

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: November 19, 2013

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel; Steve Beck, Stantec; Jake Hudson, Holdrege & Kull; Bill Quesnel, Sierra Lakes County Water District; Wade Freedle, Sierra Lakes County Water District; Alex Medveczky

1. Call to Order

The Regular Meeting of November 19, 2013 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
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Absent- Excused
Sara Schrichte, Director	- Present
One Vacancy	

3. Clear the Agenda

Tom Skjelstad requested the following: remove the presentation of the Financial Statements for fiscal year 2012/2013, move item 8. A. 3 to the first item under Administration Reports and 8. A. 4 to the second item.

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 October 2013 --
\$2,533,801.25**
- B. Cash Disbursements – Payroll, Month of October 2013 --
\$57,179.50**
- C. Regular Meeting Minutes of October 15, 2013**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Sara Schrichte
Vote: 3 Ayes, 0 Noes, 1 Absent, 0 Abstain, 1 Vacancy
Motion Carries

6. **Interview potential Board candidates.** The Board of Directors reviewed the resume submitted by Alex Medveczky.

Motion: Appoint Alex Medveczky to fill the Vacancy on the Board of Directors
By: Bob Sherwood
Second: Sara Schrichte
Roll Call Vote
Bob Sherwood - Aye
Cathy Preis - Aye
Sara Schrichte - Aye
Vote: 3 Ayes, 0 Noes, 1 Absent, 0 Abstain, 1 Vacancy
Motion Carries

7. **Election of Vice-President to the DSPUD Board of Directors.** Cathy Preis nominated Sara Schrichte for the vacancy of Vice President of the Donner Summit Public Utility District's Board of Directors. Sara Schrichte accepted the nomination.

Motion: Appoint Sara Schrichte as Vice President of the Donner Summit Public Utility District's Board of Directors.
By: Cathy Preis
Second: Bob Sherwood
Vote: 3 Ayes, 0 Noes, 1 Absent, 0 Abstain, 1 Vacancy
Motion Carries

Financial Statements for the Fiscal Year 2012/13- the District's annual independent auditor's report. Joe Julio of Gibson & Company, Inc., Certified Public Accountant will be present to review the report. Discussion and possible action. This item was removed from the agenda.

8. **Department Reports**

A. **Administration: Tom Skjelstad, General Manager**

3. **Holdrege & Kull Special Inspection Contract for the DSPUD Wastewater Treatment Plant Upgrade and Expansion Project-** Jake Hudson of Holdrege & Kull will be in attendance to go over the revised budget and answer questions regarding Contract Revision #1.

Jake Hudson addressed the Board of Directors and described the revised budget regarding CR # 1.

In a letter dated October 30, 2013 Jake Hudson gave a summary breakdown of costs incurred by Holdrege & Kull while providing materials testing and special inspection services for the Wastewater Facilities Upgrade and Expansion Project. The original proposal was based on the anticipated scope of testing and inspection and a preliminary schedule provided by Syblon Reid Contractors. The initial estimate was approximately \$197,000. At the request of DSPUD, Holdrege & Kull revised their proposal to less than \$100,000. For the revised proposal they deleted the coating inspection (\$37,136) and, somewhat arbitrarily, reduced the amount of time they would be on site and their project management. It was agreed that they would revisit it when the amount was exhausted.

The additional services are primarily associated with earthwork, concrete testing and report preparation/project management. Holdrege & Kull has been on-site considerably more than anticipated for earthwork testing and concrete testing. Much of this work has been in addition to their original scope. They have accrued additional report preparation and project management time than originally estimated.

Motion: Approve the Holdrege & Kull CR #1 in the amount of \$169,659

By: Bob Sherwood

Second: Sara Schrichte

Vote: 3 Ayes, 0 Noes, 1 Absent, 0 Abstain, 1 Vacancy

Motion Carries

Oath of Office – Alex Medveczky, new director

As a newly appointed Director Alex Medveczky took the Oath of Office.

- 4. DSPUD Wastewater Facilities Upgrade and Expansion Project Change Orders-** Steve Beck of Stantec Engineers will be in attendance to discuss change orders and answer questions. Tom Skjelstad reported that as of this date, change orders are under 2% of the project cost and the District has spent roughly 50% of the project cost total. Steve Beck addressed the Board of Directors and provided an overview of what transpired with the lead electrical engineer. He apologized for the lack of continuity in the electrical engineering process and assumed responsibility for such.

It was decided that the General Manager would call Steve Beck regarding possible remedies to the deficiencies in the electrical engineering.

1. **Stantec Monthly Construction Report for the Month of October 2013 Reported.**
2. **Syblon Reid Progress Payment Request #13 and DSPUD Disbursement Request #14-** Syblon's payment request for work performed and/or products purchased for the period of October 1, 2013 to October 31, 2013 and DSPUD Disbursement Request #14. Reported.
3. **Holdrege & Kull Special Inspection Contract for the DSPUD Wastewater Treatment Plant Upgrade and Expansion Project-** Jake Hudson of Holdrege& Kull will be in attendance to go over the revised budget and answer questions regarding Contract Revision #1. Previously addressed.
4. **DSPUD Wastewater Facilities Upgrade and Expansion Project Change Orders-** Steve Beck of Stantec Engineers will be in attendance to discuss change orders and answer questions. Previously addressed.
5. **Syblon Reid Request for Subcontractor Substitution Hearing Date-** Set the date to conduct a hearing by the DSPUD Board to accept or deny a request by Syblon Reid to substitute subcontractor SteelTech Roofing with subcontractor Kodiak Roofing. Tom Skjelstad reported that Syblon Reid requested that the roofing subcontractor SteelTech Roofing be replaced by Kodiak Roofing. The stated reason is that SteelTech Roofing refuses to continue performance under its subcontract with Syblon Reid. Under Public Contract Code 4107, SteelTech has the right to object, to the proposed substitution.

On Thursday November 14, SteelTech sent Tom Skjelstad an email voicing its objection which qualifies as a formal objection.

According to the contract Code 4107, a hearing shall be held by the awarding authority (DSPUD Board of Directors). The purpose of the hearing is to allow both parties, Syblon Reid and SteelTech, to address the Board with reason(s) for the substitution and the objection to the substitution. Geoff Evers reviewed the Contract Code 4107 for the Board of Directors.

It was decided to appoint Tom Skjelstad, Geoff Evers and Cathy Preis as hearing officers.

6. **Request to Change the January Board Meeting Date-** a request from the General Manager to change the date of the January 21, 2014 Board meeting. It was decided to move the January 21, 2014 Board of Director's meeting to January 14, 2014.

B. Sewer and Water Department – Jim King, Chief Plant Operator

1. **Waste Water Flow Data – for October-** Reported
2. **Fresh Water Flow Data – for October-** Reported
3. **Operations and Maintenance Summary –** activities during the month of October. Jim King reported the following:

Operations WWTP

- Discharged 5.2 MG to spray fields at Soda Springs irrigation site.
- Staff participated in startup training for the new solids holding tank blower.

Operations Water Plant

- Lead operator Paul Schott toured and evaluated the Rainbow area water system.
- Performed inspection on a new 2” water box and a 4” hot tap at the new Sugar Bowl Sports complex.

Repairs and Maintenance WWTP

- Serviced and started up spare blower for treatment plant #2.

Repairs and Maintenance WTP

- Installed a new plant waste station to replace the failed one.
- Patched grout around the base of Lake Angela Dam gate.

C. Monthly Safety Committee Meeting Minutes, Month of October

Motion: Accept The Safety Committee Meeting Minutes for October

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

9. **President’s Report: None**
10. **Committee Reports: None**
11. **Resolutions: None**
12. **Correspondence: None**
13. **Closed Session: None**

14. **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.

15. **Adjournment**

Motion: Adjourn Meeting at 7:45 p.m.
By: Bob Sherwood
Second: Sara Schrichte
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - December 17, 2013- Cancelled
Special Meeting - January 14, 2013- Rescheduled
Regular Meeting - February 18, 2014

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

Respectfully Submitted,



Deleane Mehler
Administrative Assistant