

**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: January 20, 2015**

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

**OTHERS PRESENT:** Geoffrey O. Evers, General Counsel by telephone from 8732  
Casa Del Rio, Fair Oaks CA 95628

**1. Call to Order**

The Regular Meeting of January 20, 2015 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
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- Present

**Directors Gamick and Medveczky Oath of Office for Placer County**

As newly appointed Donner Summit Public Utility District Directors, Phil Gamick and Alex Medveczky took the Oath of Office for Placer County.

**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 November 2014--\$463,222.72 and December 2014--\$516,753.50**
- B. Cash Disbursements – Payroll, Month of November 2014--\$67,363.24 and December 2014 --\$99,196.79**
- C. Regular Meeting Minutes of November 18, 2014**
- D. Financials November 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 November 2014 and December 2014.** Reported.
2. **Syblon Reid Progress Payment Request #26 and #27 DSPUD Disbursement Request #27 and #28** - Syblon's payment request for work performed and/or products purchased for the periods of November 1, 2014 to November 30, 2014 and December 1, 2014 to December 31, 2014 and DSPUD Disbursement Request #27 and #28. Reported.
3. **DSPUD Wastewater Facilities Upgrade and Expansion Project Change Order #41-** Change Order to extend the substantial completion and final completion dates of the Project, conditions and dates to assess liquidated damages, and payment of Construction Management services. Tom Skjelstad reported on what has transpired since the November meeting:
  - An Agreement between the District, Syblon Reid and Central Sierra was signed;
  - The Agreement stated that the District reserves the right to assess liquidated damages if Central Sierra does not meet the deadlines as spelled out in the Agreement;
  - Syblon Reid is responsible to reimburse the District for additional Construction Management costs;
  - Central Sierra Electric will withdraw its threat of a claim;
  - The original schedule, labeled Exhibit A was revised and accepted on January 16, 2015.

The revised schedule represents Central Sierra's latest estimate of date of completion. You will note that the dates on the revised schedule exceed the dates in the Agreement for substantial and final completion. Per the Agreement the District is within its rights to assess liquidated damages. Staff recommends that the Board not take action in this direction for the following reasons:

1. Since November Central Sierra has doubled its work force;
2. Central Sierra is working Saturdays and Sundays in order to complete the job;

3. Assessing the liquidated damages could result in costing the District legal fees;
4. The District is not in jeopardy of fines from the State; and
5. The electrical work is getting done and the project is almost completed.

For those reasons Tom Skjelstad recommends that the Board not direct staff and the engineers to assess liquidated damages.

Tom Skjelstad was directed by the Board of Director's to write a letter to Syblon Reid and Central Sierra Electric stating that although completion date has not been met, the District reserves the right to assess liquid damages, per legal counsel's recommendation.

Direction was given to the General Manager to proceed with change order #41.

4. **DSPUD Water Treatment Plant Project-** status of the upgrade and funding process for the Water Treatment Plant. Tom Skjelstad reported that due to staff changes at the California Department of Public Health and State Revolving Fund (CDPHSRF), it appears that we will not be breaking ground this coming summer for the Water Treatment Plant Project. The plan now is to bid out the Project this Fall and begin construction in the Spring/Summer of 2016.

The Project is estimated to cost \$2.2 million of which the District will be responsible for 20% of \$440,000.00 and the remaining 80% is a grant. The District's portion will be financed through a loan from CDPHSRF for 20 years at 2.2% interest. Staff will be asking the Budget Committee to consider a water rate increase to cover the loan payments.

Tom Skjelstad reported that Hansford Economics Consulting will assist the District through the Construction Loan process. Catherine Hansford will also be updating the Cost of Service Study for the Water Department that was not adopted previously.

5. **Letter to the Truckee Fire Protection District-** letter recognizing the TFPD staff at Station 97 for their cooperation and patience during the DSPDUD WWTP Project. Reported.

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

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

### **Operations WWTP**

- ◆ Staff assisted with the completion of the UV validation process. The results were received with the system passing without any problems.
- ◆ Had the safety fence around the irrigation storage pond at the Soda Springs Ski Area taken down and removed.
- ◆ Removed all sprinklers from the spray irrigation site, shut all valves and removed the spool for the winter.
- ◆ Received bulk load of Micro “C” to the new chemical feed building.
- ◆ Staff had a 2<sup>nd</sup> meeting with Boreal staff to discuss sewer effluent tie-in at Soda Springs Ski Hill for future snow making.
- ◆ Staff conducted a test on the new heat exchanger system for controlling the temperature in the treatment process.
- ◆ Cleaned sewer line hot spots throughout the sewer collection system.
- ◆ Had a bulk load of diesel delivered to the plant for the stand by generators.
- ◆ Began putting together and installing storage shelving for spare parts and O&M manuals.
- ◆ Staff received training on the new ammonia feed system.

### **Operations Water Plant**

- ◆ Flushed multiple fire hydrants throughout the water system.

### **Repairs and Maintenance WWTP**

- ◆ Assisted the UV supplier WEDECO with the replacement of multiple ballasts and a flex board in the UV system.

### **C. Monthly Safety Committee Meeting Minutes, Month of November and December**

**Motion: Accept the Safety Committee Meeting Minutes for November and December**

By: Sara Schrichte

Second: Alex Medveczky

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

### **Motion Carries**

7. **President’s Report: None**
8. **Committee Reports: None**
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.

**13. Adjournment:**

**Motion: Adjourn Meeting at 7:10 p.m.**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

#### Schedule of Upcoming Meetings

Regular Meeting - January 20, 2015

Regular Meeting - February 17, 2015

Regular Meeting - March 17, 2015

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

Respectfully Submitted,  
Deleane Mehler

Administrative Assistant