

# TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency  
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## Directors

*S. Lane Lewis: President*  
*Dale Cox: Vice President*  
*Jon Northrop*  
*Dan Wilkins*  
*Blake Tresan*  
**General Manager**  
*LaRue Griffin*

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

December 12, 2018

### I. Call to Order:

President Lewis called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. Roll call and Pledge of Allegiance followed.

Directors Present: S. Lane Lewis, NTPUD  
Dale Cox, SVPSD  
Jon Northrop, ASCWD  
Dan Wilkins, TCPUD  
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager  
Roshelle Chavez, Administrative Services Manager  
Jay Parker, Engineering Manager  
Michael Peak, Operations Manager  
Richard Pallante, Maintenance Manager  
Bob Gray, Information and Technology Manager  
Vicky Lufrano, Human Resources Administrator  
Richard P. Shanahan, Agency Counsel  
Aaron Carlsson, Engineering Department  
Scott Fleming, Engineering Department  
Mike Smith, Engineering Department  
Michelle Mackey, Administration Department  
Emily Pindar, Administration Department  
Celeste Graves, Administration Department  
Dawn Davis, Administration Department  
Angelina Henson, Administration Department  
Tiffany Hambrick, Administration Department  
Mark Heidelberger, Maintenance Department  
Robert Holmes, Maintenance Department  
Paul Shouse, Maintenance Department  
Jim Redmond, Maintenance Department  
Philip Fay, Maintenance Department  
Justin Parrish, Maintenance Department

Anthony Salinas, Maintenance Department  
Zeb Snider, Maintenance Department  
Jesus Zarate, Maintenance Department  
Ryan Schultz, Maintenance Department  
Dean Haines, Maintenance Department  
Tobin Fuchs, Maintenance Department  
Laura Mader, Operations Department  
Bill Pindar, Operations Department  
Kristen Schrandt, Operations Department  
Jeff Claussen, Operations Department  
Aliou Diallo, Operations Department

Public Present: Rick Thompson, IBEW 1245  
Shellie Anderson, Bryce Consulting, Inc.  
Shawn Koorn, HDR Engineering, Inc.  
Ron Ley, Damore Hamric & Schneider, Inc.  
Vera Kis, Damore Hamric & Schneider, Inc.  
Sarah Coolidge, Public

II. Public Comment:

Agency staff, Mr. Aaron Carlsson addressed the Board of Directors regarding his presence at the recent NTPUD Board of Directors meeting. Mr. Carlsson shared a statement that he read to the NTPUD Board concerning a memo and further expressed support of the T-TSA Board of Directors and management.

There was no further comment. No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries

Mrs. Lufrano acknowledged Agency staff whom obtained professional achievements, awards and anniversaries received for the previous calendar month to the Board of Directors.

IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on November 14, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 4 for the TRI MH 81-MH 83 Improvements project.
5. Approval of progress pay estimate no. 1 for the 2018 Digital Scanning of Sewer Lines project.
6. Approval of progress pay estimate no. 1 for the Building 27 Main Service Upgrade project.

**MOTION** by Director Lewis, **SECOND** by Director Wilkins to approve the Consent Agenda items; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Cox, Northrop, Wilkins, Tresan and President Lewis  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

V. Regular Agenda

1. Approval of list of comparable agencies to be utilized in the Compensation and Classification Study.

Ms. Shellie Anderson of Bryce Consulting, Inc. presented the Board of Directors with a list of comparable agencies to be utilized in the Compensation and Classification Study. Agency staff, Bill Pindar, proposed and presented a list of comparable agencies as discussed and agreed by some Agency staff. After further discussion, the Board of Directors amended the list of comparable agencies as presented by Ms. Anderson to include the addition of Truckee Donner PUD, Contra Costa Sanitary District, Dublin San Ramon Services District, Napa Sanitation District, Delta Diablo Sanitation District and Monterey One Water and; substitution of the City of Reno in place of Truckee Meadows Water Reclamation (TRMWF).

**MOTION** by Director Tresan, **SECOND** by Director Lewis to approve the amended list of comparable agencies to be utilized in the Compensation and Classification Study; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Cox, Northrop, Wilkins, Tresan and President Lewis  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

Most of the Agency employees left the meeting following the approval.

2. Presentation of the sewer connection fees.

Mr. Shawn Koorn of HDR Engineering, Inc. provided an overview of the previously discussed sewer connection fee schedule, in which he was asked to evaluate additional residential fee schedules for consideration. After discussion, the option to apply a base fee with a scalable fee based on square footage was desired. Mr. Shawn Koorn will reevaluate the connection fee schedule for the desired option and continue work on the connection fee

study in order to determine recommended new fees for the base fee and square footage unit fee.

3. Presentation of the annual financial audit for fiscal year 2017-2018.

Mr. Ron Ley of Damore, Hamric & Schneider, Inc. presented the annual financial audit for fiscal year 2017-2018 and addressed questions from the Board of Directors.

4. Approval to receive and file the annual financial audit for fiscal year 2017-2018.

**MOTION** by Director Wilkins, **SECOND** by Director Northrop to receive and file the annual financial audit for fiscal year 2017-2018; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES:	Directors Cox, Northrop, Wilkins, Tresan and President Lewis
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion passed.

5. Approval of Task Order No. 31 with CH2M Hill, Inc. for engineering services associated with the Hotel Avery project.

**MOTION** by Director Lewis, **SECOND** by Director Northrop to approve Task Order No. 31 with CH2M Hill, Inc. for engineering services associated with the Hotel Avery project; approved.

The Board approved the motion by the following roll call vote:

AYES:	Directors Cox, Northrop, Tresan and President Lewis
NOES:	Director Wilkins
ABSENT:	None
ABSTAIN:	None

Motion passed.

6. Approval of Caselle hosted software and services proposal for the administration department.

**MOTION** by Director Wilkins, **SECOND** by Director Northrop to approve the Caselle hosted software and services proposal for the administration department; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Cox, Northrop, Wilkins, Tresan and President Lewis  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

Director Tresan left meeting following the approval.

7. Discussion to respond to the Nevada County Grand Jury letter regarding unfunded pension liabilities.

Mrs. Chavez and Mr. Griffin gave an overview of the request from the Nevada County Grand Jury letter regarding unfunded liabilities and the proposed response. After further discussion, response to R2 was amended to read “The recommendation has not yet been implemented, however, the Agency intends to explore the recommendation during its upcoming employee negotiations within the upcoming months.”

**MOTION** by Director Northrop, **SECOND** by Director Wilkins to approve the response to the Nevada County Grand Jury letter regarding unfunded pension liabilities; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Cox, Northrop, Wilkins and President Lewis  
NOES: None  
ABSENT: Director Tresan  
ABSTAIN: None

Motion passed.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that the all waste discharge requirements were met for the month.

Mr. Pallante provided an update on current and past projects for the maintenance department.

Mr. Parker provided an update on current and past projects for the engineering department.

Mr. Gray provided an update on current and past projects for the information and technology department.

Mrs. Chavez provided an update on current and past projects for the administration department.

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided an update on the status of various ongoing projects, none of which required action by the Board.

No action was taken by the Board.

VII. Board of Director Comment

Director Wilkins addressed the Board of Directors and informed them he was not re-elected to the TCPUD Board of Directors. He added that there is a planned retirement of another TCPUD Board of Director and there may be a possibility that he be appointed to the TCPUD Board of Directors depending on the action to fill the vacant seat.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 12:35 PM.

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.

The meeting was reopened at 12:50 PM. Nothing to report from closed session.

IX. ADJOURNMENT:

There being no further business, the meeting adjourned at 12:50 PM.



LaRue Griffin  
Secretary to the Board

Approved: 1/16/19

Documents  
recieved by the  
Board from  
meeting attendees  
during the Board  
meeting

My name is Aaron Carlsson, I am the Senior Engineer at T-TSA. I am here to talk about a letter dated December 2, 2018, that was submitted to the NTPUD Board of Directors. Speaking for the majority, we were not part of the letter submitted to your board, nor were we involved with any actions described in the letter.

Since working at T-TSA, I have determined that the T-TSA General Manager and the Board want to improve T-TSA for the better. Why should you believe my assessment? At my previous employer, I worked directly with the General Manager implementing the Sustainable Groundwater Management Act; I also sat on the AWWA Meter Standards Committee. These opportunities gave me the ability to interface with Sovereign Nations, national companies, and utilities across the country. All of this exposure gave me a clear understanding of what good utility management looks like and how it is carried out. T-TSA's Board, General Manager, and management staff are continuing to keep T-TSA at or above current industry standards and are practicing good utility management.

In my opinion, Mr. Lewis' familiarity with T-TSA, his knowledge of wastewater treatment and leadership skills, make him the best candidate to be on T-TSA's Board.

T-TSA needs to effectively serve our community with the highest level of customer service and treat wastewater in the most efficient manner possible. I have complete confidence that Mr. Lewis is more than capable of accomplishing this at T-TSA.

Thank you,



Aaron Carlsson, PE