

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: January 16, 2018

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 95628; Valen Brost

1. Call to Order

The Regular Meeting of January 16, 2018 of the Donner Summit Public Utility District Board of Directors was called to order at 6:05 p.m. by President Cathy Preis, at 53823 Sherritt Lane Soda Springs, California.

2. Roll Call

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

3. Clear the Agenda: Tom Skjelstad requested that item 10 be addressed after item 5.

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 November 2019- \$134,096.58 and December 2017-\$226,362.60**
- B. Cash Disbursements–Payroll, Month of November 2017- \$86,614.18 and December 2017--\$118,736.19**
- C. Regular Meeting Minutes of November 21, 2017**
- D. Special Meeting Minutes of December 27, 2017**
- E. Financials through October 2017**

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

10. **Correspondence: Valen Brost, Managing Member, Sierra Sun Villas, LLC-** letter dated January 8, 2017 requesting a credit for paid to date expenses for future sewer connection fees. Discussion and possible action. Valen Brost provided the Board of Directors a history of his purchase of EDU's from the District. Lengthy discussion ensued regarding any option for refunds or credits when EDU's are returned. Cathy Preis, Board President stated that per Ordinance there are no provisions for refunds or credits when EDU's are voluntarily returned.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

1. **Request to Change the February Board Meeting Date-** request to change the date from February 20 to February 13. It was decided to reschedule the February Board of Director meeting to February 13, 2018.
2. **Big Bend Water Treatment Plant Update-** Tom Skjelstad reported that most of the environment work has been accomplished with positive results, meaning that no significant environmental issues were found. The district is looking at filing a mitigated negative declaration.

Dean Marsh, Sauers Engineering was asked to include additional distribution pipeline. Tom Skjelstad and Jim King believe that is best to replace all sections of Big Bend's water distribution lines at this time. The contractor will be on site and the installation of the "newer" section of pipe located on the south side of Big Bend is unknown (the District was not involved when it was installed).

The project is still on track for Spring/Summer of 2019.

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 2.3 MG of effluent for snow making.
- Staff assisted STANTEC with upgrading the sewer lift station and fresh water plant SCADA system.
- Made multiple DO adjustments to both reactors.

Operations Water Plant

- Installed tracks and doors on UTV for use at the eater plant.
- Staff spent multiple hours at the upgraded treatment plant adjusting flows, chemical feeds and monitoring equipment.

- Insulated the temporary water line that was installed over the bridge at Big Bend.

Repair and Maintenance WWTP

- Staff fabricated and installed a steel wet well cover for the plant waste station after the original lid had been damaged from snow removal activities.

Repair and Maintenance WWT

- Adjusted coolant control system on the new generator set.

4. Status of the Water Treatment Plant Upgrade Project- project update

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

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

By: Sara Schrichte

Second: Bob Sherwood

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

Motion Carries

7. President's Report: None

8. Committee Reports: None

9. Resolution:

- 1. Resolution 2018-01 of the Donner Summit Public Utility District Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals while Providing their Services**

Motion: Adopt Resolution 2018-01 of the Donner Summit Public Utility District Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals while Providing their Services

By: Bob Sherwood

Second: Phil Gamick

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

Motion Carries

10. Correspondence: Valen Brost, Managing Member, Sierra Sun Villas, LLC- letter dated January 8, 2017 requesting a credit for paid to date expenses for future sewer connection fees. Discussion and possible action. Previously addressed.

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.

13. Adjournment:

Motion: Adjourn Meeting at 7:30 p.m.
By: Bob Sherwood
Second: Sara Schrichte
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

Motion Carries

Schedule of Upcoming Meetings

Special Meeting - February 13, 2018
Regular Meeting - March 20, 2018
Regular Meeting - April 17, 2018

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant