

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: December 6, 2011**

STAFF PRESENT: Tom Skjelstad, General Manager; Jim King, Plant Manager;
Deleane Mehler, Office Assistant

OTHERS PRESENT: Joni Kaufman, Molly Breen, Wade Freedle

1. Call to Order

The Special Meeting of December 6, 2011 of the Donner Summit Public Utility District Board of Directors was called to order at 6:10 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Present
Taylor Dolph, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Absent
Sara Schrichte, Director	- Present

3. Clear the Agenda

No Changes

4. Public Participation: Wade Freedle reported that Sierra Lakes County Water District mailed 1054 ballots for their Assessment District. As of today 120 ballots have been returned. They will count the ballots on January 14, 2012.

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 November 2011 --
\$106,310.78**
- B. Cash Disbursements – Payroll, Month of November 2011 --
\$56,221.30**
- C. Regular Meeting Minutes of November 15, 2011**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Sara Schrichte
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

Phil Gamick arrived at 6:14 pm.

Public Hearing: Proposed Sewer Rate Increase

Cathy Preis opened the Public Hearing at 6:15 pm. Oral comments were welcomed, however, will not count as official protests per Proposition 218 rules. Tom Skjelstad reported that the District received two protest letters. One was from Andrei Gorbatenko, the other was from Herb Busboom. There were no comments on the proposed sewer rate increase. The Public Hearing was closed at 6:35 pm.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Cal-Trans Rest Area EDU Update-** update of conversations between the District and Cal-Trans relating to increased EDUs at the Interstate 80, Donner Summit rest areas. Tom Skjelstad explained the District bills Cal-Trans on a monthly basis per the settlement and Release Agreement between the District and Cal-Trans in 2002. The rest area rates are based on water usage. The sewer flow is calculated from water usage and assigned a number of EDUs based on the water usage. So every month the EDU rating changes. On average the District assigns 25 EDUs per month to the rest areas. No other District customer is billed in this manner.

The District, in cooperation with Cal-Trans, conducted traffic counts (taken during Hot August Nights Weekends) along with flow and load readings for the same event period which when analyzed determined that the EDU count for Cal-Trans should be 91 EDUs instead of the average 25, which results in an increase of 66 EDUs.

At this time Cal-Trans is prepared to accept the District's data and calculations and wants to move forward with resolving this matter. Per the Settlement Agreement, Cal-Trans will cooperate with the District provided the District does all that is necessary to bring the rest areas into the District boundaries. Therefore, the District will need to annex the rest areas into the District boundary. Annexation of the Cal-Trans properties will need approval from the Placer County, the District's principal county, Local Agency Formation

Commission. It is estimated that it will take 3 to 6 months to complete.

2. Stantec Monthly Activities- a summary of the ongoing work for the District's wastewater treatment plant upgrade and expansion project. Tom Skjelstad reported the following:

- Developed and/or refined hydraulic calculations between reactor basins and membrane basins and hydraulics of RAS and permeate pumps.
- Coordination with GE and refinement of design regarding RAS pumps, permeate pumps, membrane basin drainage, and interrelationships between the membrane system, UV system, and plant water system.
- Further work on reactor basin layouts.
- Developed reactor aeration and related blower design.
- Further refined equipment layouts and developed detail piping layouts in the Membrane Equipment Building.
- Developed revised layout of Chemical and Electrical Building to suit specific generator requirements and addition of phosphorus feed system.
- Developed possible design of splitter box and evaluated alternative closed-pipe splitter concept.
- Started design related to plant water system.
- Reviewed work by others on all parts of the project.
- Geotechnical report review and coordination.
- Coordinated with mechanical engineers for structural design.
- Advanced treatment building structural modification design and drawings.
- Reactor-1 Tank bridge structural design and site visit.
- Structural typical details.
- 50% Structural specifications preparation.
- Headworks analysis design and drawings.
- Worked on division 9, 10 and 11 specifications.
- Worked on yard piping drawing.
- Markup and draft demolition drawings.
- Responded to contractor SOPQ questions.
- Reviewed contractor SOPQ packages.
- Design of reactor basin splitter box alternatives.
- Coordination with geotechnical engineers.
- Meeting with Fire Marshall.
- Work on Aerobic Digester Storage Tank.
- Worked on structural design and calculations for Membrane and Equipment Buildings.

- Worked mechanical and structural drawing for new headworks.
- Worked on structural design for Vactor truck receiving station.
- Worked on pump station for EQ Tank No. 2.
- Irrigation Details (approximately 50% finished).
- Worked on site design grading model.
- Worked on grading and retaining wall civil design.
- Revised road layout to pass “bus test”.
- Demolition drawings of reactors 1 and 2.
- Mechanical drawing of reactors 1 and 2.
- Calculations for phosphorus feed system and micronutrients addition.
- Review of flow split alternatives to reactors.
- Heat exchanger

Total labor and expenses through November 29, 2011 is approximately \$405,292 (25 percent of the budget)

Tom Skjelstad reported that he will attend a 50% Final Design Submittal meeting at Stantec on December 20, 2011. They will review the 50% submittal drawings and specifications. Bill Quesnel, Wade Freedle and Bob Sherwood will also attend the meeting.

3. **Cost Estimate for Establishing Donner Summit Public Utility District Community Facilities District (CFD) No. 2** – an estimate of costs to conduct the process of forming a CFD for the failed DSPUD, CFD No.1, Area #2. A discussion ensued regarding the costs to form CFD No. 2, which would encompass the same parcels and boundaries as the failed CFD No. 1, Area 2. See Exhibit A.
4. **Service Agreement with Nicolas and Hicks, Inc. for the Donner Summit Public Utility District’s Money Purchase Pension Plan.**

Motion: Authorize Cathy Preis to Sign the Service Agreement with Nicolas and Hicks, Inc. for the Donner Summit Public Utility District’s Money Purchase Pension Plan.

By: Bob Sherwood

Second: Phil Gamick

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

Operations WWTP

- Exposed propane line at the administrative building that serves the fire department in preparation for relocation.

Operations Water Plant

- Shut off water at the Pacific Crest Trail Head and drained system in preparation for winter.

Repairs and Maintenance WWTP

- Serviced blowers 1, 3 and 4 changed oil and greased.
- Serviced recirculation, return activated sludge and waste pumps on Treatment Plant-1.

Repairs and Maintenance FWTP

- Performed annual cleaning of the back wash tank.

C. Monthly Safety Committee Meeting Minutes, Month of November

Motion: Accept the Safety Committee Meeting Minutes for November

By: Taylor Dolph

Second: Sara Schrichte

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

Motion Carries

**7. President's Report:
None**

**8. Correspondence
1. Rate Protest Letter from Herb Busboom -Reported.**

**9. Resolution:
None**

10. Committee Reports:

Joint Facilities Committee: Memorandum of Understanding Pertaining to Advance Costs for DSPUD Wastewater Treatment Plant Project. Geoff Evers has asked Jim Curtis, SLCWD's counsel,

to either include section 5 along with section 6 or make no reference to either.

Motion: **Accept the Memorandum of Understanding Pertaining to Advance Costs for DSPUD Wastewater Treatment Plant Project to Include Section 5 Along with Section 6 or Make no Reference to Either with Legal Counsels Approval**

By: Phil Gamick

Second: Bob Sherwood

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

Motion Carries

11. **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.

Proposed Sewer Rate Increase

Motion: **Adopt the Proposed Sewer Rate Increase as per the Attached Table 1 of the Summary of Calculated Rates, Charges, and Special Taxes**

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Taylor Dolph - Aye

Sara Schrichte - Aye

Motion Carries

12. Adjournment

Motion: **Adjourn Meeting at 7:20 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 - January 17, 2012
Regular Meeting - February 21, 2012
Regular Meeting - March 20, 2012

The wording in these minutes are as reread from the notes by the Office Assistant.

Respectfully Submitted,



Deleane Mehler
Office Assistant