

**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: July 15, 2014**

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

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

**1. Call to Order**

The Regular Meeting of July 15, 2014 of the Donner Summit Public Utility District Board of Directors was called to order at 6:15 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

**2. Roll Call**

Cathy Preis, President	- Present
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- Present

**3. Clear the Agenda**

**Project Site Tour-** It was decided to remove the site tour from the agenda.

**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 June 2014 -- \$563,673.34**
- B. Cash Disbursements – Payroll, Month of June 2014 -- \$55,928.34**
- C. Regular Meeting Minutes of June 17, 2014**
- D. Financials through May 31, 2014**

**Motion: Accept the Consent Calendar**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

## 6. Department Reports

### A. Administration: Tom Skjelstad, General Manager

1. **Stantec Monthly Construction Report for the Month of June 2014 –** Reported.
2. **Syblon Reid Progress Payment Request #21 DSPUD Disbursement Request #22-** Syblon's payment request for work performed and/or products purchased for the periods of June 1, 2014 to June 30, 2014 and DSPUD Disbursement Request #22. Reported.
3. **DSPUD Wastewater Facilities Upgrade and Expansion Project Contractor Requested Change Orders # 29, 30, and 31-** change that exceed the General Manager's authorization dollar amount to sign. Discussion and action. Tom Skjelstad reviewed the change orders in detail.

**Motion: Ratify the General Manager Executing Change Order #29 in the Amount of \$56,113.00**

By: Sara Schrichte

Second: Phil Gamick

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

**Motion Carries**

**Motion: Approve Change Order #30 in the Amount of \$101,618.00**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

There was a lengthy discussion regarding Change Order #31.

**Motion: Approve Change Order #31 in the Amount of \$74,344.00**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

Phil Gamick left the meeting at 7:15 p.m.

4. **DSPUD Big Bend Area Water Issue-** discussion of options to take in the event that the springs feeding the water system dries up. Reported.
5. **Funding for Big Bend Well Project-** status of funding. Tom Skjelstad reported that the State has yet to submit final loan documents to the District for the Big Bend Well Project. He also reported there has been in discussion with State staff and the loan is moving through

the process. However, unlike the wastewater loan, the Well Project loan allows for reimbursement of expenses paid prior to signing of the loan documents. In other words, the District can begin expending monies towards the project prior to the loan agreement with the assurance that they will be reimbursed.

At this time Tom Skjelstad is recommending that the District move ahead with the project by loaning Big Bend the funds. Once the loan agreements are signed the District will project expenses for reimbursement.

**Motion: Authorize the General Manager to Begin the Big Bend Well Project**

By: Sara Schrichte

Second: Alex Medveczky

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

**Motion Carries**

- 6. Gibson & Company Engagement Letter for the Fiscal Year Ending June 30, 2014** – letter authorizing Gibson & Company, the District’s Auditors to conduct the annual independent audit for the year ending June 30, 2014.

**Motion: Authorize the Board President to Execute the Engagement Letter with Gibson & Company to Perform the Audit for the Fiscal Year Ending June 30, 2014**

By: Sara Schrichte

Second: Alex Medveczky

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

**Operations WWTP**

- Began spray irrigating on the Soda Springs ski area.
- Operators TJ Dwyer and Justin Vosburgh passed their Grade II Wastewater Certification test.
- Received delivery of the used mini excavator for use by the district staff.
- Began drying sludge.
- Staff received training on the new heat exchanger system and the new membrane system.

**Operations Water Plant**

- Operator TJ Dwyer passed his Grade II water certification test.
- Purchased a new pH meter for the plant.

**Repairs and Maintenance WWTP**

- Replaced effluent chlorine injector.

**Laboratory**

- Discontinued monitoring for river discharge.
- Began land irrigation monitoring.
- Sent out 2<sup>nd</sup> quarter bioassays.

**C. Monthly Safety Committee Meeting Minutes, Month of June**

**Motion: Accept the Safety Committee Meeting Minutes for June**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

**7. President's Report: None**

**8. Committee Reports: None**

**9. Resolutions: None**

**10. Correspondence: None**

**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. Julie Bartolini informed the Board of Directors that the candidate filing for the November 4<sup>th</sup> election opened on July 14.

**13. Adjournment:**

**Motion: Adjourn Meeting at 7:53 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 - August 19, 2014
- Regular Meeting - September 16, 2014
- Regular Meeting - October 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