

**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: January 15, 2013**

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

**OTHERS PRESENT:** Jack Harbour, Stantec; Bill Quesnel, Sierra Lakes County Water  
District; Wade Freedle, Sierra Lakes County Water District

**1. Call to Order**

The Regular Meeting of January 15, 2013 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.

**2. Roll Call**

|                              |           |
|------------------------------|-----------|
| Cathy Preis, President       | - Present |
| Taylor Dolph, Vice President | - Present |
| Bob Sherwood, Secretary      | - Absent  |
| Philip Gamick, Director      | - Present |
| Sara Schrichte, Director     | - Present |

**3. Clear the Agenda**

Move item 7.1., of the Presidents report to after item 5.

**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 November 2012-- \$131,619.57 and December 2012 -- \$1,147,890.25**
- B. Cash Disbursements – Payroll, Month of November 2012-- \$55,254.98 and December 2012 -- \$59,050.44**
- C. Regular Meeting Minutes of November 20, 2012**
- D. Financial Statements as of July 30, 2012**

**Motion: Accept the Consent Calendar**  
By: Sara Schrichte  
Second: Phil Gamick  
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain  
**Motion Carries**

Items out of order

**7. President's Report:**

1. **Syblon Reid Extra Work Order for Additional Trees at the WWTP and Irrigation Site** – description and cost for additional tree removal at the wwtp site and irrigation site. Jack Harbour, P.E. and Stantec project manager will be in attendance. Jack Harbour described to the Board of Directors the additional cost requested for removing approximately 300 more trees than originally anticipated at the Soda Springs Irrigation Expansion Area from what was identified in the original Contract Plans and Specifications. Volume 4 of the Contract Specifications indicated that 537 trees would need to be removed from the irrigation disposal site. The surveyed limits of the irrigation site from Contract drawing D900 indicated the 537 trees; however the tree placement on the drawing was less than what was found in the field. There were trees along the west perimeter of the irrigation improvements boundary and near the east side of the site adjacent to the existing sprinkler system that did not appear on the Contract plans and were not identified in Volume 1D, Appendix G of the specifications. Jack Harbour recommends that the District accept the EWO-005 in the amount of \$57,735.00 for the added removal of approximately 313 trees at the Soda Springs Irrigation site and authorized the construction manager to issue a change order to the Contract for this completed work.

Regarding Extra Work Order EWO002 Jack Harbour provided the Board of Directors an analysis of the added cost to recommend for District approval, and to why 30 trees were not included on the demolition plans in such close proximity to the WWTP. The analysis of the extra costs appears to be very straight forward as one additional day was added for the extra time required to cut and process the added trees including removal of stumps, and the transporting of rounds or stumps to the staging or processing areas. The inspector's report verified that at least one cumulative extra day was required for the entire subcontractor's crew. No additional time was included by Syblon Reid for this work, though there was coordination and use of their water truck. The per tree cost is greater than the extra costs per tree at the irrigation site because of the limited work space, the physical size of the trees were much larger requiring a faller instead of the feller buncher, the terrain for moving around was steep with poor access, and the rounds had to be hauled to a staging area and stumps to the Soda Springs parking area for

chipping. The cost of just over \$350.00 per tree was nearly double the \$157.00 per tree that was submitted for the irrigation area extra costs due the more difficult site. There was also an economy of scale working at the irrigation hill as 313 additional trees were removed as compared with 30. The original sub-contractor quote for \$59,000.00 for work at the Wastewater Facilities site is attached and less mobilization costs, would show a higher price per tree than this extra work cost. Based on the observed work, manpower, and equipment, Jack Harbour recommends that the submitted EWO-002 in the amount of \$10,583.00 be approved by the District for incorporation into a Change Order.

With regard to why an additional 30 trees required removal Jack Harbour explained that the layout of the new work is shown in the demolition plan, Drawing D010, and the simple answer is that the trees had to be removed to construct the new facilities. Further investigation indicates that the base datum for the field surveyed trees appears to be about 12 feet east of the actual location in the field and on the plans. If the depicted trees are moved on the drawing west to the actual location, approximately 8 trees east of the fire station had to be removed for the propane tank area construction. There were several trees along the north loop road that had to be removed because they conflicted with the new improvements when positioned 12' west on the plan. Approximately twelve trees were shown on the drawing and had to be removed but were not listed on the schedule and about 10 additional trees were not shown on the tree base map, but had to be removed for the new facilities. Because of the timing for the Contractor to continue with the work, we pushed to have the work completed with the thought that we could later resolve the costs. We acknowledged to Syblon Reid that our intent was to resolve after we determined what work was extra. If the correct number and location of the trees were on the original as-bid plans, the bid amount per tree may well have been the same as what was submitted for the extra cost, however based on the bid quote, the change order cost is less.

**Motion: Accept Syblon Reid Extra Work Order Number EWO-005  
In the Amount of \$57,735.00 and EWO-002 in the Amount of  
\$10,583.00**

**By: Phil Gamick**

**Second: Taylor Dolph**

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

**Motion Carries**

## **6. Department Reports**

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

1. **Stantec Monthly Construction Report for the DSPUD Wastewater Facilities Upgrade and Expansion Project, Month of November, 2012-** monthly report of construction activity for November 2012. Reported
2. **DSPUD/Syblon Reid Third Progress Pay Request –** The Third Progress Pay Request Estimate for the DSPUD WW Facilities Upgrade and Expansion Project. Reported
3. **DSPUD Fourth Progress Pay Request-** request for disbursement of funds for soft (project CM and engineering services) project costs. Reported
4. **DSPUD Annexation of Big Bend Mutual Water Company-** status of annexation proceedings. Tom Skjelstad reported that he has submitted a DRAFT annexation application to Placer LAFCo. Included in the application are the required boundary maps and legal description of the properties to be included in the proposed annexation. Additionally, the USFS is reviewing the maps and application. At this time the USFS has advised that it supports the annexation. The draft application and maps have also been sent to Placer County Environmental Health and the Board of Directors of Big Bend Mutual Water Company. So far there has not been any negative feedback from the parties involved.
5. **Request for Change of Date for the February Board Meeting-** request to change the date of the Regular Board meeting of February 19, 2013 to February 12, 2013. It was decided to move the February 19, 2013 meeting to February 12, 2013.

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

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

**November:**

**Operations WWTP**

- Cleaned the main sewer line by 21753 T Bar Court. Found and replaced 2' of sewer lateral which had failed.
- During the heavy rain event staff located a 4" lateral that was open at construction site at Sugar Bowl. Staff capped the opening greatly reducing the I & I coming from that area.

**Repairs and Maintenance WWTP**

- Replaced two 3” check valves on the plants number 2 water system
- Serviced sewage pumps at lift stations N-1, N-2 and #8. Greased pumps and cleaned filters.

**Repairs and Maintenance FWTP**

- Installed maintenance kits on both chlorine analyzer.

**December**

**Operations WWTP**

- Received training and tested the new blower.
- Installed new soft top and doors on the UTV

**Operations Water Plant**

- Purchased a hydrant flow and pressure test kit.

**Repairs and Maintenance WWTP**

- Trouble shot and repaired wastewater plant flow control valve.
- Replaced failed transformer on sewer lift station #4 control panel.

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

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

**By: Sara Schrichte**

**Second: Taylor Dolph**

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

**Motion Carries**

- 7. President’s Report: Moved to after item 5.**
- 8. Committee Reports: None**
- 9. Resolutions: None**
- 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.
- 13. Adjournment**

**Motion:       Adjourn Meeting at 7:16 p.m.**  
**By:             Sara Schrichte**  
**Second:       Taylor Dolph**  
**Vote:           4 Ayes, 0 Noes, 1 Absent, 0 Abstain**  
**Motion Carries**

Schedule of Upcoming Meetings

Special Meeting - February 12, 2013  
Regular Meeting - March 19, 2013  
Regular Meeting - April 16, 2013

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

Respectfully Submitted,



Deleane Mehler  
Administrative Assistant