

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

September 11, 2019

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 (arrived at 10:18 AM)
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
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Kevin Woods, Information and Technology Department
Emily Pindar, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Robert Holmes, Maintenance Department
Jim Redmond, Maintenance Department
Justin Parrish, Maintenance Department
Anthony Salinas, Maintenance Department
Jaime Garcia, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Dean Haines, Maintenance Department
Laura Mader, Operations Department
Kristin Schrandt, Operations Department
Kristin Davis, Operations Department

Brandon Dimond, Operations Department
Nancy Chuba-Barker, Operations Department
Dusty Gilmore, Operations Department
Troy Kilgore, Operations Department
Daniel Robenko , Operations Department

Public Present: Shellie Anderson, Bryce Consulting, Inc.
Sarah Coolidge, Public
Michael Zanfagna, 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 August 14, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the Administration Building Office Remodel project.
5. Approval of Progress Pay Estimate No. 2 for the 2019 Plant Concrete Repair project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Appeal of service charges for APN N45-050-71-000B.

MOTION by Director Northrop **SECOND** by Director Wilkins to approve the appeal of service charges for APN N45-050-71-000B and refund the parcel owners in the amount of \$9,511.20; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Presentation of the Classification and Compensation Study.

Mrs. Shellie Anderson of Bryce Consulting, Inc. presented the Bryce Classification and Compensation Plan, Final Report dated September 2019 and summarized the results and recommendations. Mr. Griffin provided an explanation of the salary smoothing process, or adjustments to the internal relationships, used to evaluate and determine the proposed salaries for the Chief Plant Operator, the Wastewater Treatment Plant Operators vs Mechanics, and the Chemists vs I&E Technicians. The Chief Plant Operator salary range was adjusted to match that of the Laboratory Director and I&E Supervisor. The Operator III benchmark classification salary range was set to match the Mechanic III salary range and the internal relationship for other Operator classifications changed according to the recommended internal relationships in the study. The evaluation determined an adjustment to increase salaries for the Chemists to match I&E Technicians was not warranted as there was no data to support an increase and the Chemists would be classified as Chemists III and therefore not be subjected to the lower 75% labor market salaries as they would maintain the current higher salaries for the Chemists III classification.

Director Wilkins asked for smoothing clarification performed on the Safety Officer. Mrs. Anderson stated she recommended the internal relationship to match that of the Operations Supervisor and she agreed with the applied smoothing explained by Mr. Griffin.

Director Wilkins inquired on the relationship between the Chemist classification series and the I&E Technician classification series. Mrs. Anderson explained the salary differences between the Laboratory Director and Chemists classifications and the I&E Supervisor and the I&E Technician classifications. Further discussion was had on the salary specifics between the Chemists and I&E Technician classifications series.

Ms. Anderson recommended changes to improve consistency between all classifications to include six steps within each classification with a 5% increase between each step. She recommended implementation of a salary schedule "A" for existing employees who are at or above the proposed new salary level in order to maintain current salaries and a salary

schedule "B" for new employees which would be set to labor market. Any cost of living adjustments would be applied to salary schedule "B" to increase with the labor market.

Director Tresan asked Mr. Griffin what the expected steps moving forward were should the Board of Directors accept the report. Mr. Griffin stated the action for the agenda item was to accept the report and he planned to hold a closed session discussion with the Board of Directors in October to commence the discussion of employee salaries and benefits.

President Lewis asked if there was any public comment on the agenda item.

Mr. Jim Redmond, Agency Mechanic III, stated he did not agree to the smoothing process as applied to the mechanics and felt the Mechanic classification series was overlooked in the report as classification titles were changed and the Mechanic classifications do not align with the I&E Technicians and Operators classifications.

Mrs. Laura Mader, Agency Laboratory Director, stated she did not agree with the salary range spread between the Laboratory Director and Chemists classifications as identified in the report.

There was further conversation on the report findings, applied smoothing and salary schedules between the Board of Directors, Mrs. Anderson and Mr. Griffin. Directors Tresan and Wilkins stated they were comfortable with the internal alignment recommendations.

3. Approval to accept the Classification and Compensation Study.

MOTION by Director Wilkins **SECOND** by Director Northrop to accept the Bryce Classification and Compensation Plan, Final Report dated September 2019; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Appointment of Agency Board President and Vice President.

MOTION by Director Tresan **SECOND** by Director Northrop to appoint Director Cox as Agency Board President and Director Dan Wilkins as Agency Board Vice President; unanimously approved.

The Board approved the motion by the following vote:

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

ABSENT: Director Cox
ABSTAIN: None

Motion passed.

5. Approval to award the bid for the repair of fiberglass caustic scrubber tank.

MOTION by Director Tresan **SECOND** by Director Wilkins to award the bid for the repair of the fiberglass caustic scrubber tank to Fiberglass Unlimited Inc. in the amount of \$18,617.25; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of Resolution No. 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency – Group 700 Non-PERS All Employees.

MOTION by Director Tresan **SECOND** by Director Northrop to approve Resolution No. 11-2019 electing to be subject to the Public Employees' Medical and Hospital Care Act at unequal amounts for employees and annuitants, Tahoe Truckee Sanitation Agency – Group 700 Non-PERS All Employees; unanimously approved.

The Board approved the motion by the following vote:

AYES: Directors Northrop, Wilkins, Tresan and President Lewis.
NOES: None
ABSENT: Director Cox
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 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. Woods 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 thanked staff and Director Blake Tresan as an ad hoc committee representative for their efforts on the Classification and Compensation Study.

Director Northrop asked the Board of Directors to take a moment of silence to honor the deceased, survivors, and families of the September 11, 2001 bombing of the World Trade Center. President Lewis proceeded with a moment of silence.

Director Tresan asked the Agency to continue to participate in community outreach opportunities such as the upcoming Truckee River Day. Director Wilkins stated the Big Truck Day would be another opportunity for community outreach.

Director Cox inquired on the implementation of the new billing process and new connection fee structure. Mrs. Chavez stated the implementation processes were going well.

President Lewis stated that it has been an honor and a privilege to serve as Board President and he thanked staff, legal counsel, Mr. Griffin, and the Board of Directors for their efforts and support.

No action was taken by the Board.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:42 AM.

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

There was no action to report from closed session.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:46 AM.



LaRue Griffin
Secretary to the Board

Approved: 10/9/19