

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 Special Meeting of the Board of Directors
Held: June 25, 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 Special Meeting of June 25, 2019 of the Donner Summit Public Utility District Board of Directors was called to order at 6:10 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 – 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 May \$84,358.43**
- B. Cash Disbursements–Payroll, Month of May \$120,701.65**
- C. Regular Meeting Minutes of May 21, 2019**

Motion: Accept the Consent Calendar with the Minutes Amended to read, “Meeting called to Order at 6:04 P.M.”

By: Bob Sherwood

Second: Sara Schrichte

Vote: 5 Ayes, 0 Noes, 0 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 funding application. Tom Skjelstad stated he anticipates that the Letter of Conditions that were discussed at last month's meeting will arrive next week. Once the District has the letter, staff will work on providing the USDA with the items in the letter. Although the funding has taken longer than the District would like there is a silver lining. The Federal Reserve Board is set to cut interest rates in early July. Mike Vukas, the USDA point person for the loan, reported that the new rate will be 3.5%. This is down from the 4.25% rate that the District based the Big Bend rate increase on.
2. **Sugar Bowl Master Sewer Plan Phase 1& 2-** update on the execution of Phases 1&2. Tom Skjelstad reported that Auerbach Engineering is wrapping up the work on Phase 2, and that he has been trading phone calls with the contractor, Steve Bennett, for the Wythes regarding the District's participation in installing the section of line that will serve the Wythes and others in the Phase 1 area. He reminded the Board that The District agreed to participate monetarily in order to assure that the sewer line will conform to the Sewer Master Plan for Phase 1. Steve Bennett indicated that the Wythes are agreeable to the District's offer.

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

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

Operations WWTP

- Disconnected all of the ammonia bottles and got them ready to send back to the chemical supply company.
- Began using the drying beds.
- Began feeding lime from feeder #1 on the silo.

Operations Water Plant

- Sent into the state the annual water diversion report for Lake Angela.
- Changed from feeding a 50% caustic solution to a 25% solution for safety purposes.

Repair and Maintenance WWTP

- Installed new seals on the polymer feed pump.
- Replaced failed ballast on UV train 3 vessel 2.

Repair and Maintenance WTP

- Staff assisted Matt with Control Point in adjusting the radio antenna at Reservoir 1.

C. Monthly Safety Committee Meeting Minutes, Month of May

Motion: Accept the Safety Committee Meeting Minutes for May

By: Sara Schrichte

Second: Phil Gamick

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

Motion Carries

- 7. Committee Report: Budget Committee-** presentation of the Draft Fiscal Year 2019/20 operations budget. Discussion and possible action. Sara Schrichte reviewed the 2019/20 Operating Budget with the Board of Directors in detail.

8. Legal Report: None

8. Board Policy Committee: None

10. Resolutions:

1. Resolution 2019-05 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2019/2020 Fiscal Year

Motion: Adopt Resolution 2019-05 of the Donner Summit Public Utility District Establishing Appropriation Limits for the 2019/2020 Fiscal Year

By: Bob Sherwood

Second: Alex Medveczky

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

Alex Medveczky - Aye

Sara Schrichte - Aye

Motion Carries

2. Resolution 2019-06 of the Donner Summit Public Utility District Adopting the Sewer, Water and Administrative Service Department Budget for the 2019-2020 Fiscal Year

Motion: Adopt Resolution 2019-06 of the Donner Summit Public Utility District Adopting the Sewer, Water and Administrative Service Department Budget for the 2019-2020 Fiscal Year

By: Sara Schrichte

Second: Bob Sherwood

Roll Call Vote

Bob Sherwood - Aye

Phil Gamick - Aye

Cathy Preis - Aye

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. Tom Skjelstad stated that Bill Quesnel brought over the new Sierra Lakes County Water District's General Manger to introduce him to District Staff. Additionally, Tom Skjelstad reported that there is a fund raiser at Lake Mary on July 21, 2019 that Pat Malberg requested that the District donate a porta potties. It was decided that the District will not donate porta potties for this fund raiser.

13. Adjournment:

Motion: Adjourn Meeting at 7:00 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 - July 16, 2019

Regular Meeting - August 20, 2019

Regular Meeting - September 17, 2019

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

Respectfully Submitted,

Deleane Mehler
Administrative Assistant

