

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: August 22, 2012**

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

OTHERS PRESENT: Shelly Fletcher, Big Bend Mutual Water Company; Chuck McDonald, Big Bend Mutual Water Company; Peter Brundage, Big Bend Mutual Water Company; Jake Good, CoBank; Bill Quesnell; Chuck Kull, Holdrege Kull

1. Call to Order

The Special Meeting of August 22, 2012 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	- Present
Philip Gamick, Director	- Present
Sara Schrichte, Director	- Absent - Excused

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 July 2012 --
\$199,243.18**
- B. Cash Disbursements – Payroll, Month of July 2012 --
\$54,624.21**
- C. Regular Meeting Minutes of July 17, 2012**
- D. Special Meeting Minutes of August 2, 2012**

Motion: Accept the Consent Calendar
By: Bob Sherwood
Second: Phil Gamick
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

6. Department Reports

A. Administration: Tom Skjelstad, General Manager

- 1. Presentation by Jake Good of CoBank-** Mr. Good will discuss financing options for the Big Bend Mutual Water Company well project. Tom Skjelstad reviewed the situation regarding the financing for Big Bend Mutual Water Company Well Project. Jake Goode provided an overview of CoBank and the services they provide.

Motion: Authorizing the General Manager to Initiate Annexation Proceeding of the Big Bend Mutual Water Company into the Donner Summit Public Utility District

By: Bob Sherwood
Second: Taylor Dolph
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

It was decided to take item 6.A.4 out of order

- 4. Proposal from Holdrege & Kull Consulting Engineers and Geologists-** discussion and possible action to approve a proposal from Holdrege & Kull for specialty inspection services during the DSPUD Wastewater Facilities Upgrade and Expansion Project. Tom Skjelstad reported Holdrege and Kull Consulting Engineers and Geologists services will include concrete, asphalt, and coating (painting) testing, and compaction testing. Additionally, they will perform tests on anchor bolts, and welding. All of these items are outside the scope of Stantec's Construction Management services agreement but need to be performed. Holdrege & Kull is a local, reputable engineering firm located in Truckee and Nevada City. Their most recent project was the Tahoe Forest Hospital Cancer Center. They come highly recommended and their charge out rate structures considerably less expensive than Stantec.

As Coating Special Inspection is included in Stantec's scope, Holdrege and Kull will delete Coating Special Inspection from table 1 page 2 of the Materials Testing and Inspection Cost Estimate.

Chuck Kull provided the Board of Directors with an overview of other projects that Holdrege and Kull have worked on.

Motion: Authorizing the General Manger to Execute the Holdrege and Kull Consulting Engineers Agreement for Construction Materials Testing Services, Deleting Coating Special Inspection in Table 1, Page 2, and setting an initial Budget of \$100,000.00

By: Phil Gamick

Second: Taylor Dolph

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

Motion Carries

Recess 7:10p.m

Meeting resumed at 7:25p.m.

2. **District State Revolving Fund Application-** update as to The status of the District's funding application. Tom Skjelstad reported that SRF has put a "rush" on processing the Donner Summit Public Utility District's application. SRF has had all the documents needed from the District for weeks now and the application is being routed through various departments for approvals and signatures. The latest estimate from SRF (as of this week) is that everything should be ready for signatures within two weeks. It is not a matter of approval, the State Water Board already approved Donner Summit Public Utility District's request, it is a matter of the application finding its way to the top of the list. Tom Skjelstad stated that he would continue to make contact with SRF so that they are aware of how critical the timing is for funding and the project.

3. **Notice to Proceed-** discussion and possible action to issue Syblon Reid a Notice to Proceed with the DSPUD Wastewater Facilities Upgrade and Expansion Project. Tom Skjelstad reported that at the August 2, 2012 Special Board meeting, the Board voted to issue a Notice of Award (NOA) of contract. Syblon Reid wanted an extra \$200,452 in return for the District's request to extend the award deadline by 30 days. Per the contract documents the District has 30 days from the NOA to issue a Notice to Proceed (NTP). The 30 day time period expires on September 4, 2012. If the District does not issue a NTP by that date then Syblon Reid would most likely submit a request for payment for the costs they have incurred to date.

At this time neither district, Donner Summit Public Utility District or Sierra Lakes County Water District, has final loan documents in hand. Tom Skjelstad stated that he has contacted both agencies, SRF and USDA, and have been assured that funds will be forthcoming and it is merely a matter of review and signatures. SRF states that it could take another couple weeks and USDA is fairly certain that funding for Sierra Lakes County Water District could come as soon as the week of the August 19th. The District needs to think about what would happen if funding is not secured by the week of September 4, 2012.

There are a couple options that the District could exercise. The first option would be to wait until September 4, 2012 and hope that funding arrives before or by that date and then issue the NTP.

The second option would be for the Donner Summit Public Utility District to issue a limited (NTP) at its August 22, 2012 Board meeting. Syblon Reid has stated that their first action items on the project are to remove the trees and boulders on the District site and perform grading operations. They would then move over to the Soda Springs ski area site and remove the trees at the spray irrigation site.

The process for a limited NTP is to issue the NTP and then immediately submit a change order to Syblon Reid deleting all of the project cost to \$345,500. Once funding is secured, another change order would then be issued that would include the rest of the project items. There could be some risk involved in this method in that this would all take place ahead of funding guarantees so if something were to happen to cause either district's funding to fall out, both districts would be liable for its share of \$345,500. The benefit of course is getting the project started and satisfying our obligation to issue a NTP within 30 days of issuing the NOA. Tom Skjelstad recommended to the Board of Directors to issue the NTP.

Motion: Authorizing the Board President to Execute the Notice to Proceed Dated August 23, 2012

By: Bob Sherwood

Second: Taylor Dolph

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

Motion Carries

5. **CalTrans Rest Area Billing-** status of Cal Trans billing and payment for the rest area EDUs. Tom Skjelstad reported that he had received a verbal commitment from Cal Trans that they will pay their share of the upgrade and expansion project costs. The

outstanding question is whether they intend to pay a lump sum or pay through their rates.

As previously discussed, Cal Trans missed two deadline dates for payment of the one-time connection fees and so they will be charged the current rate. In other words, had they agreed to pay when the District first contacted them they would have had to pay \$1,070 per EDU for the one-time fees as of April 1, 2012, however, that one-time fee is now \$2,362 per EDU. Julie Bartolini will recalculate the billing to reflect the increase and send Cal Trans a revised bill.

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

1. **Waste Water Flow Data – for July 2012**
2. **Fresh Water Flow Data – for July 2012**
3. **Operations and Maintenance Summary – activities during the month of July.** As Jim King was not present, Cathy Preis reviewed his written reports.

C. Monthly Safety Committee Meeting Minutes, Month of July

Motion: Accept the Safety Committee Meeting Minutes for July
By: Phil Gamick
Second: Taylor Dolph
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain

Motion Carries

7. President's Report:

Annual Performance Evaluation of the General Manager- assign a committee to conduct the General Manager's annual performance review and contract renewal. Nominations to serve on the Committee were as follows:

Cathy Preis and Bob Sherwood nominated Taylor Dolph
Bob Sherwood and Taylor Dolph nominated Cathy Preis

It was decided to hold a committee meeting on September 11, 2012 at the Donner Summit Lodge at 6:00p.m.

8. Committee Reports: None.

9. Resolutions: None

10. Correspondence:

1. **Letter to Joanne Robique of the United States Forest Service thanking her for her assistance to secure a thirty year Special Use Permit to**

Donner Summit Public Utility District from the United States Forest Service. Reported

**2. Letter from Regina Heckendorn regarding the Hoyfjellet Lodge.
Reported**

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 8:20 P.M.
By: Bob Sherwood
Second: Taylor Dolph
Vote: 4 Ayes, 0 Noes, 1 Absent, 0 Abstain
Motion Carries

Schedule of Upcoming Meetings

Regular Meeting - September 18, 2012
Regular Meeting - October 16, 2012
Regular Meeting - November 20, 2012

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

Respectfully Submitted,



Deleane Mehler
Administrative Assistant