

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: March 20, 2012**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel; Dennis Park, Mt. Diablo Ski Club

1. Call to Order

The Regular Meeting of March 20, 2012 of the Donner Summit Public Utility District Board of Directors was called to order at 6:05 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Present
Taylor Dolph, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Absent - Excused
Sara Schrichte, Director	- Present

3. Clear the Agenda

No Changes

4. Public Participation

Dennis Park addressed the Board of Directors regarding the letter dated March 13, 2012 from the Mt. Diablo Ski Club asking for a review of their water and sewer billings. After a lengthy discussion the Board of Directors denied the request.

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 February 2012 -- \$878,014.69**
- B. **Cash Disbursements – Payroll, Month of February 2012-- \$58,381.69**
- C. **Special Meeting Minutes of March 8, 2012**
- D. **Financial Statements as of January 31, 2012**

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

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

- 1. **Update of the DSPUD State Revolving Fund Construction Loan Application-** status of the District's construction loan request for the DSPUD WWTP Upgrade and Expansion Project. Tom Skjelstad reported he, Catherine Stanford, Geoff Evers and Bob Emerick met with four staff members at SRF. He stated that the 30 year financing is critical for the Wastewater Treatment Plant Upgrade and Expansion Project. SRF staff is having difficulty in determining whether the District qualifies for the Small Disadvantage Community (SDC) program, 30 year financing, and how to fit the Donner Summit Public Utility District into existing policies. SRF has directed Donner Summit Public Utility District to submit to the SRF staff a methodology by which SRF could make the determination that the DSPUD service area population qualifies for the SDC status. Catherine Hansford is working on this matter and estimates that it will take her 3 to 4 weeks to produce something to deliver to SRF staff for their review and possible approval.

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

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

Operations WWTP

- The treatment plant was inspected by representatives of the Regional Water Control Board. Only minor deficiencies were found and will be addressed by staff after receipt of the official report.
- Decanted the solids holding tank to increase available volume. Staff used polymer to get from approximately 85% full down to 35%. This will

help to keep from having to bring in an outside company to dewater the tank which would be a significant cost to the district.

Operations Water Plant

- Mailed out to all water customers of the District a letter explaining the changes to the treated water requirements required by the Department of Health Services. These changes caused the treatment plant to no longer be able to meet its requirements for turbidity and chlorine contact time on a regular basis.

Repairs and Maintenance WWTP

- Replaced door and lock on irrigation pump building.

Repairs and Maintenance FWTP

- Serviced pumps and cleaned out building at Boreal Pump Station.

Laboratory

- Performed normal daily lab testing for process control and permit monitoring.
- Collected and sent out quarterly bioassay samples.

C. Monthly Safety Committee Meeting Minutes, Month of February

Motion: **Accept the Safety Committee Meeting Minutes for February**
By: Sara Schrichte
Second: Bob Sherwood
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

7. Presidents Report: None

- 8. Committee Reports:** Report of Wastewater Treatment Plant Joint Facilities Committee Meeting of March 12, 2012. Cathy Preis reported that the Wastewater Treatment Plant Joint Facilities Committee interviewed two of the three firms selected for interviews on Monday, March 12. Both firms gave impressive presentations and are well qualified to perform the CM duties associated with the District's project. Due to weather we were unable to interview the third firm on Tuesday, March 13, 2012. That interview was conducted on Monday March 19, 2012

Cathy Preis stated that the Wastewater Joint Facilities Committee has narrowed it down to two candidates and will meet one more time, and will then provide a recommendation to the Donner Summit Public Utility District Board of Directors. It was tentatively decided to schedule a Wastewater Treatment Plant Joint Committee meeting for Thursday March 22, 2012 at 6:00 p.m. and a Special Board of Directors meeting for Tuesday April 3, 2012 at 6:00 p.m.

9. **Correspondence: None**

10. **Closed Session: 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. There was an informal discussion regarding the property behind the general store.

12. **Adjournment**

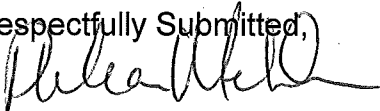
Motion: Adjourn Meeting at 7:22 P.M.
By: Bob Sherwood
Second: Taylor Dolph
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Special Meeting - April 3, 2012
Regular Meeting - April 17, 2012
Regular Meeting - May 15, 2012

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