

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: APRIL 3, 2012

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

OTHERS PRESENT: None

1. Call to Order

The Special Meeting of April 3, 2012 of the Donner Summit Public Utility District Board of Directors was called to order at 6:20 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 – by telephone from 1122 Pinecroft Road, Colfax, CA 95713
Philip Gamick, Director	- Present
Sara Schrichte, Director	- Present – by telephone from 126 River Ranch Road, McCall ID, 83638

3. Clear the Agenda

Cathy Preis stated that item 5.A.3 will be tabled until the regular meeting on April 17, 2012.

4. Public Participation - None

5. 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 that SRF staff has directed DSPUD to re-visit the Small Disadvantage Community (SDC) status and develop a methodology that would support the District's position that the communities it serves qualifies for SDC designation. It is worth noting that the Regional Water Control Board has designated the

communities serviced by DSPUD as Small Disadvantage Communities.

Catherine Hansford has produced a methodology illustrating that Donner Summit Public Utility District should be a Small Disadvantaged Community and eligible for the SRF Extended Term Financing. Catherine Hansford has submitted the report to SRF. At this time it appears that the SRF staff is willing or wants to accept the methodology but needs more clarification and has directed Catherine Hansford to move forward with her approach.

2. **Donner Summit PUD Membrane System Supplier (MSS) Contract Change Order #3-** This Change Order modifies the MSS Contract between GE Water & Process Technologies and the DSPUD dated June 29, 2011. The Change Order provides a breakdown of costs for taxable and nontaxable products; to correct the proper tax sales tax rate (lower); to correct the Contract price based on said breakdown and tax rate; and to add Aertronic Controllers to three Aerzen Hybrid blowers being provided by GE. Tom Skjelstad reported that the change order has to do with the amount of sales tax and what is taxable and not taxable relating to the District's purchase of the GE aka Zenon, Membrane Bio Reactor system.

When the District pre-ordered the GE MBR the Nevada County sales tax was 8.375%, so GE's bid price was based on the 8.375% rate. The sales tax rate changed on July 1, 2011. It has been determined that the sales tax applies as of the date of an invoice. Since all invoices and payments have been or will be after July 1, 2011, the correct tax rate is 7.375%. This will reduce the amount of the GE bid. The rest of the change order outlines what is taxable and what is not. Additionally, there are three blowers included in the change order.

Motion: **Accept the Donner Summit Public Utility District Membrane System Supplier (MSS) Contract Change Order #3**

By: Taylor Dolph

Second: Bob Sherwood

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

Motion Carries

3. **Stantec Agreement for Professional Services Amendment No. 4** – an amendment to the original agreement between Donner Summit Public Utility District and Stantec Consulting dated, August 10, 2010, to provide engineering services during and thru completion of the Donner Summit Public Utility District Wastewater

Treatment Plant Upgrade and Expansion Project. This item was tabled until the April 17, 2012 regular Board Meeting.

4. **Purchase of District Vehicle-** authorization to purchase a vehicle to replace the Plant Manager's District vehicle which was totaled during an accident.

Motion: Purchase a District Vehicle with Costs not to Exceed \$22,000.00

By: Taylor Dolph

Second: Sara Schrichte

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

Motion Carries

6. **Joint Facilities Committee:**

1. **Award of Construction Management Services to Stantec Consulting Services, Inc.** – award to Stantec Consulting Services, Inc. a contract for Construction Management Services for the Donner Summit Public Utility District Wastewater Facilities Upgrade and Expansion Project. Cathy Preis reported that the Committee met on March 22, 2012. Seven proposals for the Construction Management Services were received. The Committee reviewed all of the proposals and based on qualified experience by each firm decided to interview three of the seven. Tom Skjelstad made inquiries about the firms to the eight pre-qualified contractors for the project. Based on the responses from the contractors, the qualifications of each firm, and what was most needed for this project, the Committee made its decision and unanimously voted to recommend awarding the Construction Management services contract to Stantec Consulting Services, Inc.

Motion: Award Construction Management Services to Stantec Consulting Services, Inc.

By: Phil Gamick

Second: Bob Sherwood

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

Motion Carries

7. **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.

8. Adjournment


Motion: Adjourn Meeting at 6:50 P.M.
By: Phil Gamick
Second: Bob Sherwood
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - April 17, 2012
Regular Meeting - May 15, 2012
Regular Meeting - June 19, 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