

**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: March 19, 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; Catherine Hansford, Hansford Economic, Inc.

**1. Call to Order**

The Regular Meeting of March 19, 2019 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
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 –** please limit your comments to 5 minutes. 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 February \$143,084.57**
- B. Cash Disbursements–Payroll, Month of February \$80,885.28**
- C. Regular Meeting Minutes of February 19, 2019**

**Motion: Accept the Consent Calendar**  
**By: Bob Sherwood**  
**Second: Alex Medveczky**  
**Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain**  
**Motion Carries**

**6. There was no six.**

## 7. Department Reports

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

1. **Development Fees in the Truckee-Tahoe Region- presentation of the various development fees by local agencies. Presented by Catherine Hansford, Hansford Economic Consulting.** Informational. Catherine Hansford presented two studies done for the Mountain Housing Council. Development fees in the Truckee-Tahoe region including Donner Summit. Catherine Hansford also reviewed the development fees in various areas for 1400 square foot single family residence with no garage.

#### **November Meeting Recap / Roundtable Session #1**

- Tasked with reviewing development impact fees across the region and how they may affect the development of local achievable housing.
- Discussed types of development fees charged and authority for charging
- Demonstrated regional differences for total fees for a 1,400 sq. ft. single family home
- Discussed the ability to change fees and how fees affect financial feasibility of residential development

#### **Fee in the Tahoe – Truckee Region**

- Special Districts, Counties, Town with development fee authority
- Variety of fee structures used for similar fees
- Needs to pooled effort to collaborate to help affordable housing supply

#### **November Meeting Feedback - Phase 2 Work**

- Want to see fees for different housing types
  - Fee comparisons for multi-family, large home, small home, and accessory dwelling units (detached and attached)
- Want to see fee comparisons with Reno, Sacramento, and Bay Area
- Want to understand the impact of fee structure
- More education (Fees 101)

2. **Big Bend Water Project-** status of the Project loan through USDA. Informational. Tom Skjelstad reported that USDA staff is working on processing our loan application. At this time they are reviewing the Project Contract Documents, Environmental Documents and District Financials.

**3. Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services thru December 31, 2019 - renew annual letter of agreement.**

**Motion: Authorize the Board President to Execute the Engagement Letter from Barnard Vogler for Bookkeeping Services thru December 31, 2019**

By: Phil Gamick

Second: Bob Sherwood

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 February-Reported.**

**2. Fresh Water Flow Data – for February- Reported.**

**3. Operations and Maintenance Summary –activities during the month of February. Jim King stated that in February Operations spent a tremendous amount of time doing snow removal. Jim King Reported:**

**Operations WWTP**

- Discontinued storing effluent for snow making at Soda Springs Ski Area.
- Provided 0.243 MG to Soda Springs Ski Area for snow making.
- Discharged 7.9 MG to the South Yuba River.
- Staff spent many hours clearing snow both at the plants and the sewer lift stations.

**Operations WTP**

- Plowed snow away from the plant multiple times.
- Replaced hydrant stake and holder across from Soda Springs Condos.

**Repair and Maintenance WWTP**

- Had new windshield installed on the F-150 Service Truck.
- Trouble shot problems with Reactor #1wasting valve. Found heat tape failed. Repaired and put back into service.
- Serviced the membrane and reactor blowers.

**Repair and Maintenance WTP**

- Staff assisted outside contractor Control Point with trouble shooting problems with the radio feed and level transducer on Reservoir #1.
- Replaced failed alum feed pump.

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

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

By: Sara Schrichte

Second: Bob Sherwood

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

**Motion Carries**

**8. President’s Report: Appointment of Budget Committee Members.** Cathy Preis and Sara Schrichte volunteered to serve on the Budget Committee. Sara volunteered to serve on the Budget Committee. Sara agreed to serve as Chairman of the committee.

**9. Legal Report: Follow Up on Marshall Tuttle (Donner Ski Ranch) Requests.** – report from District Legal Counsel. Discussion and possible action. Geoff Evers reported that he spoke with Jim Porter and that currently Marshall Tuttle is focusing all his time on operating the resort and has not been communicating with Mr. Porter regarding issues with Donner Summit Public Utility District.

**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. None.

**13. Adjournment:**

**Motion: Adjourn Meeting at 7:46 p.m.**  
By: Bob Sherwood  
Second: Sara Schrichte  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstain

**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - April 16, 2019  
Regular Meeting - May 21, 2019  
Regular Meeting - June 18, 2019

Respectfully Submitted,

Deleane Mehler