

**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 20, 2013**

**STAFF PRESENT:** Tom Skjelstad, General Manager; Julie Bartolini, Office Manager

**OTHERS PRESENT:** None

**1. Call to Order**

The Regular Meeting of August 20, 2013 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	- Present
Sara Schrichte, 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 2013 -- \$974,550.88**
- B. Cash Disbursements – Payroll, Month of July 2013 -- \$58,741.46**
- C. Regular Meeting Minutes of July 16, 2013**
- D. Financials through June 30, 2013**

**Motion: Accept the Consent Calendar**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

**6. Department Reports**

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

1. **Stantec Monthly Construction Report for the Month of July 2013 –** Reported.
2. **Syblon Reid Progress Payment Request #10 and DSPUD Disbursement Request #11-** Syblon's payment request for work performed and/or products purchased for the period of July 1, 2013 to July 31, 2013 and DSPUD Disbursement Request #11. Reported.
3. **Possible Change Orders to the DSPUD Wastewater Facilities Upgrade and Expansion Project –** a list of potential change orders to the District's wastewater treatment plant project. Reported.

**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. As Jim King was not present, Tom Skjelstad reviewed the written report.

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

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

By: Sara Schrichte

Second: Taylor Dolph

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

**Motion Carries**

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

**8. Committee Reports: None**

**1. Joint Facilities Committee:** recommendation on a change order to replace the irrigation runoff recovery pond liner. Jack Harbour of Stantec will either be in attendance at the meeting or attend by conference call.

**Motion: Authorize the General Manager to Sign Syblon Reid Construction Change Order No. 6 in the Amount of \$38,156.00.**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

9. **Resolution: 2013-08 of the Donner Summit Public Utility District to Apply for Funding From the Safe Drinking Water State Revolving Fund Allowing the General Manager to Sign and Submit the Application.** There was discussion regarding Resolution 2013-08. It was determined that paragraph four should read “Be it further resolved that the *General Manager* of said Donner Summit Public Utility District is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the State of California Department of Public Health”.

**Motion: Adopt Resolution 2013-08 of the Donner Summit Public Utility District to Apply for Funding from the Safe Drinking Water State Revolving Fund Allowing the General Manager to Sign and Submit the Application with the aforementioned amendment**

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**

10. **Correspondence: None**

11. **Closed Session: None**

12. **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. Sara Schrichte informed the Board of Directors that Nevada County will have a meeting on September 7, 2013 on the Summit to address the Nevada County General Plan Update.

13. **Adjournment**

**Motion: Adjourn Meeting at 6:55 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 17, 2013

Regular Meeting - October 15, 2013

Regular Meeting - November 19, 2013

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

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant