

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: April 20, 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; Steve Palmer, Newcastle, CA

**1. Call to Order**

For the Regular Meeting (Section 54954), April 20, 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 Regular Meeting of April 20, 2021 of the Donner Summit Public Utility District Board of Directors was called to order at 6:02 p.m. by President Cathy Preis.

**2. Roll Call**

Cathy Preis, President	- Present
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Absent
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 March \$101,974.33**

**B. Cash Disbursements–Payroll, Month of March \$83,055.24**

**C. Special Meeting Minutes of March 23, 2021**

**Motion: Accept the Consent Calendar**

**By: Phil Gamick**

**Second: Sara Schrichte**

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

**Motion Carries**

**6. Department Reports**

**A. Administration: Tom Skjelstad, General Manager**

1. **Notice of Rate Increase and Public Hearing-** Tom Skjelstad reported that the Notice of Rate increase and Proposition 218 Public Hearing will be mailed to property owners in the District who will be affected by the proposed sewer and water rate increase.
2. **Recruitment of General Manager-** status of search for a new General Manager, proposed interview process, and appoint Board Committee. Tom Skjelstad reported that the General Manager position is posted on five websites. Once all the resumes are received the Board of Directors will hold a Special Board Meeting to review the resumes and proceed with interviews.
3. **Sugar Bowl East and West Village Sewer Expansion Project-** update on project activity. Reported.
4. **Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services thru December 31, 2021** - renew annual letter of agreement. Discussion and action.

**Motion: Authorize the Board President to Execute the Engagement Letter from Barnard Vogler for Bookkeeping Services thru December 31, 2021**

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

**Operations WWTP**

- River discharge for the last month was 1.5 MG
- The District and Plant Managers continued to work with the engineer on the new permit.

**Operations Water Plant**

- Completed and sent out monthly potable water report to DHS
- Continued feeding chlorine at Big Bend. Had no positive coliform results during the month.

**Repair and Maintenance WWTP**

- Replaced the lime mixer impellor on the tote.
- Installed a new level transducer on the soda ash slurry tank.
- Replaced the shock mount on the F350service truck

**Repair and Maintenance WTP**

- Troubleshoot problems with one of the motorized valves oh filter #1

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

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

By: Alex Medveczky

Second: Phil Gamick

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

**Motion Carries**

**7. Correspondence: None**

**8. President Report- Appointment of Budget Committee-** selection of the Budget Committee for the fiscal year 2021/22 District budgets. Cathy Preis and Sara Schrichte volunteered to serve on the Budget Committee. Sara volunteered to serve on the Budget Committee. Sara agreed to serve as Chairman of the committee

**9. 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.

**10. Adjournment:**

**Motion: Adjourn Meeting at 6:55 p.m.**

By: Phil Gamick

Second: Alex Medveczky

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

**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting – May18, 2021

Regular Meeting and Public Hearing – June 15, 2021

Regular Meeting – July 20, 2021

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant