

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: February 18, 2020**

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

OTHERS PRESENT: None

1. Call to Order

The Regular Meeting of February 18, 2020 of the Donner Summit Public Utility District Board of Directors was called to order at 6:15p.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, Director	- Present

3. Election of Board Officers for 2020

Motion: 2019 Board Officers to Remain the Same for 2020

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

4. Clear the Agenda: No Changes

5. Public Participation: None

6. 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 \$312,655.50**
- B. Cash Disbursements–Payroll, Month of January \$85,359.71**
- C. Regular Meeting Minutes of January 21, 2020**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Sara Schrichte
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

7. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Big Bend Water Project USDA Loan-** Tom Skjelstad informed the Board of Directors that the loan will be funding on Friday February 21, 2020. Staff has submitted a reimbursement request for \$379,050, which represents what the District has paid the contractor BWD Construction to date. Once the project is 100% complete, the District will submit a reimbursement request for the remainder of the loan.
2. **Donner Summit Association-** DSA is seeking donations to help with their goals for the Summit. Tom Skjelstad reviewed the memo from DSA with the Board of Directors.
3. **Wythes' Sewer Extension Project-** As discussed at an earlier meeting, the Wythes' sewer line was installed and accepted by the District. The District has now received expense documentation of the final cost to install the 6-inch portion, which was included in the Board packet. A check was sent to the Wythes'.
4. **Recycled Water for Donner Pass Rd. Improvement Project-** use of recycled water for dust control and construction for the Project. The project is scheduled to begin this spring/summer. The District has reached out to our consulting engineer to begin the process of securing a permit to use recycled water for dust control and other uses as needed. With what is looking more and more like a dry winter, staff believes it is prudent to take advantage of recycled water for the project

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

- Sent in to the SWRCB the annual effluent salinity report.
- Sent in The Report of Waste Discharge to SWRCB for the districts permit renewal.

Operations Water Plant

- Investigated possible water leak on T-Bar Ct. No leak found.

Repair and Maintenance WWTP

- Changed oil in the gear box on headworks screen #2.
- Installed a hose and reel on the portable fuel cell.
- Replaced all of the chemical feed tubing on the membrane chlorine feed system.
- Cleaned the membrane back pulse effluent water tank.
- Staff assisted outside contractor (Emcor) with repairs to heat exchanger #1.

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

Motion: Accept the Safety Committee Meeting Minutes for January

By: Alex Medveczky

Second: Bob Sherwood

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

Motion Carries

- 8. President Report-** General Manager's Employment Agreement. At last month's meeting there was discussion about exercising the one-year option, which Tom Skjelstad's Employment Agreement allows for, to remain General Manager of the District. It was the general consensus of the Directors to proceed with the option including Tom Skjelstad's request to work part time (maximum 24 hours per week) beginning October 19, 2020.

Cathy Preis requested staff to direct legal counsel to develop language for the Board and General Manager to review.

9. Resolutions: Resolution 2020-01 USDA Loan Resolution for Big Bend Water Project

Motion: Adopt Resolution 2020-01 USDA Loan Resolution for Big Bend Water Project

By: Sara Schrichte

Second: Alex Medveczky

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

Motion Carries

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 6:50 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 - March 17, 2020
Regular Meeting - April 21, 2020
Regular Meeting - May 19, 2020

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant