

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 21, 2020

STAFF PRESENT: Tom Skjelstad, General Manager; Jim King, Plant Manager; Deleane Mehler, Office Assistant; Joe Julio, Gibson & Company; Mike Gibson, Gibson & Company

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

1. Call to Order

The Regular Meeting of January 21, 2020 of the Donner Summit Public Utility District Board of Directors was called to order at 6:08p.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 | - Absent- Excused |
| Philip Gamick, Director | - Present- by telephone |
| Alex Medveczky, Director | - 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 November \$1,028,956.58 and December \$162,662.55**
- B. Cash Disbursements–Payroll, Month of November \$128,392.03 and December \$85,426.00**
- C. Regular Meeting Minutes of November 19, 2019**

Motion: Accept the Consent Calendar
By: Sara Schrichte
Second: Alex Medveczky
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Big Bend Water Project** – Tom Skjelstad reported that BWD Construction will be hooking the system up to a generator and testing the new water treatment plant. PG&E will hook up the power in the spring.
2. **Big Bend Water Project Payment Request No. 2 and 3-** Tom Skjelstad reported that we have received Pay request No. 2 in the amount of \$69,350.00 and No. 3 in the amount of from BWD General Engineering Contractors. There have been orders on this project, so the original bid amount of \$404,000 will stand.
3. **Big Bend Water Project USDA Loan-** Tom Skjelstad reported that the District is very close to closing the loan with the USDA. The application and exhibits are at the National office for review and approval.
4. **Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services thru December 31, 2020** - renew annual letter of agreement.

Motion: Authorize the Board President to Execute the Engagement Letter from Barnard Vogler for Bookkeeping Services thru December 31, 2020

By: Sara Schrichte

Second: Alex Medveczky

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

Motion Carries

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

- Installed pipe rack in loader bay.
- Tested repaired decant arm on solids holding tank. Decanted 3' out of the tank.
- Continued working with ECO Green Solutions on grant money from PG&E.

Repair and Maintenance WWTP

- Assisted outside contractor (Huber) with the gear box replacement on headworks screen #1 and with the service on screen #2.
- Received back the loader after outside hydraulic repairs and installed the snow chains.
- Serviced the Tucker Snow Cat.
- Repaired the heater blower in the loader.
- Installed a flushing valve system to clear out sludge so that repairs can be made.

Repair and Maintenance WTP

- Repaired UTV tie rod and installed the tracks.

Laboratory

- Conducted lead and copper testing throughout the distribution system
- Sent in biannual

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

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

By: Alex Medveczky

Second: Sara Schrichte

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

Motion Carries

Financial Statements for the Fiscal Year 2018/19- 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.

Joe Julio and Mike Gibson from Gibson and Co. presented the Draft Financial Statements for Fiscal Year ending June 30, 2018. Limited discussing was held.

Motion: Approve the Financial Statements for the Fiscal Year Ending June 30, 2019, as Presented by Joe Julio

By: Sara Schrichte

Second: Phil Gamick

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

Motion Carries

7. President's Report: None

8. Closed Session: Pursuant to California Government Code §54957. Performance Evaluation: General Manager.

6:55 p.m. Pursuant to the California Government Code §54957 the Board of Directors went into closed session.

8:10 p.m. The regular Board meeting resumed.

Cathy Preis stated that no action was taken in closed session.

10. 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.

11. Adjournment:

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - February 18, 2020
Regular Meeting - March 17, 2020
Regular Meeting - April 21, 2020

Respectfully Submitted,

Deleane Mehler
Administrative Assistant