUD Report of Waste Discharge-** the required report to the Regional Water Quality Control Board was delivered to the Regional Water Quality Control Board as required. This begins the process of renewing the District waste discharge permit. Tom Skjelstad reported that Stantec, on behalf of the District, submitted to the Regional Water Control Board the District's Report of Waste Discharge (ROWD).

The ROWD is required in order for the District to renew its waste discharge permit. The current permit expires in April of 2014. Tom Skjelstad is satisfied that the District will receive a time extension from the Regional Board as requested.

B. Sewer and Water Department – Jim King, Chief Plant Operator

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

Operations WWTP

- Switched from feeding soda ash to lime for pH adjustment and hardness. Received an 8 ton delivery of lime to the silo.
- Met with CAL OSHA for the annual inspection of the district propane and air compressor tanks.

Repairs and Maintenance WWTP

- Conducted annual sewer lift station cleaning.
- Filled all outlying standby generators with fuel.

Repairs and Maintenance FWTP

- Performed annual cleaning of the back wash tank at the fresh water plant.
- Painted the district fire hydrants.

C. Monthly Safety Committee Meeting Minutes, Month of September

Motion: Accept the Safety Committee Meeting Minutes for September

By: Phil Gamick

Second: Sara Schrichte

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

Motion Carries

7. **President's Report:** SDRMA President's Special Acknowledgement Award-Property/Liability Program and No Paid Workers' Compensation Claims in 2012- 2013. Reported.
8. **Committee Reports: None**
9. **Resolutions:**

Resolution 2013-09 In Recognition of Meritorious Service by Taylor Dolph as a Member of the Board of Directors.

Motion: Adopt Resolution 2013-09 In Recognition of Meritorious Service by Taylor Dolph as a Member of the Board of Directors.

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Sara Schrichte - Aye

One Vacancy

Motion Carries

10. Correspondence:

Letter to Ulrich Luscher, Sierra Lakes County Water District Board of Directors, regarding cost sharing of certain capital items per the Interim Service Agreement between DSPUD and SLCWD. Reported. There was a discussion regarding SLCWD's response to Tom Skjelstads letter dated October 1, 2013. The Board of Directors decided to accept the cost sharing as outlined in the memo dated October 3, 2013.

Motion: Accept the Cost Sharing with Sierra Lakes County Water District on Certain Capital Items per the Interim Service Agreement Between Sierra Lakes County Water District and Donner Summit Public Utility District

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

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 a discussion regarding the Donner Summit Public Utility District's Holiday Dinner and there was direction to staff to proceed with planning the dinner for December 6, 2013.

13. Adjournment

Motion: Adjourn Meeting at 8:53 p.m.
By: Bob Sherwood
Second: Phil Gamick
Vote: 4 Ayes, 0 Noes, 0 Absent, 0 Abstain, 1 Vacancy
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - November 19, 2013
Regular Meeting - December 17, 2013 (tentatively)
Regular Meeting - January 21, 2014

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

Respectfully Submitted,



Deleane Mehler
Administrative Assistant