

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
(530) 587-2525 • FAX (530) 587-5840

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

February 13, 2019

I. Call to Order:

Vice President Cox called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:06 AM. Roll call and Pledge of Allegiance followed.

Directors Present: S. Lane Lewis, NTPUD (arrived at 9:10 AM)
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
Bob Gray, Information and Technology Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel via teleconference
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Dawn Davis, Administration Department
Tiffany Hambrick, Administration Department
Paul Shouse, Maintenance Department
Robert Holmes, Maintenance Department
Jim Redmond, Maintenance Department
Justin Parrish, Maintenance Department
Mark Messerschmidt, Maintenance Department
Anthony Salinas, Maintenance Department
Jaime Garcia, Maintenance Department
Dean Haines, Maintenance Department
Ryan Schultz, Maintenance Department

Tobin Fuchs, Maintenance Department
Laura Mader, Operations Department
Collin Fischer, Operations Department
Jessie Denham, Operations Department

Public Present: Shawn Koorn, HDR Engineering, Inc.
Sarah Coolidge, Public
Carol Northrop, Public

II. Public Comment:

Agency staff, Mr. Jim Redmond, addressed the Board of Directors and provided a copy of his previously submitted letter at the January 16, 2019 Board of Directors meeting to Directors Cox and Northrop as they participated in the January meeting via teleconference.

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

III. Consent Agenda

1. Approval of the minutes of the special Board meeting on January 16, 2019.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the minutes of the special Board meeting on January 16, 2019; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval of general fund warrants.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the general fund warrants; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval of financial statements and status of investments.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the financial statements and status of investments; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

IV. Regular Agenda

1. Discussion and update of the Compensation and Classification Study.

Mrs. Shellie Anderson of Bryce Consulting, Inc. provided an update to the Board of Directors on the status of the Compensation and Classification Study and discussed the compensation breakdown. The next anticipated steps are to have Agency staff review job descriptions, conduct an employee review process, and present the draft Classification Study to the Board of Directors for approval.

President Lewis arrived at 9:10 AM.

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

2. Discussion and update of the Sewer Connection Fee Study.

Mr. Shawn Koorn of HDR Engineering, Inc. provided an analysis and options for a revised residential connection fee based on a base fee plus a square footage unit fee as opposed to the flat fee currently utilized by the Agency. After discussion, the Board of Directors directed staff to proceed with Option 3A which consists of a \$1,500 base fee plus a \$1.75 fee per square foot for residential living units.

Further discussion was had regarding residential additions and accessory dwelling units (ADU). For existing residential units that expand their residential square footage with an addition in excess of 500 square feet, the Board of Directors recommended the connection fee be assessed at the fee of \$1.75 per square foot provided the addition is not defined as an ADU or a second residential unit. For existing residential units that expand their residential square footage with an addition of 500 square feet or less, the connection fee will not be assessed provided the addition is not defined as an ADU or a second residential unit. For new or existing residential units that add an ADU or a second residential unit, the assessed connection fee will be a \$1,500 base fee plus a \$1.75 charge per square foot provided the ADU is not exempted from connection fees.

It was also discussed that there may be other minor revisions to the non-residential connection fees to simplify implementation.

3. Approval to advertise and solicit bids for the 2019 Plant Concrete Repair project.

MOTION by Director Tresan, **SECOND** by Director Northrop for approval to advertise and solicit bids for the 2019 Plant Concrete Repair Project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval of Consultant Services Agreement with Carollo Engineers, Inc. for the Agency Master Sewer Plan.

MOTION by Director Northrop, **SECOND** by Director Cox to approve the Consultant Services Agreement with Carollo Engineers, Inc. for the Agency Master Sewer Plan; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval of the Agreement to Terminate the Agreement for the Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve the Agreement to Terminate the Agreement for the Road Maintenance and Snow Removal Respecting the Relocated Joerger Drive; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of the AIMS Team, LLC. proposal for a modular asset management application.

MOTION by Director Cox, **SECOND** by Director Northrop to approve the AIMS Team, LLC. proposal for a modular asset management application; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Discussion of video recording and web hosting Board of Directors meetings.

Mr. Griffin provided Agency website statistics for the past month and informed the Board of Directors that the financial impact to video record and web host the Board of Directors meetings is minimal. The Board of Directors directed the next Board of Directors meeting be video recorded and there be a future follow up discussion to review and discuss the video recording.

8. Discussion of the sewer service charge billing and invoice process.

Mrs. Roshelle Chavez provided a cost comparison of the Agency's current sewer service charge billing process versus collecting sewer service charges on county tax rolls. After further discussion, the Board of Directors directed staff to implement appropriate actions to collect sewer service charges through the county tax rolls in phases as staff determines may be appropriate.

V. 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. Shouse 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.

VI. Board of Director Comment

Director Cox provide at update to the SVPSD siphon project and President Lewis asked the January 16, 2019 minutes be amended to reflect Director Wilkins was appointed to the TCPUD Board of Directors.

VII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 12:16 AM.

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.
2. Closed Session to hear complaints or charges brought against an employee by another person.
3. Closed session for public employee discipline/dismissal/release.

The meeting was reopened at 1:07 PM.

VIII. Regular Agenda (continued)

1. Consider adoption of resolution or motion appointing hearing officer for employee termination appeal hearing.

President Lewis appointed Director Cox and Director Wilkins to an ad hoc committee to select a third-party hearing officer for Mr. Fay's termination appeal hearing.

MOTION by Director Cox, **SECOND** by Director Northrop to approve the appointment of Director Cox and Director Wilkins to an ad hoc committee to select a third-party hearing officer for Mr. Fay's termination appeal hearing; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 1:08 PM.



LaRue Griffin
Secretary to the Board

Approved: 3/13/19

Documents received by the
Board of Directors from
meeting attendees during
the Board of Directors
meeting

James Redmond
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January 16, 2019

Tahoe Truckee Sanitation Agency
Board of Directors
13720 Butterfield Drive
Truckee, CA 96161

Dear Directors,

I am writing today to express my concerns and disappointment with the continued harassment, discrimination, and retaliatory behavior at TTSA, specifically within the maintenance department. Below is my personal account of just such an instance of harassment and retaliation. My hope is that the board of directors will read this letter, listen to its' employees and take to heart the pleas to make a change for the betterment of this organization.

Early in October 2018, I was asked by Richard Pallante if I was going to be involved with the snow removal crew this season. I told Mr. Pallante that I did not wish to be on the snow removal crew. I explained that I have been part of the snow removal crew for many years and that I now wished to spend time with my family on weekends and holidays. In addition, I suggested that some of the new employees might like the opportunity for more hours. At which time, Mr. Pallante told me that the department budget was being looked at and if I did not agree to be on the snow removal crew that TTSA would no longer pay me the \$100.00 CDL (commercial drivers license) monthly compensation. He said that his decision was based on the snow removal pay policy in the 2016 employee handbook. The 2016 handbook only speaks to the snow removal pay, I am asked to use my CDL on a weekly basis for the Agency; driving and operating the vactor truck and the ten wheel dump truck. I have to maintain my CDL by passing a biannual physical and keeping my driving record clean. Additionally, if this policy is based solely on snow removal why is the compensation for all 12 months of the year? I discussed these points with Mr. Pallante and he said he would get back to me with the status of the CDL compensation and that the handbook was currently being updated. In response, I suggested that this would be a good time to discuss the idea of other employees who have a CDL and use it for work other than snow removal, be compensated. Finally, I let Mr. Pallante know that I was more than willing to use my CDL during my normal work hours for all the equipment, including snow removal, if needed and that in my opinion wasn't it in the best interest of the Agency to have as many CDL drivers at his disposal as possible? He agreed.

At this point, I feel that I have been discriminated against because I would not agree to do snow removal.

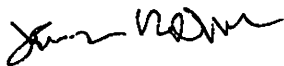
Ten days later I had not heard from Mr. Pallante in regards to my compensation questions, so I asked him the status. He said he would check in with human resources. I was called back 15 minutes later to Mr. Pallante's office where I was informed that I needed to take the DATCO drug test. I was then escorted to the hospital to provide a sample. Being escorted to the hospital has never been the procedure in all my previous years of being "randomly" pulled for testing. In addition, the timing of this drug test seemed to be incredibly suspicious considering my request for answers. No other employee has been treated in this manner for testing, again just me. Of course, I passed.

A week later Mr. Pallante and Vicky from human resources informed me that if I do not participate in the snow removal crew that I would not be compensated for having a CDL. Mr. Pallante then told me that I could be on call for snow removal, but when the call comes in I could say I was not available. This way I would still receive my compensation. I told him that I was being honest and upfront about not wanting to participate and the reasons why and I would not abuse the policy in that way. The paper work for this change was not ready in human resources and I was told it could take a few days. When the time came for me to sign the paper work noting the change in my compensation, the form was mostly blank with only the words "remove snow removal pay" and the effective date. I requested that the figures be included on the paper work and was told that payroll did not want any amounts on the form. This did not make sense and I was not willing to sign such a thing. I had to insist that Vicky put an amount, so she hand wrote my Mech 3 step wage. I felt like I was being harassed into signing something that wasn't complete.

In conclusion, I ask again that the TTSA board of directors hear what your employees are saying and take action against this behavior. I believe that this all starts with LaRue Griffin using his subordinates to punish the rank and file employees. Situations like I have described above and others have caused the agency to operate in a constant state of divisiveness and hostility that continues to worsen as time passes. Please act now.

Thank you for your time and dedication to the future of TTSA.

Sincerely,



James Redmond