

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 21, 2014

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 18700
Macarthur Blvd. Irvine, CA 92612; Steve Beck, Stantec; Bill
Quesnel, Sierra Lakes County Water District

1. Call to Order

The Regular Meeting of October 21, 2014 of the Donner Summit Public Utility District Board of Directors was called to order at 6:14 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Present
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- Present

3. Clear the Agenda: Tom Skjelstad requested that item 6.A.4 be moved prior to item 6.A.3.

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 2014--
\$704,114.77**
- B. Cash Disbursements – Payroll, Month of September 2014 --
\$63,223.82**
- C. Regular Meeting Minutes of September 16, 2014**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Stantec Monthly Construction Report for the Month of September 2014.** Reported.
2. **Syblon Reid Progress Payment Request #24 DSPUD Disbursement Request #25-** Syblon's payment request for work performed and/or products purchased for the periods of September 1, 2014 to September 31, 2014 and DSPUD Disbursement Request #25. Reported.
4. **Bioassay Testing of the UV System at the WWTP-** contract with Stantec to conduct the required UV System Bioassay Tests at the WWTP. Tom Skjelstad reported that included in the WWTP Upgrade and Expansion Project is a State requirement to test the UV Disinfection System in order to certify that the system meets the disinfection requirements.

Bob Emerick will be conducting all of the test procedures, analysis of test results, and writing the report to the State. It is in the Districts best interest to conduct the testing prior to Project completion, so that Syblon Reid is still on site to repair or correct any problems with the system.

Tom Skjelstad recommends that the Board agree to Stantec's proposal for the UV System Testing.

Motion: Approve Stantec's Proposal for Bioassay Testing of the UV System at the Wastewater Treatment Plant not to Exceed \$40,000.00

By: Phil Gamick

Second: Bob Sherwood

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

Motion Carries

3. **Stantec Construction Management Budget-** Stantec's request to increase the Construction Management budget for the District WWTP Upgrade and Expansion Project. Steve Beck provided the Board a couple handouts and reviewed the Construction Management and Inspection schedule and the methodology behind the dollar amount of the agreement.

In a letter dated October 15, 2014 Steve Beck explained that Stantec is requesting additional budget for construction management and inspection services in the amount of \$97,360.00. To date, the Contractor has work a total of 445 days of which we have provided the services of a Construction Manager and/or Inspector for each working day with several of these days occurring on the weekend. The original budget

assumed that would be approximately 389 days of actual construction and there would be several months of no construction activity during the winter. However, the Contractor was able to work more days than anticipated during the winter(s) and even though the work effort did not change significantly this required more inspection time. Steve Beck stated that this request is not for electrical inspection services. Stantec has been providing the District with electrical inspection services by Matt Boring at no charge since September 1, 2014 and will continue to do so throughout the completion of the project.

Steve Beck reported that as of October 10, 2014 there is \$9,773.00 remaining in the budget for construction management and inspection services. Stantec is planning for the Construction Manager (David Diegle) to continue full time until Final Completion in December and the Inspector (Matt Dodge) will continue full time until the project is substantially completed on November 15, 2014. Assuming the remaining budget will cover mileage and other miscellaneous expenses the additional budget request is calculated as follows:

Construction Manager: 53 days x 8 hours per day x \$140 per hour = \$59,360
Construction Inspector: 25 days x 8 hours per day x \$110 per hour = 22,000
Administrative Assistant: 16 hours per week x 10 weeks x \$100 per hour = 16,000

Stantec is committed to seeing this very successful project through completion. It is critical at this stage that we have adequate construction management and inspection services during the final months of construction. There will still be a significant amount of work required by the Construction Manager to close out this project after Substantial Completion including the final punch lists items, review of the as-built drawings, final payment and preparation of the contract final completion documents.

4. **Bioassay Testing of the UV System at the WWTP-** contract with Stantec to conduct the required UV System Bioassay Tests at the WWTP. Previously discussed.

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

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

Operations WWTP

- ◆ Staff assisted SRC with draining the sludge tank to perform repairs to the aeration system.
- ◆ The District and Plant Manager met with Sauers Engineering to review plans for upcoming water treatment plant upgrade.

Operations Water Plant

- ◆ Staff conducted inspections of the new water line extension at Oakland Ski Club and Alpineer Lodge.
- ◆ Had the annual inspection of Lake Angela Dam.

Repairs and Maintenance WWTP

- ◆ Installed a new screen in the tail water recovery pond out at the spray irrigation site.

Repairs and Maintenance WTP

- ◆ Staff cleared brush from around Lake Angela Dam.

C. Monthly Safety Committee Meeting Minutes, Month of September.

Motion: Accept the Safety Committee Meeting Minutes for September
By: Sara Schrichte
Second: Alex Medveczky
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

7. President's Report:

1. Resolution No. 14-427 of the Board of Supervisors of the Nevada County- Resolution Making Appointments in Lieu of the General Election to be Held on November 4, 2014. Reported.

2. Oath of Office: Phil Gamick and Alex Medveczky

As newly appointed Directors, Phil Gamick and Alex Medveczky took the Oath of Office.

8. Committee Reports: None

9. Resolutions: None

10. Correspondence:

A. Letter from Central Sierra Electrical- letter dated October 3, 2014 notifying the District and Syblon Reid Contractors of Central's intent to file a claim on the WWTP Upgrade and Expansion Project. Reported

11. Closed Session:

Pursuant to Government Code Section 54956.9 (b)(1) Significant exposure to litigation.

7:52 p.m. Pursuant to Government Code Section (b)(1) the Board of Directors went into closed session.

8:08 p.m. Regular Board Meeting resumed. Cathy Preis stated that no action was taken in closed session.

Sara Schrichte left the meeting at 8:05 p.m.

- 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. It was decided that the Holiday Dinner will be December 12, 2014 at 6:00 p.m. at the Truckee Tavern and Grill.

13. Adjournment:

Motion: Adjourn Meeting at 8:14 p.m.
By: Bob Sherwood
Second: Alex Medveczky
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - November 18, 2014
Regular Meeting - December 16, 2014
Regular Meeting - January 20, 2014

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

Respectfully Submitted,
Deleane Mehler

Administrative Assistant