

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: June 23, 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 Special Meeting (Section 54956), June 23, 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 Special Meeting of June 23, 2020 of the Donner Summit Public Utility District Board of Directors was called to order at 6:07 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 May \$183,132.37**
- B. Cash Disbursements–Payroll, Month of May \$82,402.37**
- C. Regular Meeting Minutes of May 2020**
- D. April 30, 2020 Financials**
- E. May 30, 2020 Financials**

**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. **Recycled Water for Donner Pass Rd. Improvement Project-** use of recycled water for dust control and construction for the Project. Discussion.
2. **CSDA Survey:** Survey from the California Special District Association regarding Special District's becoming broadband providers. Tom Skjelstad reviewed the Survey with the Board of Directors.

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

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

#### Operations WWTP

- ◆ Discontinued with the modified work schedule during the month.
- ◆ Staff worked on the 2020/2021 annual budget.
- ◆ Prepared sludge drying beds for use.

#### Operations Water Plant

- ◆ Located water leak at 100 Ida Ln. Big Bend. It is the home owners issue.
- ◆ Plowed out access road to the water plant.

#### Repair and Maintenance WWTP

- ◆ Began draining reactor #1 to repair failed valve.

#### Repair and Maintenance WTP

- ◆ Replaced failed water meter at 21432 Donner Drive.
- ◆ Had standby generator serviced

### C. Monthly Safety Committee Meeting Minutes, Month of May.

**Motion:** Accept the Safety Committee Meeting Minutes for May  
**By:** Bob Sherwood  
**Second:** Alex Medveczky  
**Vote:** 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

#### Motion Carries

7. **Committee Report: Budget Committee-** presentation of the Draft Fiscal Year 2020/21 Operations and Capital budgets. Sara Schrichte reviewed the 2019/20 Operations and Capital Budgets with the Board of Directors in detail. Lengthy discussion ensued.

**Motion: Adopt the Operations and Capital Budgets for the Fiscal Year 2020/2021**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

8. **President Report-** Draft Addendum to the General Manager's Employment Agreement.

**Motion: Accept the Addendum to the General Manager's Employment Agreement**

By: Bob Sherwood

Second: Phil Gamick

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

**Motion Carries**

Appointment of Succession Committee- Alex Medveczky and Bob Sherwood volunteered to be on the Succession Committee.

9. **Resolutions:**

1. **Resolution 2020-08 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2020/2021 Fiscal Year**

**Motion: Adopt Resolution 2020-08 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2020/2021 Fiscal Year, with the Date Corrected to read, "Passed and Adopted, this 23<sup>rd</sup> day of June 2020..."**

By: Phil Gamick

Second: Alex Medveczky

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

**Motion Carries**

**2. Resolution 2020-09 of the Donner Summit Public Utility District Adopting the Sewer, Water and Administrative Service Department Budget for the 2020-2021 Fiscal Year**

**Motion:** Adopt Resolution 2020-09 of the Donner Summit Public Utility District Adopting the Sewer, Water and Administrative Service Department Budget for the 2020-2021 Fiscal Year, with the Date Corrected to read, “Passed and Adopted, this 23<sup>rd</sup> day of June 2020...”

By: Alex Medveczky

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

**Motion Carries**

**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. None.

**11. Adjournment:**

**Motion:** Adjourn Meeting at 8:03 p.m.

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - July 21, 2020

Regular Meeting - August 18, 2020

Regular Meeting - September 15, 2020

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

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant