

**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: February 19, 2019**

**STAFF PRESENT:** Tom Skjelstad, General Manager; Jim King, Plant Manager; Julie Bartolini, Office Manager

**OTHERS PRESENT: None**

**1. Call to Order**

The Regular Meeting of February 19, 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.

Items two and three were taken out of order.

**3. Roll Call**

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

**2. Oath of Office: Alex Medveczky.** Bob Sherwood administered the Oath of Office to Alex Medveczky.

**4. Clear the Agenda:** No changes.

**5. Public Participation –** please limit your comments to 5 minutes. None.

**6. 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 January \$185,391.69**

**B. Cash Disbursements–Payroll, Month of January \$121,868.80**

**C. Special Meeting Minutes of January 22, 2019**

**Motion: Accept the Consent Calendar**

By: Bob Sherwood

Second: Phil Gamick

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

**Motion Carries**

## 7. 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 he and Catherine Hansford met with officials from USDA to discuss the District's loan application. The District has submitted the Environmental documents and the plans and specifications for the project. USDA staff indicated that they would commence with their review which should take 2-3 weeks, provided the Government doesn't close again. If it remains open Tom Skjelstad is confident that we can break ground this summer as planned.

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

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

#### Operations WWTP

- Provided 0.89 MG to Soda Springs Ski area for snow making.
- Prepared and sent in annual wastewater report into the state.

#### Operations WTP

- The plant manager talked with the new filter suppliers about coming out in the spring to do a review of how they are operating.

#### Repair and Maintenance WWTP

- Adjusted knife gate on RAS pump inlet.
- Cleaned out air relief canisters on the membrane RAS pumps.
- Found sludge tank decant arm broken. Set up temporary pumping system until the tank can be drained.
- Installed a new heater in Norden 1 sewer lift station.
- Installed replacement mixer in the anoxic zone of Reactor #1.

#### Repair and Maintenance WTP

- Replaced winch on the UTV.

### C. Monthly Safety Committee Meeting Minutes, Month of January

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

**By:** Sara Schrichte

**Second:** Alex Medveczky

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

**Motion Carries**

**8. President’s Report: Board Policy Committee Appointment-** appointment of two Directors to serve on a Board Policy Committee. Discussion and possible action. Tom Skjelstad reported that for the last few months staff has been reviewing sample policies that need the Board’s attention and adoption. The purpose of this review is: some of the current Board policies are out of date with current laws and in some instances no policies exist.

Sample policies include: Equal Employment Opportunity, Accommodations for Disability, Immigration Law Compliance and Employment of Relatives. These are just a few of the twenty-nine sample policies we’ve been reviewing.

Staff requests that you form a committee of two directors to work with staff in order to review, edit and bring back to the full Board draft policies that can be discussed and adopted. Tom Skjelstad anticipates that this process could take three or more months. Bob Sherwood and Sara Schrichte volunteered to serve on the committee.

**9. Legal Report: Follow Up on Marshall Tuttle (Donner Ski Ranch) Requests. –** report from District Legal Counsel. Discussion and possible action. As Geoff Evers was not present Tom Skjelstad gave the report. He stated that Geoff Evers and Jim Porter communicated regarding the power, storage and \$2000.00 staging issues. There will be further discussion at the March meeting to deal with the monetary items.

**10. Ordinance: None**

**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 6:58 p.m.**  
By: Bob Sherwood  
Second: Alex Medveczky  
Vote: 5 Ayes, 0 Noes, 0 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