

**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 Special Meeting of the Board of Directors  
Held: February 13, 2018**

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

**OTHERS PRESENT:** Jennifer Harrison, J. Harrison Public Relations

**1. Call to Order**

The Special Meeting of February 13, 2018 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

**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 January 2018-\$428,917.34**
- B. Cash Disbursements—Payroll, Month of January 2018- \$122,569.24**
- C. Regular Meeting Minutes of January 16, 2018**
- D. Financials through December 2017**

**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. **Proposition 218 Planning-** different alternatives to present to ratepayers for a potential sewer rate increase. Discussion and possible direction to staff. Tom Skjelstad reported that the District declined to raise sewer rates until negotiations with the State Water Resources Control Board involving the interest rate on the loan that provided us with the resources to upgrade and expand the wastewater treatment plant were completed. Now that those negotiations have concluded, and with the District successfully negotiating a lower interest rate, 0.75% down from the 2.2%, it is time to consider a sewer rate increase.

The District was using reserve funds to subsidize the annual loan payment at a cost of approximately \$275,000 annually. The new interest rate will lower the annual payment by \$137,484. This leaves \$137,516 that will need to be subsidized without increasing sewer rates.

Staff recommends that the District raise its sewer rates. In order for the Board to have the most current information, Hansford Economic Consulting is updating the Technical Memorandum, ***Draft Five-Year Wastewater Rates***, dated January 28, 2016. This will provide the Directors with professional analysis and the data necessary to decide if a rate increase is needed and if so, by what amount.

In addition to Hansford Consulting's report, Tom Skjelstad would like the Board to discuss and ultimately decide how it wants to conduct the required rate hearing. In the past the District has sent out a two page letter announcing the proposed rate increase and explaining its purpose. Given the success with the negotiations, there is an opportunity for the District to share more information with our ratepayers.

Different options for the Board's consideration:

- Option 1- same as in years past; a two page letter mailed to each property owner explaining the need for the increase and the procedure to protest, and the date, time and place of the required public hearing.
- Option 2- Special Board meeting and the required public hearing. A two page letter plus additional documents developed during the negotiations with the State.
- Option 3- No Special Board meeting. Mail out a notice of intent to increase sewer rates and inform ratepayers of additional documents posted to the District's website.

Hansford Economic Consulting's updated report will be available by the March 20, 2018 Board meeting

Lengthy discussion ensued regarding the options moving forward. Jennifer Harrison will provide the Board of Directors a draft of the letter that will be sent to the property owners regarding the Prop 218 hearing for their review.

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

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

**Operations WWTP**

- ♦ Began contacting belt press rental companies for the possibility of having to rent a presto process excess sludge due to the fact that we will be draining reactor #1 to have it coated.
- ♦ Staff continued to assist STANTEC with upgrading the sewer lift station and fresh water plant SCADA system.

**Operations Water Plant**

- ♦ Found and repaired two water leaks at Big Bend.
- ♦ Staff continued to spend hours at the upgraded treatment plant adjusting flows, chemical feeds and monitoring equipment. Also staff worked with the engineer to trouble shoot flow monitoring and pump issues on filter #1.

**Repair and Maintenance WWTP**

- ♦ Replaced two level control floats at sewer lift station #4.
- ♦ Replaced filter equipment for the irrigation/snow water supply pumps.

**Laboratory**

- ♦ Scheduled Priority Pollutant Testing.

4. **Notice of Surplus Equipment Sale-** staff recommendation to surplus one of the District's snow cats and trailer.

**Motion: Surplus 1995 LMC Snowcat and 1996 Jacobsen Trailer with a Minimum Bid of \$7,500.00**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

- 5. Status of the Water Treatment Plant Upgrade Project-** project update. Reported.

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

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

By: Sara Schrichte

Second: Bob Sherwood

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

**Motion Carries**

- 7. President's/ Vice President's Report: Soda Springs Economic Development- Vice President Schrichte.** Sara Schrichte provided the Board an overview of the January 31, 2018 Soda Springs Economic Development meeting. Representatives from Placer and Nevada Counties were in attendance. Transient Occupancy Tax funds were a major topic of discussion at the meeting.

It was decided to ask Jeffery Thorsby with Nevada County to attend a Donner Summit Public Utility District Board Meeting to discuss potential opportunities on the Summit and partnering with the Donner Summit Public Utility District.

**8. Committee Reports: None**

- 9. Ordinance: Ordinance 01- 2018 of the Donner Summit Public Utility District to Amend and Modify Ordinance No. 03-2016, Setting Water Rates and Charges**

**Motion: Adopt Ordinance 01-2018 of the Donner Summit Public Utility District to Modify Ordinance No. 03-2016 Setting Water Rates and Charges**

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

**Motion Carries**

**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 7:45 p.m.**

By: Bob Sherwood

Second: Alex Medveczky

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