

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: October 16, 2012

STAFF PRESENT: Tom Skjelstad, General Manager; Jim King, Plant 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 October 16, 2012 of the Donner Summit Public Utility District Board of Directors was called to order at 6:01 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 September 2012 --
\$188,863.70**
- B. Cash Disbursements – Payroll, Month of September 2012 --
\$56,485.86**
- C. Regular Meeting Minutes of September 18, 2012**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Sara Schrichte
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain
Motion Carries

Donner Summit Public Utility District Waste Water Treatment Plant Project Site tour
6:02 p.m.

Meeting resumed at 6:16 p.m. in the Board room.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Stantec Monthly Construction Report for the Months of August and September, 2012-** monthly report of construction activity for August and September, 2012. Reported
2. **DSPUD/Syblon Reid First Progress Pay Estimate** – the First Progress Pay Estimate for the construction project. Reported
3. **CalTrans Rest Area Billing-** status of Cal Trans billing and payment for the rest area EDUs. Reported
4. **Memorandum of Understanding Pertaining to Advance Costs for DSPUD Wastewater Treatment Plant Project** – an updated MOU illustrating final costs for the Final Design portion of the DSPUD WWTP Facilities Upgrade and Expansion Project. The Board of Directors authorized the General Manager to execute the Memorandum of Understanding with staff to verify that the principal and interest amounts are correct.

Motion: Authorize the General Manager to Execute the Memorandum of Understanding Pertaining to Advanced Cost for DSPUD Wastewater Treatment Plant Project, with Staff to Verify the Dollar Amounts.
By: Sara Schrichte
Second: Taylor Dolph
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 September 2012-** Reported
2. **Fresh Water Flow Data – for September 2012-** Reported
3. **Operations and Maintenance Summary –** activities during the month of September. Jim King reported the following:

Operations WWTP

- Received approval from the Department of Health and CA Regional Water Quality Control Board for the use of reclaimed water for the dust control and compaction on the construction sites.
- To assist with the expansion of the spray irrigation area, staff shut down one half of the spray irrigation site (Afternoon Section) for the rest of the season.
- Picked up snow tracks for the new UTV.
- There was one after hour callout at the wastewater treatment plant.

Operations Water Plant

- Had annual inspection from the Department of Health Services of the treatment plant, clear well, Boreal pump station and reservoirs one and two.

Repairs and Maintenance WWTP

- Replaced mechanical water seal on the plants high pressure 2 water system pump.

Repairs and Maintenance FWTP

- Conducted annual inspection and maintenance of the pressure filter, adding 30 bags of anthracite coal.

Laboratory

- Collected water samples from Cal Lodge and from the hydrant behind the Cal Lodge for iron.

C. Monthly Safety Committee Meeting Minutes, Month of October

Motion: Accept the Safety Committee Meeting Minutes for October

By: Sara Schrichte

Second: Phil Gamick

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: None**

11. **6:55 p.m.:** The Board of Director’s Adjourned to Closed Session, Pursuant to the California Government Code §54957: Performance Evaluation, General Manager.

7:30 p.m.: Regular meeting resumed. Cathy Preis reported that in closed session the motion was made and passed unanimously to renew the General Manager’s contract through 2017.

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. Tom Skjelstad reported the annual Donner Summit Public Utility District Holiday Dinner will be December 7th at Rainbow Lodge.

13. **Adjournment**

Motion: Adjourn Meeting at 7:32 p.m.

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - November 20, 2012

Regular Meeting - December 18, 2012 (tentatively)

Regular Meeting - January 15, 2013

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant

