

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: April 16, 2013**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 641
Fulton Avenue #200, Sacramento, CA 95825; Mike and Denise
Hann

1. Call to Order

The Regular Meeting of April 16, 2013 of the Donner Summit Public Utility District Board of Directors was called to order at 6:07 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 March 2013 --
\$153,380.66**
- B. Cash Disbursements – Payroll, Month of March 2013 --
\$85,059.98**
- C. Regular Meeting Minutes of March 19, 2013**
- D. Financials through February 2013**

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. Mr. & Mrs. Hann were in attendance to give a history and presentation of their request. Mike Hann provided the Board of Directors with an update as to the status of the title report. At this point, it has been determined that Donner Ski Ranch owns the property in question. As such, the Hann's are withdrawing their request for an easement from the Donner Summit Public Utility District.
- 2. Stantec Monthly Construction Report for the Month of February 2013.** Reported
- 3. Syblon Reid Progress Payment Request #6 (including Change Order #2) and DSPUD Disbursement Request #7-** Syblon's payment request for work performed and/or products purchased for the period of March 1, 2013 to March 31, 2013 and DSPUD Disbursement Request #7. Reported

Motion: Accept Syblon Reid Change Order #2 in the Amount of \$23,014.00
By: Bob Sherwood
Second: Phil Gamick
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

There was further discussion regarding change orders.

Motion: Authorize the General Manager to Sign on Behalf of the District all Change Orders that do not Exceed \$25,000.00.
By: Bob Sherwood
Second: Sara Schrichte
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

4. **DSPUD Annexation of Big Bend Mutual Water Company-** the Placer LAFCo will hear the proposed annexation at its May 8, 2013 meeting. The proposed annexation is on the Placer LAFCo May 8, 2013 agenda. As of this date Placer LAFCo has received no objections. It is Tom Skjelstads understanding that the annexation will go into effect once the Placer LAFCo Commission votes to approve the annexation.
5. **Davis Bacon Labor Compliance Proposals** – discussion of proposals received to satisfy the State’s Davis Bacon requirements. Tom Skjelstad reported that per the loan documents between DSPUD and SRF, the District is responsible for certain Labor Compliance documentation and certification for the Wastewater Project. This is a function that Stantec does not provide or provides on a limited basis. Therefore, the District must retain a firm that specializes in Davis Bacon Labor compliance.

On April 1, 2013 Tom Skjelstad sent out Request for Proposals to four firms asking for responses, with a deadline date of April 12 by 2:00 PM. It should be noted that Tom Skjelstad selected the four firms based upon recommendations from Stantec, Hansford Economics and Acumen Engineering.

The District is seeking a firm that has Experience in Davis Bacon documentation which includes the following tasks:

- Wage Determination;
- Payroll review;
- Employee, including subcontractors, interviews (or training for DSPUD staff to conduct interviews);
- Confirmation of apprenticeship information;
- And other items as required by SRF.

Tom Skjekstad informed the Board of Directors that he has received three proposals back.

Motion: Authorize the General Manager to Conduct the Necessary Analysis and Sign an Agreement with the Selected firm, with costs not to Exceed \$45,000.00.

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 March - Reported**
2. **Fresh Water Flow Data – for March – Reported**

3. Operations and Maintenance Summary – activities during the month of March. Jim King reported the following:

Operations WWTP

- Staff met with representatives of Boreal to discuss the possibility of the future of reclaimed wastewater for snow making at the Soda Springs Ski Resort.
- Staff met with Sauers Engineering to discuss conducting an Inflow & Infiltration (I&I) study of the sewer collection system.
- Staff received formal training from Snoquip on the new snow blower.

Repairs and Maintenance WWTP

- Replaced a flat tire and some of the bolts and washers on the plow blade connections of the snow cat.
- Replaced failed heater in the shop building.
- Assisted Telstar with maintenance of the auto switchover valves for the chlorine and sulfur dioxide fee systems.

C. Monthly Safety Committee Meeting Minutes, Month of March

Motion: Accept the Safety Committee Meeting Minutes for March

By: Sara Schriche

Second: Taylor Dolph

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

Motion Carries

7. President's Report: None

8. Committee Reports:

Budget Committee- report from the Budget meeting of April 8, 2013. The Budget and Finance Committee held a meeting to review the draft operating budgets on Monday, April 8, 2013. The following reflects the noteworthy items of discussion during the meeting.

- The budget is balanced, meaning that revenues meet or exceed expenses;
- This fiscal year's focus is on water infrastructure at the water treatment plant and associated current connection fees; and
- The infiltration and inflow program;
- The requirement for a Single Audit Report is estimated to increase audit costs by \$5,000.00.

A water increase was discussed but has since been removed from discussion per the General Manager's recommendation. It is anticipated that a water rate increase is probable in the future (2014/2015).

Staff was directed to include Board Compensation on the May Agenda.

9. **Resolutions: None**

10. **Correspondence: None**

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. None

13. **Adjournment**

Motion: Adjourn Meeting at 7:42 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 - May 21, 2013

Regular Meeting - June 18, 2013

Regular Meeting - July 16, 2013

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

Respectfully Submitted,



Deleane Mehler

Administrative Assistant