

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: November 19, 2019**

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

1. Call to Order

The Regular Meeting of November 19, 2019 of the Donner Summit Public Utility District Board of Directors was called to order at 6:07p.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: None

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 October \$ 165,757.77

B. Cash Disbursements–Payroll, Month of October \$ 80,881.90

C. Regular Meeting Minutes of October 15, 2019

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Big Bend Water Project** – Tom Skjelstad reported that the Contractor is making progress. All underground piping has installed, including the District's portion. The treatment building is framed in. The roofers have installed the membrane, but the roofing material won't be arriving for 2-3 weeks. We had an onsite meeting with a PG&E representative. PG&E at this time is unable to set a firm date for power service to the treatment building.

Tom Skjelstad is confident that projection completion will be in December.

2. **Big Bend Water Project Payment Request No. 1-** Tom Skjelstad reported that the Construction Application Number 01 has been submitted in the amount of \$160,265.00.
3. **Wythes' Sewer Line Extension** – Tom Skjelstad reported that the Contractor is making good progress. The Wythes' service lateral is installed along with approximately 50% of the 6-inch sewer main. All the manholes have been installed.

The project should be complete by mid-December.

4. **Asset Retirement Obligation-** Included in the Board packet was a letter from our Auditing firm, Gibson & Company, Inc. which explains this matter. In short, the Government Accounting Standards Board (GASB) has issued a new standard that requires a governmental entity with a lease or permitted land to account for the demolition and removal of an asset situated on the lease or permitted land. The District's wastewater treatment facility, administrative office, and Truckee Fire District fire house is located on Forest Service land by way of Special Use Permit, which expires in 2041.

The cost of demolition and removal of the assets must be accounted for and placed as a liability on the District's balance sheet. This will have a detrimental effect on the net position of the District. The auditors will go through this at the January Board meeting.

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

1. **Waste Water Flow Data – for October-Reported.**
2. **Fresh Water Flow Data – for October-Reported.**

3. Operations and Maintenance Summary –activities during the month of October. Jim King reported the following:

Operations WWTP

- Discontinued discharge to the spray irrigation site on 10/7/2019.
- Began river discharge.
- Emptied all sludge drying beds.
- Conducted annual cleaning of all sewer line hot spots.
- Staff spent significant time dealing with the PG&E power outages.
- Received two bulk deliveries of diesel fuel.
- Refilled sludge bed four to lower the solids level so staff could make adjustments to the repaired decant arm.

Operations Water Plant

- Had annual inspection from the Safety of Dams for Lake Angela. Tested emergency drain valves and opened gate.

Repair and Maintenance WWTP

- Replaced failed UV bulbs in vessel one. Began full bulb replacement in all vessels.

Repair and Maintenance WTP

- Repaired fire hydrant west of the old Norden Store.
- Completed the installation of the new heaters at the fresh water plant.

B. Monthly Safety Committee Meeting Minutes, Month of October

Motion: Accept the Safety Committee Meeting Minutes for October

By: Sara Schrichte

Second: Phil Gamick

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

Motion Carries

7. **Director Requested items: Director Schrichte-** Sara Schrichte is on the Committee, Census 2020 Complete Count. Sara provided the Board of Directors with a handout with information regarding California's Hard to Count in Census 2020.
8. **President's Report:** General Manager's Performance Review- evaluation format and review process. There was discussion regarding how the Board of Directors will proceed with the review and evaluation of the General Manager. Also performance objectives will be addressed. It was decided that Sara Schrichte will be the point person between Staff and the Board. An evaluation form will be distributed to the Board of Directors the first week in January and at the January Board Meeting in closed session the Board of Directors will review the General Manager and performance objectives.

9. Closed Session: None

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. Cathy Preis reminded the Board of Directors that the Holiday Dinner is Friday December 6, 2019. Tom Skjelstad informed the Board of Directors that Justin Vosburgh has been promoted to Assistant Plant Manager.

11. Adjournment:

Motion: Adjourn Meeting at 7:21 p.m.
By: Bob Sherwood
Second: Phil Gamick
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - December 17, 2019-Cancelled
Regular Meeting - January 21, 2020
Regular Meeting - February 18, 2020

Respectfully Submitted,

Deleane Mehler
Administrative Assistant