

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: February 16, 2016**

**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 95628

**1. Call to Order**

The Regular Meeting of February 16, 2016 of the Donner Summit Public Utility District Board of Directors was called to order at 6:03 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 January 2016--\$87,272.64**
- B. Cash Disbursements--Payroll, Month of January 2016--\$71,759.99**
- C. Regular Meeting Minutes of January 19, 2016 and Special Meeting Minutes of February 2, 2016**
- D. Financials for September, October and November**

**Motion: Accept the Consent Calendar**

**By: Bob Sherwood**

**Second: Phil Gamick**

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

**Motion Carries**

## 6. Department Reports

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

1. **Status of DWSRF Loan for the Water Treatment Plant Upgrade Project-** report on project funding. Tom Skjelstad reported that although the District's application is complete, State staff continues to request more information and seek clarification on some of the items submitted. At this time Tom Skjelstad cannot say with certainty that the desired approval date will be met.
2. **Status and Update of the District's Clean Water State Revolving Fund Renegotiation-** staff update to the renegotiation process. Tom Skjelstad reported that a meeting with State staff is set for Tuesday February 23, 2016. The presentations are being prepared.
3. **Barnard & Vogler, Co. Engagement Letter for Bookkeeping Services thru December 31, 2016** - renew annual letter of agreement.

**Motion: Authorize the Board President to Execute the Engagement Letter from Barnard Vogler for Bookkeeping Services thru December 31, 2016**

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

#### **Operations WWTP**

- ◆ Conducted tour for operators from the Mammoth Community Water District of the new wastewater treatment facilities.
- ◆ Began use of the influent composite sampler and grinder pump.

#### **Repairs and Maintenance WWTP**

- ◆ Replaced throttle cable on the loader.
- ◆ Reworked the air compressor water drain line for the membranes. Serviced the membrane permeate pumps.
- ◆ Serviced reactor #1 and #2 blowers.

4. **Letter from the Division of Safety of Dams-** advising the District that the spillway gate must remain raised at Lake Angela until the failed tendons are repaired. Jim King reviewed the January 31, 2016 letter with the Board.

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

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

By: Alex Medveczky

Second: Phil Gamick

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

**Motion Carries**

**7. President's Report:**

**1. Election of Board Officers for 2016**

**Motion: All Board from Officers from 2015 to Maintain their Office for 2016**

By: Bob Sherwood

Second: Sara Schrichte

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

**Motion Carries**

**8. Committee Reports:**

**1. Budget Committee-** report from the February 9, 2016 Committee meeting regarding water and sewer rates. Sara Schrichte reviewed the February 11, 2016 memo and associated tables with the Board of Directors.

**Wastewater Rates**

**Recommendation:** decide when and by how much to raise rates when more is known with the renegotiation of the CWSRF loan.

**Water Rates**

**Recommendation:** increase water rates 12.5% for 2016/17 (increase of \$7.03 per month or \$84.36 annually) and 12.5% for 2017/18. Proceed with a Proposition 218 rate hearing for the next five fiscal years.

**Motion: Adopt the Proposed Water Rate Increase as Prepared by HEC, Table 13, for Fiscal Years 16/17, 17/18, 18/19, 19/20, 20/21 with a 12.5% Increase for 2016/17 and 12.5% for 2017/18.**

By: Bob Sherwood

Second: Phil Gamick

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

**Motion Carries**

**2. Joint Facilities Committee-** report from the February 11, 2016 meeting regarding negotiations with Sierra Lakes County Water District on a Long Term Service Agreement. Cathy Preis reviewed the February 10, 2016 memo and provided the Board of Directors an overview of what was discussed regarding the DSPUD capacity payment to SLCWD and estimated plant capacity.

Regarding the operating and maintenance cost allocation, the following changes were discussed:

- Delete or amend sections 4.2.1 and 4.2.2,
- Allocation of expenses shall be proportioned to each District on the basis of each District's total annual sewage flow,
- The percentage of expense allocation will be based on the prior calendar year flow.
- For budget preparation purposes, allocated costs shall be proportioned on a calendar year.

**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 7:10 p.m.**

By: Bob Sherwood

Second: Alex Medveczky

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

**Motion Carries**

Schedule of Upcoming Meetings

Regular Meeting - March 15, 2016

Regular Meeting - April 19, 2016

Regular Meeting - May 17, 19, 2016

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

Respectfully Submitted,

Deleane Mehler  
Administrative Assistant