

**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: May 17, 2016**

STAFF PRESENT: Tom Skjelstad, General Manager; Jim King, Plant Manager;
Julie Bartolini, Office Manager

OTHERS PRESENT: Gus Schrichte; Geoffrey O. Evers, General Counsel by telephone
from 8732 Casa Del Rio, Fair Oaks CA 95628

1. Call to Order

The Regular Meeting of May 17, 2016 of the Donner Summit Public Utility District Board of Directors was called to order at 6:09 p.m. by Vice President Sara Schrichte, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

Cathy Preis, President	- Absent - Excused
Sara Schrichte, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Present
Alex Medveczky	- Present

3. Clear the Agenda: It was decided to move item 11 prior to the department reports.

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 April 2016--\$105,832.03**
- B. Cash Disbursements—Payroll, Month of April 2016-- \$64,223.15**
- C. Regular Meeting Minutes of April 19, 2016**
- D. Financials for March**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Alex Medveczky

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

Motion Carries

11. Closed Session: Pursuant to Government Code Section 54956.9(b) (1) significant exposure to litigation.

6:11 Pursuant to Government code section 54956.9 (b)(1) the Board went into closed session.

6:16 The regular meeting resumed. Vice President Schrichte stated that no action was taken in closed session.

Tom Skjelstad asked to address item #2 prior to item #1.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

2. **Draft Ordinance** - discussion of a draft Ordinance establishing procedures for relinquishing and acquiring unused sewer capacity. Geoff Evers asked the Board of Directors for direction as to what they are looking for regarding the return of EDU's and based on upon that information he will draft an Ordinance. Lengthy discussion ensued. It was decided to continue this discussion at the next Board meeting.
1. **Status of DWSRF Loan for the Water Treatment Plant Upgrade Project-** report on project funding. Tom Skjelstad stated that DWSRF staff called him on April 21, 2016 to inform him that the District loan had been approved and that we are free to proceed with the project.

As Authorized by the Board, Tom Skjelstad instructed Sauers Engineering to advertise for bids. We are currently out for bid for the project. The bid opening date is Thursday May 26, 2016 at 2:00 p.m. There was a pre-construction meeting on May 17, 2016 and 8-10 contractors attended.

A special meeting of the Board is a distinct possibility for the first week in June to award the bid.

3. **Status of Ongoing Loan Negotiations with the State-** report on activity concerning the District Clean Water State Revolving Fund loan renegotiation with the State. The State requested that the District agree to a third party audit, at no cost to the District, in order to proceed with negotiations.

The auditing firm has made contact with District staff requesting financial information in addition to the District's annual financial statements (annual audit). There is a conference call set up for Wednesday, May 18, 2016 between the District and the auditing firm.

4. **Proposed Copper Water-Effect Ratio Study-** a proposal from Stantec Consulting Services Inc. to perform a study to bring the District wastewater treatment plant into compliance for copper. Tom Skjelstad stated that included in the Board packet is a letter to the State Regional

Water quality Control Board staff stating that the District is unable to comply with final effluent limitations. Additionally included in the Board packet is a work plan developed by Stantec Consulting Services Inc.. The work plan is designed to bring the District into compliance using the most cost effective method.

On page 1.1 of the Work Plan, Stantec identifies the reason for copper entering the sewer system. On page 1.2 Stantec explains the different methods to bring the wastewater treatment plant into compliance. Tom Skjelstad agrees with Stantec that the Copper Water-Effect Ratio Study is the least costly way to proceed.

This is a one-time study and will bring the District into compliance. The estimated cost is \$60,000. Tom Skjelstad will have an agreement with Stantec at the June Board of Directors meeting.

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

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

Operations WWTP

- Had Truckee Overhead Door give us a quote for a replacement door on the shop building.

Operations Water Plant

- Conducted a tour for staff from The State Water Board of the Big Bend water system.

Repairs and Maintenance WWTP

- Replaced bulbs in the UV Train #1. Having trouble with them functioning properly. Have contacted the manufacturer who is sending out new ones.
- Completed partial repairs to the water line leak behind the membrane building.
- Conducted recovery cleans on both membrane trains.
- Cleaned the UV transmittance meter.

Repairs and Maintenance WTP

- Returned raw water feed line to the filter back to its original configuration to help with plant finished water turbidity.
- Made repairs to the snow cat plow blade.

Laboratory

Conducted extra coliform testing at Big Bend.

C. Monthly Safety Committee Meeting Minutes, Month of April

Motion: Accept the Safety Committee Meeting Minutes for April
By: Bob Sherwood
Second: Phil Gamick
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

7. President's Report: None

8. Committee Reports: Report from the Budget Committee meeting of May 16. Sara Schrichte reported that she met with staff and reviewed the draft 2016/2017 budget. The committee will meet again in early June, prior to the regular Board meeting.

9. Resolutions:

1. Resolution 2016-02 of the Donner Summit Public Utility District Requesting Collection of Charges on the Nevada County Tax Roll.

Motion: Adopt Resolution 2016-02 of the Donner Summit Public Utility District Requesting Collection of Charges on the Nevada County Tax Roll.

By: Bob Sherwood
Second: Phil Gamick

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

Motion Carries

2. Resolution 2016-03 of the Donner Summit Public Utility District Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No.1 for Collection by the County of Nevada.

Motion: Adopt Resolution 2016-03 of the Donner Summit Public Utility District Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No.1 for Collection by the County of Nevada.

By: Bob Sherwood
Second: Phil Gamick

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

Motion Carries

3. Resolution 2016-04 of the Donner Summit Public Utility District Requesting Collection of Charges on the Placer County Tax Roll.

Motion: Adopt Resolution 2016-04 of the Donner Summit Public Utility District Requesting Collection of Charges on the Placer County Tax Roll.

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

Motion Carries

4. Resolution 2016-05 of the Donner Summit Public Utility District Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No.1 for Collection by the County of Placer.

Motion: Adopt Resolution 2016-05 of the Donner Summit Public Utility District Fixing and Placing a Special Tax Levy on Improvement Areas No. 1 and 3 of the Donner Summit Public Utility District Community Facilities District No.1 for Collection by the County of Placer.

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

Motion Carries

5. Resolution 2016-06 of the Donner Summit Public Utility District Declaring an Election Be Held in its Jurisdiction; Requesting the Board of Supervisors of Placer County to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk.

Motion: Adopt Resolution 2016-06 of the Donner Summit Public Utility District Declaring an Election Be Held in its Jurisdiction; Requesting the Board of Supervisors of Placer County to Consolidate This Election With Any Other Election Conducted on Said Date; and Requesting Election Services By the County Clerk

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

Motion Carries

- 6. Resolution 2016-07 of the Donner Summit Public Utility District Declaring an Election Be Held in its Jurisdiction; Requesting the Board of Supervisors of Nevada County to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk.**

Motion: Adopt Resolution 2016-07 of the Donner Summit Public Utility District Declaring an Election Be Held in its Jurisdiction; Requesting the Board of Supervisors of Nevada County to Consolidate This Election With Any Other Election Conducted on Said Date; and Requesting Election Services By the County Clerk.

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	Aye
Sara Schrichte	-	Aye

Motion Carries

- 10. Correspondence: Letter from David A. Gutierrez, Chief, California Division of Safety of Dams, dated April 28, 2016. Reported.**

Email from Orlo Elfes, Soda Springs Station, dated May 5, 2016. Reported.

- 11. Closed Session: Pursuant to Government Code Section 54956.9(b)(1) significant exposure to litigation. Previously addressed.**

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.

13. Adjournment:

Motion: Adjourn Meeting at 7:20 p.m.

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - June 21, 2016

Regular Meeting - July 19, 2016

Regular Meeting - August 16, 2016

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant