

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: March 23, 2021**

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, Engineering; Catherine Hansford, Hansford Economic Consulting LLC. Schaelene Rollin, Pando Public Relations

1. Call to Order

For the Special Meeting (Section 54956), March 23, 2021 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 Special Meeting of March 23, 2021 of the Donner Summit Public Utility District Board of Directors was called to order at 6:01 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 February \$108,662.03**
- B. Cash Disbursements–Payroll, Month of February \$86,694.00**
- C. Regular Meeting Minutes of February 16, 2021**
- D. Financials through January 2021**

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. **District 2021 DRAFT Utility Rates Study**- presentation by Catherine Hansford of Hansford Economic Consulting LLC. Projected and recommended water and wastewater rates increase. Catherine Hansford presented the 2021 Utilities Rate Study. Lengthy discussion ensued. It was decided by the Board of Directors to proceed with the Proposition 218 requirements.

Motion: Adopt the 2021 Utilities Rate Study and Proceed with Proposed Water and Wastewater Rate Increase and Initiate Proposition 218 Proceedings for Donner Summit Public Utility District

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

2. **Draft Rate Postcard**- notice of future rate study meeting. Schaelene Rollins, Pando Public Relations discussed the postcard that will be mailed to property owners in the Donner Summit Public Utility District to give notice of future Board of Director Meetings regarding the proposed rate increase. The postcards will go out in early April.

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

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

Operations WWTP

- Ammonia feed system repaired but not restarted due to lower than normal flows and loads.

Operations Water Plant

- Staff followed up on multiple water complaints for color throughout the district. Staff flushed most of the water distribution system and determined the problem was caused by a short term high chlorine residual entering the system and scouring a small part of the system.
- Continued feeding chlorine at Big Bend. Had no positive coliform results during the month.

Repair and Maintenance WWTP

- Covered broken window on the back side of the upper shop with plywood. The damage was due to snow sliding off the roof.

Repair and Maintenance WTP

- Had the level transducers on both filters checked and calibrated.

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

Motion: Accept the Safety Committee Meeting Minutes for February

By: Alex Medveczky

Second: Phil Gamick

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

Motion Carries

7. Correspondence: None

8. President Report- None

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

7:45 p.m. Pursuant to the California Government Code §54957 the Board of Directors went into closed session.

8:14 p.m. The regular Board meeting resumed. In Closed Session the General Manager announced his retirement date of July 1, 2021. He was directed to begin the recruitment process for the General Manager's position.

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.

11. Adjournment:

Motion: Adjourn Meeting at 8:32 p.m.

By: Bob Sherwood

Second: Alex Medveczky

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting – April 20, 2021

Regular Meeting – May 18, 2021

Regular Meeting – June 15, 2021

Respectfully Submitted,

Deleane Mehler
Administrative Assistant