

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: May 15, 2012**

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

OTHERS PRESENT: Geoffrey O. Evers, General Counsel by telephone from 8732 Casa Del Rio Court, Fair Oaks, CA, Phil Gamick by telephone as a member of the public

1. Call to Order

The Regular Meeting of May 15, 2012 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
Taylor Dolph, Vice President	- Present
Bob Sherwood, Secretary	- Present
Philip Gamick, Director	- Absent
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 April 2012 -- \$582,308.86**
- B. Cash Disbursements – Payroll, Month of April 2012-- \$55,530.56**
- C. Regular Meeting Minutes of April 17, 2012**
- D. Special Meeting Minutes of May 2, 2012**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Sara Schrichte
Vote: 4 Ayes, 0 Noes, 1 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 staff continues to work with SRF staff in answering their questions and submitting more supporting documents. Most of the requests from SRF revolve around refinancing some of the District's existing debt.

The District has two loans with Bank of the West with a combined total amount of \$2,411,800 at 5.62% interest. Staff has requested and SRF wants to refinance the two loans with an interest rate of 2.2%. If the loans can be refinanced the District could save approximately \$140,000 per year in debt service.

Tom Skjelstad stated that he is optimistic that the Donner Summit Public Utility District will be on the State Water Resources Board agenda for the June 19 meeting.

2. **Stantec Change Order No. 3-** a Scope of Services for Final Project Environmental Permitting and Construction Surveys, Monitoring, Agency Coordination and, Reporting. Tom Skjelstad reported that change order #3 addresses the numerous set of permit conditions that must be implemented and coordinated prior to construction of the District Project. The regulatory agencies involved are:

- CA Department of Forestry
- US Army Corps of Engineers
- Regional Water Quality Control Board, Central Valley Region
- US Forest Service
- USDA

Staff recommends approval of change order #3.

Motion: Authorize the General Manager to execute Stantec Change Order #3, with costs not to Exceed \$55,000.00.
By: Sara Schrichte
Second: Bob Sherwood
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

3. **Update on the DSPUD Wastewater Facilities Upgrade and Expansion Project-** information relating to the rebid process for the Project. Tom Skjelstad reported that as directed by the Board at the May 2, 2012 Special Meeting, Stantec has advertised that DSPUD Board rejected all bids that were received on April 25, 2012 and the new bid opening date for the Project is Wednesday June 6, 2012 at 2:00 P.M. Four of the pre-qualified contractors have made it known that they will be submitting bids.

4. **Update on the Cal Trans Rest Areas Billing-** information relating to Cal Trans cost allocation of the DSPUD Wastewater Facilities Upgrade and Expansion Project. Geoff Evers again provided the Board of Directors an overview of the history between Cal Trans and the Donner Summit Public Utility District. A discussion ensued. Tom Skjelstad reported that Cal Trans has agreed to pay for 91 EDUs, (an increase of 66) at the regular rate less the upgrade and expansion portion of the rate. Geoff Evers is writing Cal Trans another letter addressing the matter of Cal Trans paying its portion of the upgrades and expansion.

The District has agreed to accept Cal Trans payments, less the improvement portion, until an agreement is reached. District staff will keep track of the improvement portion and will back charge Cal Trans once it has been decided that Cal Trans is not exempt from paying its share of the improvements.

5. **DSPUD Water Treatment Plant Planning Loan-** discussion of the District request to fund a planning loan for the Water Treatment Plant Improvements. Tom Skjelstad reported that The State of California Department of Public Health (CDPH) changed certain regulations for drinking water last year. These regulations affect the District water treatment facility in that the facility will need some improvements.

The District filed a planning loan application with CDPH requesting a loan to fund the necessary improvements. The CDPH responded that it is recommending funding for the planning loan and the District system has been categorized as a disadvantaged system and is eligible to receive up to 80% grant funding. Based on CDPH's calculations they plan to recommend a \$138,322 grant / \$34,581 loan amount. However, CDPH has a 1.2x total debt service coverage requirement. Based on the District's 2010-2011 financials the District system managed a 0.37x debt service ratio.

It is worth noting that the CDPH planning loan can be wrapped into a CDPH construction loan and that CDPH intends to offer an 80% grant for construction, also.

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. As Jim King was not present, Cathy Preis reviewed the written reports.**

C. Monthly Safety Committee Meeting Minutes, Month of April

Motion: Accept the Safety Committee Meeting Minutes for April

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

7. Presidents Report: None

8. Committee Reports: None

9. Correspondence: None

10. Resolutions:

- 1. Resolution 2012-02 Requesting Collection of Charges on the Nevada County Tax Roll**

Motion: Adopt Resolution 2012-02 Requesting Collection of Charges on the Nevada County Tax Roll

By: Bob Sherwood

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Absent

Cathy Preis - Aye

Taylor Dolph - Aye

Sara Schrichte - Aye

Motion Carries

- 2. Resolution 2012-03 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 2012-03 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: Sara Schrichte

Second: Taylor Dolph

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

3. Resolution 2012-04 Requesting Collection of Charges on the Placer County Tax Roll

Motion: Adopt Resolution 2012-04 Requesting Collection of Charges on the Placer County Tax Roll

By: Taylor Dolph

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

4. Resolution 2012-05 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 2012-05 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: Taylor Dolph

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

- 5. Resolution 2012-06 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 2012-06 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: Sara Schrichte

Second: Taylor Dolph

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
Cathy Preis	-	Aye
Taylor Dolph	-	Aye
Sara Schrichte	-	Aye

Motion Carries

- 6. Resolution 2012-07 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 2012-07 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: Taylor Dolph

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Absent
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. There was a discussion regarding the 2012/2013 budget. Sara Schrichte volunteered to serve on the budget committee, it was decided to have a budget committee meeting on June 13, 2012.

13. Adjournment

Motion: Adjourn Meeting at 7:21 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 - June 19, 2012
Regular Meeting - July 17, 2012
Regular Meeting – August 21, 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

