

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: April 19, 2011**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel; Catherine Hansford; Russ Powell; Dave Fama; Amber Waddle; Wade Freedle; Bill Quisnel; Cheryl Lebel

1. Call to Order

The Regular Meeting of April 19, 2011 of the Donner Summit Public Utility District Board of Directors was called to order at 6:08 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Present
Dave Oneto, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Taylor Dolph, Director	- Present

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 March 2011 --
\$ 196,570.33**
- B. Cash Disbursements – Payroll, Month of March 2011 --
\$ 54,593.73**
- C. Regular Meeting Minutes of March 15, 2011**

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

Motion Carries

6. **Community Facilities District (CFD) – Catherine Hansford, Principal, Hansford Economic Consulting; Russ Powell, Vice-President, EPS, Inc., Dave Fama, Jones Hall.** Review and discuss the CFD boundary map, description of facilities to be financed and each improvement area therein, rate and method of apportionment of special tax for improvement areas numbers 1 through 3, and local goals and policies for the community facilities districts. Dave Fama and Russ Powell reviewed the CDF boundary maps. Dave reviewed the Resolution of intent and described the boundaries, Facilities and the Special Tax Formation in detail.

It was decided to move the regular May 17, 2011 Board of Directors meeting to May 24, 2011, and have the Public Hearing on that date.

Item 12 was taken out of order.

12. **Resolutions:**

It was determined that the numbering of the resolutions be changed from 2011-02 Goals and Policies to 2011-01 Goals and Policies; and 2011-01 Resolution of Intent to 2011-02 Resolution of intent.

1. **Resolution No. 2011-01 Resolution Adopting Local Goals and Policies Concerning the Use of the Mello-Roos Community Facilities Act. Donner Summit Public Utility District- Community Facilities District No. 1.**

Motion: Adopt Resolution No. 2011-01 Resolution Adopting Local Goals and Policies Concerning the Use of the Mello-Roos Community Facilities Act. Donner Summit Public Utility District- Community Facilities District No. 1.

By: Bob Sherwood
Second: Taylor Dolph

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Dave Oneto	-	Aye
Cathy Preis	-	Aye
Taylor Dolph	-	Aye

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

Motion Carries

2. **Resolution No. 2011-02 Resolution of Intention to Establish A Community Facilities District – Donner Summit Public Utility District Community Facilities District No. 1**

Motion: Adopt Resolution No. 2011-02 Resolution of Intention to Establish a Community Facilities District – Donner Summit Public Utility District Community Facilities District No. 1

By: Bob Sherwood

Second: Taylor Dolph

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Dave Oneto - Aye

Cathy Preis - Aye

Taylor Dolph - Aye

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

Motion Carries

Recess- 6:40 p.m.

Resume Regular Meeting at 6:44 p.m.

7. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. Monthly Update of Stantec Activities- brief summary of work activities by Stantec Engineers, both pre-design and environmental work for the Wastewater Treatment Plant Upgrade and Expansion Project. In a memo Jeff Hauser reported the Preliminary Design activities for March:

1. Received proposals from three membrane manufactures. After initial review of the proposals, requests for clarification and/or additional information were sent out to all three manufactures. One response was received so far.
2. Continued evaluation on the UV disinfection proposals. The only manufacturer to submit a proposal on time submitted two alternative configurations, which were not equivalent. We requested clarification.
3. Continued work on the headworks investigation.
4. Continued work on the chemical feed systems investigation.
5. Continued work on the building modifications technical memorandum.

Greg Matuzak reported the following on the environmental progress:

- The Forest Service NEPA analysis is being completed and will be a stand alone document. It is being prepared with the input of Forest Service technical specialists.
- The Forest Service Supervisor for Tahoe National Forest gave formal approval to the Project Description and concurrence that an Environmental

Assessment and Finding of No Significant Impact (EA/FONSI) should be completed for NEPA compliance for the project.

- The CEQA-only document is complete and is being reviewed by Nevada County and interested environmental groups. Final comments are due by April 1, 2011.
- The Public Draft CEQA document will be submitted for 30-day public review by Friday, April 8, 2011. The 30-day public review should be completed by May 13, 2011.
- Stantec is still projecting completion of the CEQA document by May and the NEPA and other environmental compliance documentation by June of the year.

It was decided to hold a Wastewater Treatment Plant Joint Committee meeting on April 20, 2011 at 6:00 p.m. and a Special Board of Directors meeting Tuesday April 26, 2011 at 6:00 p.m. to discuss the recommendations of the Wastewater Treatment Committee.

2. **Hansford Economic Consulting-** request for budget extension in order to conclude the financing portion of the Wastewater Treatment Plant Upgrade and Expansion Project. Tom Skjelstad reported that in July of last year the Board approved a contract and budget from Hansford Economic Consulting for financial services which were limited to Financial Strategy/Technical Support, and Revenue Program. The budget for these items is nearly exhausted.

In order to retain HEC services through the Community Facilities District, and construction loan application portion of the project, the Board needs to amend the budget and expand the services provided. HEC is requesting an additional \$30,000.00 for these additional services.

Tom Skjelstad believes that the District has been fortunate in that the financing of the project has moved forward without much protest or resistance. He also believes this is due to the planning and policies set forth early on in this process by the Board, staff and the consultants. HEC has been and continues to be an integral part of the development of our strategies to secure financing for the project. Tom Skjelstad recommends that the Board approve the request form Hansford Economic Consulting. A lengthy discussion ensued.

Motion: Approve the Amendment to the Agreement # 10069 with Hansford Economic Consulting for 30,000.00.

By: Bob Sherwood

Second: Dave Oneto

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

Motion Carries

Recess- 7:25 p.m.

Resume Regular Meeting at 7:34 p.m.

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

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

Operations WWTP

- Completed and sent in response to the California Regional Water Control Board inspection report.
- Began accelerated chronic bioassay testing due to failure of the first quarter bioassay completed in February with four tests to be completed in a six week period.
- Dug out treatment plant propane tanks.

Operations Water Plant

- During heavy snows Keith with Donner Ski Ranch shuttles staff to the plant using their snow cat.

Repairs and Maintenance WWTP

- Installed new banded belt on blower #2
- Replaced damaged track grousers on the snow cat.

C. Monthly Safety Committee Meeting Minutes, Month of February

Motion: Accept the Safety Committee Meeting Minutes, for March
By: Bob Sherwood
Second: Taylor Dolph
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

8. **President's Report:**
 1. **Special Board Meeting on May 31, 2011 to Approve the DSPUD Wastewater Treatment Plant Upgrade and Expansion Project and Adopt the associated and required California Environmental Quality Act (CEQA)document. Reported.**
9. **Committee Reports: None**
10. **Correspondence:**
 1. **Letter of Appreciation for Assistance by DSPUD Operations Staff – Reported.**

2. **Donation request from Donner Summit Area Association-** request of \$300.00 for portable sanitation facilities during the annual Summit Clean-Up. - Reported.
3. **Letter to Kirk Syme, Royal Gorge-** letter mailed to Kirk Syme in response to his letter to the District dated January 27, 2011. The letter references the agreement between DSPUD and Sierra Lakes County Water District as relates to requests for additional sewer permits, and that DSPUD cannot guarantee the availability of sewer permits in the future if Royal Gorge does not request permits at this time. – Reported.
4. **Letter from Nola Masterson-** requesting to return her EDU at the 180 day level. It was decided to deny Nola Mastersons’s request to return her EDU at the 180 level.

11. **Ordinances:**

1. **Ordinance 2011-01 Of the Donner Summit Public Utility District Defining and Classifying Connection Fees and Operating Charges for Sewer Service and Superseding Ordinance 94-04, Ordinance 81-09 and Modifying Ordinance 2009-01** – a proposed ordinance to terminate the seven (7) year sunset clause for EDUs purchased but not used, setting a date certain when EDUs cannot be returned, and allowing transfers of EDUs. Second reading.

13. **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. None

14. **Adjournment**

Motion: Adjourn Meeting at 8:51 P.M.
By: Bob Sherwood
Second: Taylor Dolph
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

Schedule of Upcoming Meetings

Special Meeting - April 26, 2011
Special Meeting - May 9, 2011
Special Meeting - May 24, 2011

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

Respectfully Submitted,

Deleane Mehler
Clerk of the Board