

**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 19, 2013**

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

**OTHERS PRESENT:** Geoffrey O. Evers, General Counsel; Mike and Denise Hann

**1. Call to Order**

The Regular Meeting of March 19, 2013 of the Donner Summit Public Utility District Board of Directors was called to order at 6:10 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 February 2013 --  
\$192,449.69**
- B. Cash Disbursements – Payroll, Month of February 2013 --  
\$55,994.50**
- C. Special Meeting Minutes of February 12, 2013**
- D. Financial Statements as of December 31, 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. Request for DSPUD Utility Access Easement to Mike and Denise Hann, 10151 Lake Angela Drive-** the Hann's purchased their parcel and are requesting access to the parcel by way of the DSPUD Utility easement. Mike Hann addressed the Board of Directors and provided them the history of the purchase of their property and attempts to attain a building permit. Mr. Hann stated that several strips of land have been deeded for access and utility purposes from the early 1950's. Initially this land was owned by the railroad and in 1972 was transferred to Donner Summit Public Utility District. Lake Angela Drive is located on one of the deeded strips of land and provides access to the reservoir and the adjacent homes. However, Lake Angela Drive does not have official "road status" with the county of Nevada, thus he is requesting a utility easement from Donner Summit Public Utility District in order to move forward with the construction of their home. Tom Skjelstad informed the Board of Directors that staff has determined that there would be no negative impact to the District if it were to grant access to the Hanns through the PUD utility access easement. However, the District should require that Mr. Hann conduct and provide to the District the following:

1. A land survey signed by a registered land surveyor verifying Mr. Hann's exhibit and findings.
2. A title search of the properties that confirm the District does own or hold certain rights to the properties he has identified in his exhibit.

The Hann's agreed to provide this information to the District.

- 2. Stantec Monthly Construction Report for the Month of January 2013** Reported.
- 3. Syblon Reid Progress Payment Request #5-** Syblon's payment request for work performed and/or products purchased for the period of January 1, 2013 to February 28, 2013. Reported.

4. **Letter from Placer Local Agency Formation Commission-** a letter dated February 21, 2013 notifying the DSPUD that the application of the proposed annexation of Big Bend is sufficient and processing has begun. Reported.
5. **Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services through December 31, 2013 -** renew annual letter of agreement.

**Motion: Authorize the Board President to Execute the Engagement Letter from Barnard Vogler for Bookkeeping Services through December 31, 2013**

By: Phil Gamick

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 February -** Reported
2. **Fresh Water Flow Data – for February -** Reported
3. **Operations and Maintenance Summary –** activities during the month of February. Reported
4. **Purchase of Two Operations/Maintenance Vehicles-** request to purchase two O&M vehicles to replace one existing vehicle and one vehicle that was totaled in an accident. Reported

**Motion: Authorize Staff to Purchase Two New Pick Up's Not to Exceed \$45,000.00 Plus Tax and Financing**

By: Sara Schrichte

Second: Bob Sherwood

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

**Motion Carries**

**C. Monthly Safety Committee Meeting Minutes, Month of February**

**Motion: Accept the Safety Committee Meeting Minutes for February**

By: Phil Gamick

Second: Taylor Dolph

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

**Motion Carries**

**7. President's Report:**

**1. Donner Summit Area Association Annual Membership Fee Request.**

**Motion: Renew DSAA Membership in the Amount of \$25.00**

**By: Bob Sherwood**

**Second: Phil Gamick**

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

**Motion Carries**

**2. Assignment of 2013/14 Budget Committee.**

**Motion: Cathy Preis and Sara Schrichte to Continue to Serve on the  
Budget Committee for Fiscal Year 2013/2014**

**By: Bob Sherwood**

**Second: Phil Gamick**

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

**Motion Carries**

**8. Committee Reports: None**

**9. Resolutions: None**

**10. Correspondence: None**

Recess 7:18 p.m. Meeting resumed at 7:24 p.m.

- 11. 7:24. p.m.** The Board adjourned to Closed Session: Conference with Legal Counsel - In accordance with California Government Code §54956.9(b)(1) Significant Exposure to Litigation. Cases :1.

**Regular meeting resumed 8:00 p.m.**

Cathy Preis stated that in Closed Session direction was given to legal counsel.

- 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. None

**13. Adjournment**

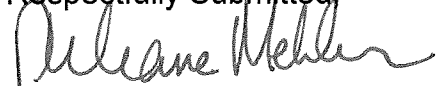
**Motion: Adjourn Meeting at 8:00 p.m.**  
**By: Bob Sherwood**  
**Second: Phil Gamick**  
**Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain**  
**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - April 16, 2013  
Regular Meeting - May 21, 2013  
Regular Meeting - June 18, 2013

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

Respectfully Submitted,



Deleane Mehler  
Administrative Assistant