

**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: April 17, 2012**

**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 Court, Fair Oaks, CA 95628

**1. Call to Order**

The Regular Meeting of April 17, 2012 of the Donner Summit Public Utility District Board of Directors was called to order at 6:04 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 – by telephone from 1122 Pinecroft Rd., Colfax, CA
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 March 2012 -- \$167,325.26**
- B. **Cash Disbursements – Payroll, Month of March 2012--\$80,661.52**
- C. **Regular Meeting Minutes of March 20, 2012**
- D. **Special Meeting Minutes of April 3, 2012**
- E. **Financial Statements as of February 29, 2012**

**Motion: Accept the Consent Calendar**

By: Sara Schrichte

Second: Taylor Dolph

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

**Motion Carries**

## 6. Department Reports

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

1. **Update of the DSPUD State Revolving Fund Construction Loan Application-** status of the District's construction loan request for the DSPUD WWTP Upgrade and Expansion Project. Tom Skjelstad reported that Catherine Hansford of Hansford Economic Consulting prepared and sent to SRF staff a report supporting the District's position regarding our request for 30 year term financing for the WWTP Upgrade and Expansion Project. DSPUD staff, Catherine Hansford and SRF staff have had quite a bit of back and forth conversations and emails relating to Catherine Hansford's report. SRF has not refused our request, as of this date.

We continue to work with SRF staff in answering their questions and submitting more supporting documents. Tom Skjelstad anticipates that we will have an answer from SRF by the DSPUD Board of Directors meeting in May.

2. **Professional Services Agreement with Hansford Economic Consulting-** for services during the Donner Summit Public Utility District Wastewater Treatment Plant Upgrade and Expansion Project construction phase. Tom Skjelstad reported that the budget for the District's current Agreement for Services with Hansford Economic Consulting is nearly exhausted. Staff recommends that the District enter into an agreement with Hansford Economic Consulting that recognizes Hansford Economic as its financial consultant during and through all phases of the District's WWTP Upgrade and Expansion Project.

Catherine has been working with and on behalf of the District for over two years guiding us through the CWSRF process, attending public meetings, sub-consultant to the CFD, and is available for additional tasks

such as project cost allocation, and most recently the issue of the 30 year term financing with SRF. The two additional tasks were not in Catherine's original scope of work or budget.

Tom Skjelstad anticipates the District will need the services of Hansford Economic Consulting through the construction phase of the project and in setting up the CFD tax rate for collection on the property tax rolls. It is impossible to clearly identify tasks that the District will require during construction from Hansford Economic Consulting but from experience there will be items requiring Catherine's expertise. Thus, the need and request for this Professional Services Agreement. The format is the same as we have with Stantec Consulting for items that are unforeseen.

**Motion: Authorizing the General Manager to Execute the Professional Services Agreement with Hansford Economic Consulting.**

By: Bob Sherwood

Second: Taylor Dolph

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

**Motion Carries**

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

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

**Operations WWTP**

- ◆ Provided tour of the plant to prospective contractors bidding on the plant upgrade and expansion.
- ◆ Began use of the new Micro "C" blend. The new blend is stronger, but about the same price as the old blend. This will allow us to feed less amount of product by about 33 percent, seeing a total cost savings of around 10 to 15 percent.
- ◆ Cleared out storage area in the lab building and located pictures of the plant upgrade in 1986. These pictures will help significantly with locating existing underground utilities.

**Repairs and Maintenance WWTP**

- ◆ Installed and rewired anoxic zone mixers in Plant 1 and 2.
- ◆ Made extensive repairs to the snow cat plow blade.
- ◆ Replaced failed sample tube on sulfur dioxide analyzer AIT-3.
- ◆ Replaced broken airline on plant waste station level control system.
- ◆ Installed new tailgate on 2004 service truck.

- ◆ Replaced broken transducer wire on the chlorine contact chamber influent flow meter.

### **Laboratory**

Began using new portable pH meter when collecting receiving stream data.

### **C. Monthly Safety Committee Meeting Minutes, Month of March**

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

By: Phil Gamick

Second: Sara Schrichte

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

### **Motion Carries**

#### **7. Presidents Report: None**

- 8. Committee Reports:** Report from the Joint Facilities Committee Meeting of April 9, 2012. Recommendation from the Committee to enter into an Agreement with Stantec Engineering for Engineering Services during the DSPUD Wastewater Facilities Upgrade and Expansion Project. Cathy Preis reported that the Committee requested a proposal from Stantec Consulting Services for engineering services during the construction phase of the District project. Two meetings were conducted by the Committee. At the April 9, 2012 Committee meeting Stantec was in attendance to discuss questions from the Committee. At the conclusion of the April 9 meeting, the Committee voted unanimously to recommend to the DSPUD Board of Directors to execute an Agreement between DSPUD and Stantec for engineering services during the construction phase of the project.

**Motion: Approve Stantec Agreement for Professional Services  
Ammendment No. 4**

By: Sara Schrichte

Second: Taylor Dolph

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

### **Motion Carries**

#### **9. Correspondence: None**

#### **10. Resolutions:**

- 1. Resolution 2012-01- Dedicated Source of Revenue Resolution -**  
Resolution dedicating net revenues of the District to payment of any and all Clean Water State Revolving Fund Financing.

**Motion: Adopt Resolution 2012-01 Dedicated Source of Revenue Resolution**

By: Bob Sherwood

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Taylor Dolph - Aye

Sara Schrichte - Aye

**Motion Carries**

**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. Tom Skjelstad provided a brief Big Bend update regarding the well situation.

**13. Adjournment**

**Motion: Adjourn Meeting at 7:03 P.M.**

By: Bob Sherwood

Second: Taylor Dolph

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

**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - May 15, 2012

Regular Meeting - June 19, 2012

Regular Meeting – July 17, 2012

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

Respectfully Submitted,



Deleane Mehler  
Clerk of the Board