

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 17, 2012**

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

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

1. Call to Order

The Regular Meeting of July 17, 2012 of the Donner Summit Public Utility District Board of Directors was called to order at 6:06 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	- Present
Sara Schrichte, 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 June 2012 -- \$152,006.74**
- B. Cash Disbursements – Payroll, Month of June 2012 -- \$51,885.99**
- C. Regular Meeting Minutes of June 19, 2012**

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. **Big Bend Mutual Water Company-** status of the Big Bend Mutual Water Company water well project, and financing options for the project. Tom Skjelstad reported that the Big Bend well drilling project is moving along. At this time, PG&E has given approval for the road improvements and drilling of the test well. The USFS advertised its intent to issue a Special Use Permit for the project and received no comments. The USFS is working on the Special Use Permit to be signed.

At this time there are two issues that need resolution. The first is site access to the proposed well site. The road needs improvement but getting to the road is difficult. The USFS bridge at the Big Bend campground may be an alternative for smaller equipment (rubber tired backhoe) but will not accommodate the drill rig, due to weight restrictions. Currently the USFS is replacing its own water line so the road is impassable due to the open trenches. The USFS project is anticipated to be completed by the end of August which shouldn't pose a problem. The other access route is just off I-80 but Cal Trans, as we all have experienced, is conducting major improvements in the Big Bend area. We will try to coordinate with Cal Trans and its contractor for access.

The second matter is financing for the project. The District on behalf of BBMWC has applied for funding through the California Department of Public Health State Revolving Fund (CDPHSRF). CDPHSRF estimates that funding will not be available for at least six months and most likely eight months. That would set the project back another year, which will not sit well with Placer County Environmental Health. Tom Skjelstad reported that he has made contact and applied for a loan through CoBank, a national bank which specializes in rural community assistance loans. It may be a condition of the loan that DSPUD take some limited liability if BBMWC is unable to qualify on its own. Tom Skjelstad stated that he would contact CoBank and see if they could provide the Board a presentation at the August Board of Directors meeting.

2. **Administrative Office Operations during the District's Wastewater Facilities Upgrade and Expansion Project-** discussion about construction noise levels and the effect to the Administrative Office. Tom Skjelstad reported that once the project begins it is going to loud and noisy, especially this first year. The contractor Syblon Reid has announced that they plan to fall the trees and conduct major grading at the site once the Notice to Proceed is issued. There are going to be times when it will be difficult for the administrative staff to conduct District business. The office will be "just too close to the action". In this day and age we are able to conduct District operations

from remote sites. Because it is possible to telecommute, staff is recommending and requesting permission to work off site.

Staff is developing a plan that will assure that all daily tasks and customer service will not be interrupted and maintained at the current level.

3. **Update on the District's Wastewater Facilities Upgrade and Expansion Project** – discussion about the Project. Tom Skjelstad SRF loan is moving forward.
4. **Gibson & Company Engagement Letter for the Fiscal Year Ending June 30, 2012** – letter authorizing Gibson & Company, the District's Auditors to conduct the annual independent audit for the year ending June 30, 2012

Motion: Authorize Cathy Preis, Board of Directors President to Execute the Engagement Letter with Gibson & Company to Perform the Audit for the Fiscal Year Ending June 30, 2012

By: Phil Gamick

Second: Sara Schrichte

Vote: 5 Ayes, 0 Noes, 0 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 May. As Jim King was not present, Cathy Preis reviewed the written reports.

C. Monthly Safety Committee Meeting Minutes, Month of June

Motion: Accept the Safety Committee Meeting Minutes for June

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

7. **President's Report: None**
8. **Committee Reports: None**
9. **Resolutions: None**
10. **Correspondence:**

1. **Fax from Freda D'Souza-regarding her container parked on District easement.** – Reported
2. **Letter from Shelly Fletcher of Big Bend Mutual Water Company-letter of appreciation.** - Reported

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 reported that candidate filing for the November 6, 2012 election opened July 16, 2012 and closes August 10, 2012.

13. Adjournment

Motion: Adjourn Meeting at 7:42 P.M.
By: Bob Sherwood
Second: Sara Scrichte
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

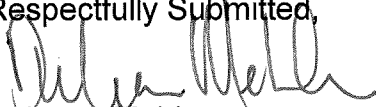
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - August 21, 2012
Regular Meeting - September 18, 2012
Regular Meeting - October 16, 2012

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

Respectfully Submitted,


Deleane Mehler
Administrative Assistant