

**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 18, 2020**

**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**

For the Regular Meeting (Section 54954), August 18, 2020 at 6:00 P.M., the meeting was conducted via Zoom due to the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20.

The Regular Meeting of August 18, 2020 of the Donner Summit Public Utility District Board of Directors was called to order at 6:12 p.m. by President Cathy Preis.

**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. 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 \$159,839.74**
- B. Cash Disbursements–Payroll, Month of July \$88,247.81**
- C. Regular Meeting Minutes of July 2020**
- D. Financials for the month of June 2020**

**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. **USFS Land Exchange-** exploratory inquiry with USFS for parcel under SUP where the wastewater treatment facility is located. Tom Skjelstad reported that he had contacted Johnathan Fisher-Cook, Ranger for the Truckee Ranger Station on Friday August 14<sup>th</sup> to discuss the possibility of a land exchange. Jonathon Fisher-Cook was going to check with the lands management staff member to see if a parcel list did exist. Once desirable properties are identified, Tom Skjelstad will bring the list back to the District's Board of Directors for further discussion and possible action by the District.
2. **Easement Signature Policy-** develop policy for District signatories to easement documents. As new sewer lines are installed at Sugar Bowl, or any other area within the District, easements need to be recorded. In the past, the District Board President and Board Secretary have signed for the District. All signatures must be notarized. For convenience and efficiency (especially during the COVID pandemic), staff is requesting permission to also be signatories on behalf of the District. It was decided that the General Manger and Office Manager will also be signatories on behalf of the District.
3. **Gibson and Company Proposal to Conduct an Audit of Financial Statements of Donner Summit Public Utility District.** - annual engagement letter for auditing services.

**Motion: Accept the Engagement Letter form Gibson & Company to Perform the District's Audit for the Fiscal Year Ending June 30, 2020**

By: Sara Schrichte

Second: Phil Gamick

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

**Motion Carries**

4. **Cessation and Extinguishment of Special Tax Lien-** extinguishing tax lien for parcels located in Community Facilities District No. 1 and No. 3.

**Motion: To Record the Notice of Cessation Extinguishment of Special Tax Lien Government Code 5330.5 Donner Summit Utility District Community Facilities District No. 1 Improvement Area No. 1 Improvement Area No. 3 (Affecting Parcels in Placer County, California)**

By: Bob Sherwood

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**

- Began adding bags of hydrated lime the influent flow to adjust the process pH and hardness.
- Installed cable across the river access road to discourage traffic through the treatment plant.

**Operations Water Plant**

- Had annual inspection by the Division of Drinking Water of Soda Springs and Big Bend water systems.
- ECO Green Solutions completed the lighting retrofit project at the water plant and chlorine building.
- Installed hydrant meter outside the WWTP for use by the construction company doing improvements on Old Hwy 40.
- Installed the filter cartridges and wired in the booster pump at Big Bend.
- Scheduled divers for cleaning and inspection of Reservoir 2, clear well and Big Bend tank.

**Repair and Maintenance WWTP**

- Completed the diffuser replacement in Reservoir #2.
- Had the AC/Heating unit repaired in the operations office.

**Repair and Maintenance WTP**

- Made repairs to the plant waste station controls.
- Staff repaired water leaks at Hwy 40 construction site across from the store.
- Repaired a wellhead pipe damaged by PG&E tree cutting crews.
- Repaired vent screen on the top of the clear well.
- Plugged up holes in the holding tank cover at Big Bend.
- Trouble shot and fixed problems with the UPS backup control power supply in the main filter panel.

**Laboratory**

- Began sludge testing required by the landfill.

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

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

**By: Bob Sherwood**

**Second: Alex Medveczky**

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

**Motion Carries**

**7. Committee Report: Succession Planning Committee:** report from Committee meetings and recommendation on a succession plan when the General Manager's contract expires on 10/17/2021. Alex Medveczky reviewed the memo dated August 5, 2020 with the Board of Directors. Discussion ensued.

**8. President Report- None**

**9. Resolutions: 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. Tom Skjelstad reported Sara Schrichte did not complete the candidacy filing for the November election. The process to fill her seat was discussed.

**11. Adjournment:**

**Motion: Adjourn Meeting at 7:23 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 - September 15, 2020  
Regular Meeting - October 20, 2020  
Regular Meeting - November 17, 2020

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

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant