

**Donner Summit Public Utility District
Board of Directors Special Meeting
Agenda
Tuesday, February 14, 2012 - 6:00 P.M.**

For the Special Meeting (Section 54956), February 14, 2012 at 6:00 P.M., the meeting will commence at the District's Administration Office located at 53823 Sherritt Lane, Soda Springs California.

Any member of the public desiring to address the Board on any matter within the Jurisdictional Authority of the District or on a matter on the Agenda before or during the Boards consideration of that item may do so. After receiving recognition from the Board President, please give your Name and Address (City) and your comments or questions. In order that all interested parties have an opportunity to speak, please limit your comments to the specific topics of discussion.

Unless specifically noted, the Board of Directors may act upon all items on the Agenda.

- 1. Call to Order**
- 2. Roll Call**
- 3. Clear the Agenda**
- 4. Public Participation**
- 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 December 2011 --
\$471,386.47**
- B. Cash Disbursements – General, Month of January 2012--
\$100,451.16**
- C. Cash Disbursements – Payroll, Month of December 2011 --
\$56,219.76**
- D. Cash Disbursements – Payroll, Month of January 2012--
\$58,710.12**
- E. Special Meeting Minutes of December 6, 2011**
- F. Special Meeting Minutes of December 13, 2011**
- G. Financial Statements as of December 31, 2011**

Public Hearing: A Public Hearing to Consider Setting a 10% Retention Amount for the Construction Contract for the Donner Summit Public Utility District Wastewater Facilities Upgrade and Expansion Project.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Cal-Trans Rest Area EDU Update-** update of ongoing negotiations between the District and Cal-Trans relating to increased EDUs at the Interstate 80, Donner Summit rest areas.
2. **Stantec Monthly Activities-** a summary of the ongoing work for the District's wastewater treatment plant upgrade and expansion project.
3. **Request for Qualifications for Construction Management Services-** the District RFQ for Construction Management services for the Wastewater Facilities Upgrade and Expansion Project were mailed to eligible firms.
4. **Stantec Proposal for Architectural Services-** a proposal from Stantec for services to remodel and bring the DSPUD Admin. offices and building into compliance with current building requirements and add additional office space.
5. **Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services thru December 31, 2012** - renew annual letter of agreement.

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

1. **Waste Water Flow Data – for December and January**
2. **Fresh Water Flow Data – for December and January**
3. **Operations and Maintenance Summary –** activities during the month of December and January.

C. Monthly Safety Committee Meeting Minutes, Month of December and January.

7. President's Report:

Election of Board Officers – annual election of Board officers; President, Vice President, and Secretary to the Board.

8. Correspondence

None

9. Ordinance:

Ordinance 01- 2012 - an Ordinance of the Donner Summit Public Utility District to Amend and Modify Ordinance No. 2008-01, Setting Sewer Rates and Charges.

10. Committee Reports:

Joint Facilities Committee: Letter dated, February 6, 2012 to Tom Skjelstad, DSPUD General Manager, from Geoff Evers, Legal Counsel for DSPUD. A letter summarizing a discussion between Geoff Evers and Mr. Jim Curtis, counsel for SLCWD.

Meeting notes from the 50% final design submittal meeting held at Stantec.

Report from the 90% final design submittal meeting of February 14, 2012.

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

Schedule of Upcoming Meetings

Regular Meeting - March 20, 2012
Regular Meeting - April 17, 2012
Regular Meeting – May 15, 2012

We certify that on February 10, 2012 a copy of this agenda was posted in public view at 53823 Sherritt Lane Soda Springs, California and the Soda Springs/Norden Post Office.

Deleane Mehler
Administrative Assistant

Thomas G. Skjelstad
General Manager