

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: November 20, 2012

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

OTHERS PRESENT: Mike Gibson, Gibson & Company, Inc.

1. Call to Order

The Regular Meeting of November 20, 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
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 October 2012 --
\$163,924.81**

**B. Cash Disbursements – Payroll, Month of October 2012 --
\$57,277.54**

C. Regular Meeting Minutes of October 16, 2012

Motion: Accept the Consent Calendar

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

Financial Statements for the Fiscal Year 2011/12- the District's annual independent auditor's report. Michael Gibson of Gibson & Company, Inc., Certified Public Accountant will be present to review the report. Discussion and possible action. Mike Gibson presented the Donner Summit Public Utility District Financial Statements for the fiscal year ending June 30, 2012.

Motion: Accept the Financial Statements for the Fiscal Year Ending June 30, 2012

By: Bob Sherwood

Second: Phil Gamick

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

Motion Carries

Recess 6:25p.m

Meeting resumed at 6:35p.m.

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

- 1. Stantec Monthly Construction Report for the Month of October, 2012-** monthly report of construction activity for October 2012. Reported
- 2. DSPUD/Syblon Reid Second Progress Pay Estimate –**
The Second Progress Pay Estimate for the construction project. Reported
- 3. CalTrans Rest Area Billing-** status of Cal Trans billing and payment for the rest area EDUs. Tom Skjelstad reported that the District received a check from Cal Trans in the amount of \$916,689.45 representing Cal Trans share of the upgrade and expansion project. Cal Trans decided to pay its share of the project in a lump sum payment. Additionally, Cal Trans has agreed that the rest areas utilize 91 EDUs versus the previous 25 EDUs. This will increase annual operating revenues by approximately \$91,000.
- 4. DSPUD Possible Participation in CalTRUST – Discussion -**
Julie Bartolini provided the Board an overview of the CalTRUST Program.

Motion: Authorize the Donner Summit Public Utility District's Participation in the CalTRUST Program

By: Sara Schrichte

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 October 2012-** Reported
- 2. Fresh Water Flow Data – for October 2012-** Reported
- 3. Operations and Maintenance Summary** – activities during the month of October. Jim King reported the following:

Operations WWTP

- Discharged 5.86MG to spray irrigation.
- Discharged 1.69 MG to the South Yuba River.
- Discontinued spray irrigation. Drained all lines, had the fence around the tail pond removed, removed all remaining sprinklers and removed the in-line spool.
- Began feeding Micro “C” into plants 1 and 2 for nitrate control.
- Received delivery of the new snow blower for use with the District’s loader.
- Installed snow tracks on the new UTV.

Operations Water Plant

- Performed annual cleaning of the back wash tank.
- Cleared the brush from around reservoir 2 at Boreal Ski area.
- Opened the dam gate at Lake Angela.

Repairs and Maintenance WWTP

- Installed chains on the loader.
- Performed annual service on the snow cat.
- Poured a new concrete ring around manhole #132.
- Fueled and serviced the standby generators at sewer lift stations Norden 1 and 2, station #8 and the fresh water plant.

Laboratory

- Began river discharge testing schedule.

C. Monthly Safety Committee Meeting Minutes, Month of November.

Motion: Accept the Safety Committee Meeting Minutes for November

By: Sara Schrichte

Second: Taylor Dolph

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

Motion Carries

7. President’s Report:

- 1. Oath of Office: Cathy Preis, Bob Sherwood and Sara Schrichte**

Julie Bartolini administered the Oath of Office to newly appointed Directors, Cathy Preis, Bob Sherwood and Sara Schrichte.

2. Election of Board Officers for 2013

Motion: Nominate Cathy Preis as President

By: Bob Sherwood

Second: Sara Schrichte

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

Motion Carries

Motion: Nominate Bob Sherwood as Secretary

By: Sara Schrichte

Second: Cathy Preis

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

Motion Carries

Motion: Nominate Taylor Dolph as Vice President

By: Cathy Preis

Second: Phil Gamick

Vote: 4 Ayes 0 Noes 0 Absent 1 Abstain

Motion Carries

8. Committee Reports: None

9. Resolutions:

1. Resolution 2012-10 of the Donner Summit Public Utility District Designating Surplus Property and Declaring Such Property Available for Sale

Motion: Adopt Resolution 2012-10 of the Donner Summit Public Utility District Designating Surplus Property and Declaring Such Property Available for Sale

By: Phil Gamick

Second: Sara Schrichte

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Sara Schrichte - Aye

Cathy Preis - Aye

Taylor Dolph - Aye

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

Motion Carries

10. Correspondence: 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. Discussion to cancel the December 18, 2012 Board of Directors meeting.

Motion: Cancel the December 18, 2012 Board of Directors Meeting.

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

- 13. Adjournment**

Motion: Adjourn Meeting at 7:32 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 - December 18, 2012 (cancelled)

Regular Meeting - January 15, 2013

Regular Meeting - February 19, 2013

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant