

**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 21, 2019**

**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

**1. Call to Order**

The Regular Meeting of May 21, 2019 of the Donner Summit Public Utility District Board of Directors was called to order at 6:04 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:** 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 \$108,504.28**
- B. Cash Disbursements–Payroll, Month of April \$77,026.27**
- C. Regular Meeting Minutes of April 16, 2019**

**Motion: Accept the Consent Calendar**

By: Bob Sherwood

Second: Phil Gamick

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

**Motion Carries**

## 6. Department Reports

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

1. **USDA Funding of the Big Bend Water Project-** status of the Project. Informational. Tom Skjelstad reported that the USDA staff informed that they intend to obligate the Districts funding request by June 7, 2019. Obligating means that a Letter of Conditions will be sent to the District. It is a list of items that need to be fulfilled or provided to the USDA. Typically, most of the items on the list have already been taken care of but there might be a few that need attention. It also means that the monies/funds are set aside /earmarked for the project at that point. Once everything is completed on the Letter of Conditions, the project begins.

**Motion: Approve the General Manager to Proceed with the Bid Process for the Big Bend Water Project**

By: Bob Sherwood

Second: Phil Gamick

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

#### **Motion Carries**

2. **Division of Drinking Water Comments on the Big Bend Water Project-** DDW declares Big Bend water source groundwater under the influence of surface water. Informational. Included in the Board Packet were two memos from the Division of Drinking Water (DDW) declaring the DDW will not be able to issue a water supply permit to the District for Big Bend. The DDW determined that the horizontal well which provided raw water to Big Bend is considered “groundwater under the direct influence of surface water”. This means we will need to add filtration to the already planned disinfection treatment project. Staff and Sauers Engineers are looking at ways to include filtration without impacting current Big Bend water rates.
3. **Sugar Bowl Master Sewer Plan Phase 2-** update on the execution of Phase 2. Informational. Tom Skjelstad reported that Auerbach Engineering has begun work on phase 2, which is for the homes and parcels on the West side of the lodge. There are about 25 parcels included in Phase 2, both developed and undeveloped. Auerbach estimates it will take approximately two months to complete Phase 2.

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

1. **Wastewater 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**

- ◆ Staff found a problem with the billing from PG&E at sewer lift station 8 and N-2. It seems the new smart meters installed in October of 2018 had been set up with a multiplier of 10X. PG&E is in the process of providing the district with a refund.

**Operations Water Plant**

- ◆ Received new portable pressure washer to clean out water valve boxes so that the valve can be exercised.

**Repair and Maintenance WWTP**

- ◆ Serviced the F-150 truck.
- ◆ Cleaned membrane turbidity meters.
- ◆ Serviced membrane compressors and dryers.
- ◆ Staff assisted outside contractor with trouble shooting and repairs to the UV system.
- ◆ Installed replacement membrane chlorine pump.
- ◆ Prepared sludge drying beds for use. Removed and replaced sand.

**Repair and Maintenance WTP**

- ◆ Repaired the brakes on the Tucker Snow Cat.
- ◆ Rebuilt two hydrant meters.

Jim King informed the Board of Directors that in the next Permit renewal the District will request discharging into the South Yuba River year-round.

**C. Monthly Safety Committee Meeting Minutes, Month of April**

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

**Motion Carries**

**7. President's Report: None**

**8. Legal Report: None**

**9. Board Policy Committee: Review of Draft Policies-** Discussion and possible action.

**Motion: Adopt the Board Policies as Presented in the Board Packet with the one Change that was Discussed regarding Disciplinary Action**

By: Alex Medveczky  
Second: Phil Gamick  
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

**Motion Carries**

**10. Resolutions:**

**1. Resolution 2019-01 of the Donner Summit Public Utility District  
Requesting Collection of Charges on the Nevada County Tax Roll.**

**Motion: Adopt Resolution 2019-01 of the Donner Summit Public Utility  
District Requesting Collection of Charges on the Nevada  
County Tax Roll.**

**By: Bob Sherwood  
Second: Alex Medveczky**

**Roll Call Vote**

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

**Motion Carries**

**2. Resolution 2019-02 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 2019-02 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 2019-03 of the Donner Summit Public Utility District Requesting Collection of Charges on the Placer County Tax Roll.**

**Motion: Adopt Resolution 2019-03 of the Donner Summit Public Utility District Requesting Collection of Charges on the Placer County Tax Roll.**

By: Bob Sherwood

Second: Alex Medveczky

Roll Call Vote

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

**Motion Carries**

**4. Resolution 2019-04 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 2019-04 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: Alex Medveczky

Roll Call Vote

Bob Sherwood	-	Aye
Phil Gamick	-	Aye
Cathy Preis	-	Absent
Alex Medveczky	-	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.

**13. Adjournment:**

**Motion: Adjourn Meeting at 6:50 p.m.**  
By: Phil Gamick  
Second: Alex Medveczky  
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - June 18, 2019  
Regular Meeting - July 16, 2019  
Regular Meeting - August 20, 2019

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

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant