

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
Special Meeting of the Board of Directors
Held: May 24, 2011**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel; Russ Powell, EPS; Dave Fama; Joni Kaufman; Molly Breen; Sara Schrichte, DSAA

1. Call to Order

The Special Meeting of May 24, 2011 of the Donner Summit Public Utility District Board of Directors was called to order at 6:09 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	- Absent - unexcused
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 April 2011 --
\$ 69,342.67**
- B. Cash Disbursements – Payroll, Month of April 2011 --
\$ 84,271.27**
- C. Regular Meeting Minutes of April 19, 2011**
- D. Special Meeting Minutes of April 26, 2011**
- E. Special Meeting Minutes of May 9, 2011**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Dave Oneto
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

6. PUBLIC HEARING

Donner Summit Public Utility District, Community Facilities

District No. 1 – the Board will hear testimony of all interested persons or potential special taxpayers for or against the formation of the proposed community facilities district and the authorization to levy the special tax will be heard. Written comments, if any, will be read at this time, also.

Catherine Hansford provided an overview as to why the District is pursuing the option of forming a Community Facilities District.

Russ Powell explained the three zones and answered questions from the public.

Cathy Preis opened the Public Hearing at 6:21 p.m. The Consultants answered several questions from the public.

Cathy Preis closed the Public Hearing at 6:26 p.m.

1. Resolution 2011-04 Resolution of Formation of Community Facilities District. Donner Summit Public Utility District Community Facilities District No. 1

Motion: Adopt Resolution 2011-04 of the Donner Summit Public Utility Formation of 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	-	Absent
Dave Oneto	-	Aye
Cathy Preis	-	Aye
Taylor Dolph	-	Aye

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

Motion Carries

2. Resolution 2011-05 Resolution Calling Special Election for A Community Facilities District. Donner Summit Public Utility District Community Facilities District No. 1

There was a discussion regarding the election date. It was decided to conduct the special election on September 20, 2011.

Motion: Adopt Resolution 2011-05 of the Donner Summit Public Utility Calling Special Election for 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	-	Absent
Dave Oneto	-	Aye
Cathy Preis	-	Aye
Taylor Dolph	-	Aye

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

Motion Carries

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.

Jeff Hauser reported the following via e-mail:

1. Completed technical memorandum on evaluation of membrane system proposals and recommended award to GE.
2. Completed draft technical memorandum of evaluation of UV system proposals an selection of the preferred system.
3. Began developing membrane building layout incorporating GE equipment and other facilities.
4. Updated heat balance model and analyzed benefits of covering and/or insulation Equalization Storage Tank 2 as this tank is to be built new. In coordination with DSPUD, it was decided not to insulate or cover tank.
5. Continued work on the ammonia feed system and heating system.
6. Continued work on preliminary design of equalization improvements.
7. Began analysis of electrical facilities and required improvements.

Greg Matuzak reported the following via e-mail:

- o CEQA and NEPA documents are on different tracks, Stantec released the public version of the CEQA Mitigated Negative Declaration (MND) on April 14th allowing the DSPUD, as the lead agency, to certify the document by the end of May.
- o Stantec is working with the Forest Service to finalize the NEPA portion of the process.

- SRF and USDA funding applications have been drafted and are awaiting comments from the public review of the CEQA document to finalize the environmental compliance aspect of these applications.
 - Consulted with SYRCL, Nevada County, SRF and USDA on progress related to the CEQA document, including responding to questions related to the project from SYRCL with a formal letter response.
2. **DSPUD Wastewater Treatment Plant and Irrigation Disposal Upgrade and Expansion Project, Initial Study/Mitigated Negative Declaration CEQA Document-** report on the status of the CEQA document. Tom Skjelstad reported that the 30 day public comment period concluded for the District's California Environmental Quality Act (CEQA) document. According to the State Clearinghouse, the agency responsible to collect written comments, no comments were received concerning the project. Additionally, the District sent copies of the CEQA document to the South Yuba River Citizens League, Sierra Watch Sierra Club (Mother Lode Chapter), and Nevada County. No written comments have been received from any of those entities.
 3. **Results of the Final Notice to Property Owners Desiring EDUs-** report on the total number of EDUs DSPUD will request for the expansion portion of the Upgrade and Expansion Project. Tom Skjelstad reported the District has bought back four future EDUs and has sold one of those four. So the total EDUs now stands at 106. The District received requests for 168 EDUs through the survey process. Therefore, the grand total of EDUs for the expansion portion of the project, at this time, is 274. It is Tom Skjelstads understanding that SLCWD expansion EDU count is 250. Keep in mind that the District believes that the number of EDUs billed Cal-Trans for the rest area is low. Currently the District bills Cal-Trans an average of 24 EDUs. In a letter to Cal-Trans Tom Skjelstad indicated that based upon traffic counts and flow/load data that the number should be increased to 90 EDUs for an additional 66 EDUs. Tom Skjelstad expects that negotiations with Cal-Trans will begin this month or next.
 4. **Currency Exchange Rate Adjustment Factor for GE MBR Bid-** discussion regarding the final contract value of the GE MBR system. The MBR system will be manufactured in Canada. Currency exchange rates between the US and Canada will have an effect on the contract value. Tom Skjelstad reported that GE would not guarantee their proposal price due to global economic conditions. Specifically, the currency exchange rate between the US and Canada (GE is manufacturing the MBRs in Canada). Their proposal included a provision whereby they would guarantee the price if the District agreed to pay an up front adder of \$38,760.00. In other words, the District would be buying an insurance policy to guarantee the price and the premium would be \$38,760.00.

It is Tom Skjelstad's recommendation that the Joint Facilities Committee schedule a meeting to discuss the options available to both Districts.

- 5. Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services thru December 31, 2011 - renew annual letter of agreement.**

Motion: Authorizing the General Manager to Sign the Engagement Letter with Barnard & Vogler, Co.

By: Bob Sherwood

Second: Dave Oneto

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

Motion Carries

- 6. Donner Summit Public Utility District Money Purchase Pension Plan Amendment- an amendment to the District's Plan allowing participants (employees) to borrow against the Pension Plan.**

Motion: Adopt Resolution 2011-06 Amendment to the Donner Summit Public Utility District Money Purchase Pension Plan

By: Bob Sherwood

Second: Taylor Dolph

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

Operations WWTP

- Completed accelerated chronic bioassay testing due to failure of the first quarter bioassay test. The four tests that were completed in required six week period all returned with values within the required permit limits.
- Dug out the propane tanks at the fresh water plant, Boreal pump station and the freshwater chlorine feed station.

Operations Water Plant

- Had failure of the power supply to Reservoir 2 at Boreal Ski Hill. The problem is in the buried power supply line from the Boreal maintenance shop to the reservoir. We are currently using a small standby generator to maintain power at the tank until the snow melts enough to get to pull boxes to find the problem.

Repairs and Maintenance WWTP

- Tightened all the tire guides on the tracks of the snow cat.
- Installed rebuilt anoxic zone mixer on Plant–2.

- Trouble shot problems with the plant waste station controls. Repaired problem and put station back on-line.
- Installed new front shocks and struts on the 2007 Dodge service truck.

C. Monthly Safety Committee Meeting Minutes, Month of April

Motion: Accept the Safety Committee Meeting Minutes, for April

By: Dave Oneto

Second: Taylor Dolph

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

Motion Carries

8. President's Report: None

9. Committee Reports: None

10. Correspondence: None

11. 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.

12. Adjournment

Motion: Adjourn Meeting at 6:55 p.m.

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

Schedule of Upcoming Meetings

Special Meeting - May 31, 2011

Regular Meeting - June 21, 2011

Regular Meeting - July 19, 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