

**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: August 16, 2016**

**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; Caleb Dardick, SYRCL; Rachel  
Harrington, SYRCL

**1. Call to Order**

The Regular Meeting of August 16, 2016 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
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- 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 July 2016--\$101,513.48**
- B. Cash Disbursements—Payroll, Month of July 2016-- \$108,162.52**
- C. Regular Meeting Minutes of July 19, 2016**
- D. Financials June 2016**

**Motion: Accept the Consent Calendar**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

It was decided to take agenda items out of order.

## 6. Department Reports

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

2. **Status of the Water Treatment Plant Upgrade Project-** update of the project. Tom Skjelstad reported that Manito Construction has moved on site and is proceeding with ground preparations. We anticipate the new filters will arrive in October and installed in early November.
3. **WWTP Reactor Basin Coating Project-** Tom Skjelstad reported that the District is out to bid for the reactor basin coating project. Bid opening is Wednesday, August 24 at 2 pm. Stantec will review the bids and have a recommendation as to which bidder they believe should be awarded the contract. Their recommendations will be ready on Monday, August 29.

Procedurally, the Board has two options in assigning the Notice of Award and Notice to Proceed. You can call a special meeting or authorize staff to issue both. Tom Skjelstad's only concern is that the District proceeds as quickly as possible. Fall weather is around the corner and temperatures could affect the contractors's progress. Additionally, Jim King needs to get the reactor back up and running, so the bacteria can grow prior to winter.

**Motion: Authorize the General Manager to Follow the Engineers Recommendation and Proceed with the Notice of Award and Notice to Proceed**

By: Sara Schrichte

Second: Bob Sherwood

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

### **Motion Carries**

1. **Presentation by South Yuba River Citizens League (SYRCL) staff-** Tom Skjelstad introduced Caleb Dardick, Executive Director and Rachel Harrington, River Science Director of SYRCL. Additionally, in the Board in the Board packet there was information about SYRCL's Annual River Cleanup Day which the District typically contributes \$500 each year.

In addition to the Annual Cleanup there has been discussion of potential collaborative programs with both of them.

One idea is for an educational program at Donner Trail School covering water conservation and wastewater treatment.

We have also discussed how SYRCL could assist the District with the renegotiation of its CWSRF loan. SYRCL is please to do what it can, (letters and/or personal appearances), in support of our efforts. This is important as it is always an advantage to have the backing of an environmental group in dealing with the State in water quality issues.

Typically, the District contributes \$500.00 each year to SYRCL. This year SYRCL has asked if the District would increase that amount by \$500.00. Tom Skjelstad believes that the continuous public exposure and assistance with the Districts renegotiation effort is worth the additional \$500.00. Tom Skjelstad recommends that the District oblige SYRCL's request and increase its contribution to \$1,000.00.

Caleb Dardick provided the Board of Directors with an overview of the History of SYRCL and their current mission.

Rachel Harrington addressed the Board of Directors regarding Van Norden Meadow and a potential educational program at the Donner Trail School.

Caleb Dardick discussed the Yuba River Cleanup Day and requested the District continue to sponsor the project.

**Motion: Increase the District's Donation to the Yuba River Cleanup to \$1,000.00**

By: Bob Sherwood

Second: Phil Gamick

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

**Motion Carries**

4. **Proposed Changes to District Ordinance 81-10-** proposed changes to Sections 3 and 4. Water Service – Connection Fee and Installation Charge. Discussion and direction to staff. Tom Skjelstad reviewed the current new service connection fee. The District could charge a flat fee based on experience or charge for actual time. Staff recommends a flat fee of \$1,700.00 plus the cost of material. Staff was directed to have the Ordinance with the amended connect fees on the September agenda
5. **Ordinance 2011-01 of the Donner Summit Public Utility District Defining and Classifying Connection Fees and Operating Charges for Sewer Service and Superceding Ordinance 94-04, Ordinance 93-04, Ordinance 81-09 and Modifying Ordinance 2009-01 and 99-01-** Discussion. Lengthy discussion ensued, no action was taken.
6. **Gibson & Company, Inc. Engagement Letter for the Fiscal Year Ending June 30, 2016 –** letter authorizing Gibson & Company, the District's Auditors to conduct the annual independent audit for the year ending June 30, 2016. Reported.

**Motion: Authorize the Board President to Execute the Engagement Letter for the Fiscal Year Ending June 30, 2016.**

By: Sara Schrichte

Second: Alex Medveczky

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

**Operations WWTP**

- Total effluent discharged from the plant to the South Yuba and spray irrigation was 4.3 MG.
- Assisted water plant contractor in purchase of a Tucker-Terra for use during winter construction. After construction is complete it will be passed along to the District.
- Drained and cleaned and removed aerators from Treatment Reactor #2 in preparation for the recoating of the inside of the tank.
- Began Storage and irrigation at Soda Springs Ski Area.

**Operations Water Plant**

- Met with State Water Resource Control Staff for the plants annual inspection and to go over the upcoming plant upgrade project.
- Installed water service on T-Bar Ct.
- Assisted Stantec with changes to the SCADA system involving the bypassing of the clearwell during the plant upgrade.
- Ordered and received warning signs to be placed around Lake Angela.

**Repairs and Maintenance WWTP**

- Had a new rollup door installed in the shop.

**Repairs and Maintenance WTP**

- Repaired a main line water leak under the east bound side of the I-80 overpass.
- Raised the two G-5 boxes by the flashing light in town.
- Completed the asphalt replacement at the site of the irrigation pipe repair on the west bound side of the I-80 overpass.

**Laboratory**

- Had a violation of our Manganese limitation in Jan. 2016 and a violation of our Aluminum limitation in July 2016.

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

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

By: Sara Schrichte

Second: Phil Gamick

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. **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. Health Insurance for the Directors to be on the September Agenda.
12. **Adjournment:**

**Motion: Adjourn Meeting at 7:45 p.m.**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

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

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant

#### Schedule of Upcoming Meetings

Regular Meeting - September 20, 2016  
Regular Meeting - October 18, 2016  
Regular Meeting - November 15, 2016