

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: January 22, 2019**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 8732 Casa Del Rio, Fair Oaks CA; Joe Julio, Gibson and Company; Matthew Julio

1. Call to Order

The Special Meeting of January 22, 2019 of the Donner Summit Public Utility District Board of Directors was called to order at 6:06 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Oath of Office: Phil Gamick and Alex Medveczky Bob Sherwood administered the Oath of Office to Phil Gamick, Alex Medveczky was absent.

3. Roll Call

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

4. Election of Board Officers for 2019

Motion: Nominate Cathy Preis as President

By: Bob Sherwood

Second: Sara Schrichte

Vote: 3 Ayes, 0 Noes, 1 Absent, 1 Abstain

Motion Carries

Motion: Nominate Sara Schrichte as Vice President

By: Cathy Preis

Second: Phil Gamick

Vote: 3 Ayes 0 Noes 1 Absent 1 Abstain

Motion Carries

Motion: Nominate Bob Sherwood as Secretary

By: Sara Schrichte

Second: Phil Gamick

Vote: 3 Ayes, 0 Noes, 1 Absent, 1 Abstain

Motion Carries

5. Clear the Agenda: No Changes.

6. Public Participation: None

7. 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 \$166,010.20 and December \$775,365.74

B. Cash Disbursements—Payroll, Month of November \$134,805.44 and December \$78,215.38

C. Regular Meeting Minutes of November

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

Financial Statements for the Fiscal Year 2017/18- the District's annual independent auditor's report. Joe Julio of Gibson & Company, Inc., Certified Public Accountant will be present to review the report. Discussion and possible action. Joe Julio of Gibson & Company, Inc., Certified Public Accountant will be present to review the report. Discussion and possible action. Joe Julio from Gibson and Co. presented the Draft Financial Statements for Fiscal Year ending June 30, 2018. Limited discussing was held.

Motion: Approve the Financial Statements for the Fiscal Year Ending June 30, 2018, as Presented by Joe Julio

By: Sara Schrichte

Second: Phil Gamick

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

Motion Carries

8. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. Big Bend Water Project- status of the Project loan through USDA. Informational. Tom Skjelstad reported that due to the Government shut down, all USDA staff has been furloughed and work on the District's loan application has ceased. Hansford Economic Consulting will finalize the application process once the government reopens.

2. **Donner Pass Road Improvement Project-** update on the Project as it affects the District's infrastructure. Informational. Tom Skjelstad reported that he has been in direct contact with the engineers for the project.
- B. **Sewer and Water Department – Jim King, Chief Plant Operator**
 1. **Waste Water Flow Data – for November and December-**Reported
 2. **Fresh Water Flow Data – for November and December -**Reported
 3. **Operations and Maintenance Summary –**activities during the month of November and December. Jim King reported the following:

Operations WWTP

- Stored effluent for snow making at Soda Springs Ski Area.
- Provided 5.0 MG to Soda Springs Ski Area for snow making.
- Conducted sewer line test on new main lines in Sugar Bowl.
- The plant manager met with other sewer and wastewater managers in the area to discuss issues related to sewer line clogs and mutual aid agreements.
- Made numerous adjustments to the ammonia and Micro C feeds.

Operations WTP

- Staff put together a set of drawings that show the water and sewer line locations on Old Hwy 40 for Nevada County to assist with the upcoming road project.

Repair and Maintenance WWTP

- Troubleshoot problems with headworks screen #2. Replaced failed water feed solenoid.
- Wired mixer in EQ #2.
- Calibrated the portable gas detectors.
- Welded hair line cracks on the frame of the Tucker Snow Cat. Also replaced two hydraulic lines.
- Had the coupling come loose on skid #2 of the membrane permeate pump. Reset and checked all other couplings.
- Rebuilt chlorine food pump on the membrane cleaning panel.

Repair and Maintenance WTP

- Had Suburban Propane replace the pig tail off the propane tank to meet CALOSHA safety regulations.
- Replaced lost media on the clarifier side of each filter.
- Installed the tracks on the UTV.

C. Monthly Safety Committee Meeting Minutes, Month of November and December.

Motion: Accept the Safety Committee Meeting Minutes for November and December

By: Phil Gamick

Second: Sara Schrichte

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

Motion Carries

B. President's Report: None

C. Legal Report: Follow Up on Marshall Tuttle (Donner Ski Ranch) Requests. – report from District Legal Counsel. Discussion and possible action. Lengthy discussion ensued. Direction was given to legal counsel.

9. Ordinance: ORDINANCE 01- 2019 OF THE DONNER SUMMIT PUBLIC UTILITY DISTRICT TO AMEND AND MODIFY ORDINANCE NO. 01-2018, SETTING WATER RATES AND CHARGES FOR DONNER SUMMIT PUBLIC UTILITY DISTRICT, AREA NO. 2

Motion: Adopt Ordinance 01-2019 of the Donner Summit Public Utility District to Amend and Modify Ordinance No. 01-2018, Setting Water Rates and Charges for Donner Summit Public Utility District, Area No. 2

By: Bob Sherwood

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Absent

Sara Schrichte - Aye

Motion Carries

10. Closed Session: None

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. Tom Skjelstad reported that Bill Quesnel will be retiring from Sierra Lakes County Water District in June 2019.

12. Adjournment:

Motion: Adjourn Meeting at 7:46 p.m.

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - February 19; 2019

Regular Meeting - March 19, 2019

Regular Meeting - April 16, 2019

Respectfully Submitted,

Deleane Mehler