

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
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TRUCKEE, CALIFORNIA 96161
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Directors

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

December 11, 2019

I. Call to Order:

Vice President Wilkins 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: Dale Cox, SVPSD (via teleconference)
Dan Wilkins, TCPUD
S. Lane Lewis, NTPUD
Jon Northrop, ASCWD
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
Robert Gray, Information and Technology Department
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Paul Shouse, Maintenance Department
Robert Holmes, Maintenance Department
Jim Redmond, Maintenance Department
Ryan Schultz, Maintenance Department
Dean Haines, Maintenance Department
Brandon Dimond, Operations Department
Matt Nitz, Operations Department
Michelle Mackey, Administration Department
Dawn Davis, Administration Department
Angelina Henson, Administration Department

Public Present: Steven Gortler, Municipal Advisor
Sarah Coolidge, Public

II. Public Comment.

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

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky 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 regularly scheduled Board meeting on November 13, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.

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

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

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

Motion passed.

V. Regular Agenda

1. Approval of Resolution 12-2019 adopting salary schedule, salary schedule implementation guide, and employee benefit changes.

MOTION by Director Northrop **SECOND** by Director Lewis to approve Resolution 12-2019 adopting salary schedule, salary schedule implementation guide, and employee benefit changes; unanimously approved.

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

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

Motion passed.

2. Approval of the Updated Classification Descriptions.

MOTION by Director Northrop **SECOND** by Director Lewis to approve the Updated Classification Descriptions; unanimously approved.

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

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

Motion passed.

3. Approval of the Agency Organizational Chart.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the revised Agency Organizational Chart; unanimously approved.

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

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

Motion passed.

Most of the Agency employees left after the approval.

4. Presentation by municipal advisor Steven Gortler concerning proposed refinancing of Agency State Revolving Fund loan.

Mr. Steven Gortler, Registered Municipal Advisor, provided an updated State Revolving Fund (SRF) Loan Refinancing Analysis presentation to the Board of Directors. After the presentation there was follow up conversation on the refinancing process.

5. Consider authorizing staff to proceed with refinancing of Agency State Revolving Fund loan.

MOTION by Director Lewis **SECOND** by Director Northrop to authorize staff to proceed with refinancing of Agency State Revolving Fund loan; unanimously approved.

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

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

Motion passed.

6. Consider approval of municipal advisor services agreement with Steven Gortler and bond and disclosure counsel services agreement with Jones Hall relating to the proposed refinancing of the Agency State Revolving Fund loan.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the municipal advisor services agreement with Steven Gortler and bond and disclosure counsel services agreement with Jones Hall relating to the proposed refinancing of the Agency State Revolving Fund loan; unanimously approved.

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

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

Motion passed.

7. Consider approval of Agency Debt Management Policy.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the Agency Debt Management Policy; unanimously approved.

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

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

Motion passed.

8. Approval of Resolution 13-2019 changing the regular Board meeting date.

MOTION by Director Tresan **SECOND** by Director Northrop to approve Resolution 13-2019 changing the regular Board meeting date; unanimously approved.

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

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

Motion passed.

9. Approval of Task Order No. 32.1 for the 2019 Headworks Improvement project.

MOTION by Director Tresan **SECOND** by Director Lewis to approve Task Order No. 32.1 for the Headworks Improvement project on a time and expenses basis with a not to exceed amount of \$78,336.92; unanimously approved.

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

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

Motion passed.

10. Approval to award the Agency Organizational Assessment.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the award of the Agency Organizational Assessment contract to Carollo Engineers, Inc. on a time and expenses basis with a not to exceed amount of \$56,000; unanimously approved.

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

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

Motion passed.

11. Approval to award the purchase of the Portable Emergency Pump Systems project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve award of the Portable Emergency Pump Systems purchase to Pac Machine, Inc. in the amount of \$127,552; unanimously approved.

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

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

Motion passed.

12. Approval to purchase a Polaris Ranger XP 1000 NorthStar Edition utility/snow vehicle.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the purchase of the Polaris Ranger XP 1000 NorthStar Edition utility/snow vehicle with a not to exceed amount of \$32,000; unanimously approved.

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

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

Motion passed.

VI. Management Team Reports

1. Department Reports.
2. General Manager Report

The Management Team Reports were not discussed.

No action was taken by the Board.

VII. Board of Director Comment

Director Lewis commended staff efforts in preparing and proceeding with the Agency Organizational Assessment.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:28 AM.

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential 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 for public employee discipline/dismissal/release.
3. Closed Session to hear complaints or charges brought against an employee by another person.
4. Closed session consultation with Agency General Counsel concerning threat to public services or facilities.

The meeting was reopened at 11:20 AM.

Agency counsel Mr. Richard Shanahan reported in open session that in the closed session, the Board unanimously adopted Resolution No. 14-2019, which decides the appeal by former employee Philip Fay, adopts hearing officer Cox's advisory and recommended findings of fact and decision, denies Mr. Fay's appeal, and affirms the decision to terminate Mr. Fay's employment

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:21 AM.



LaRue Griffin
Secretary to the Board

Approved: 01/08/20