

TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency

13720 Butterfield Drive

TRUCKEE, CALIFORNIA 96161

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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

August 14, 2019

I. Call to Order:

President Lewis called the special 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 (arrived at 9:15 AM)
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
Emily Pindar, Administration Department
Dawn Davis, Administration Department
Angelina Henson, Administration Department
Tiffany Hambrick, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Jim Redmond, Maintenance Department
Justin Parrish, Maintenance Department
Zeb Snider, Maintenance Department
Jesus Zarate, Maintenance Department
Anthony Salinas, Maintenance Department
Jaime Garcia, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department

Laura Mader, Operations Department
Kristin Schrandt, Operations Department
Brandon Dimond, Operations Department
Troy Kilgore, Operations Department
Jessie Denham, Operations Department

Public Present: Shellie Anderson, Bryce Consulting, Inc.
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 July 10, 2019
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the 2019 Plant Concrete Repair Project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

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

Mr. Griffin informed the Board of Directors of the ad hoc committee's recommendations to the Classification and Compensation Study. Ms. Shellie Anderson of Bryce Consulting, Inc was in attendance to address questions from the Board of Directors.

Mr. Griffin stated the ad hoc committee recommendations were:

1. Amend the list of comparable agencies to be used in the Classification and Compensation Study as follows:
 - City of Roseville
 - City of Sparks (Truckee Meadows Wastewater Reclamation Facility)
 - Delta Diablo Sanitation District
 - El Dorado Irrigation District
 - Incline Village General Improvement District
 - Mammoth Community Water District
 - Napa Sanitation District
 - North Tahoe Public Utility District
 - South Tahoe Public Utility District
 - Squaw Valley Public Service District
 - Tahoe City Public Utility District
 - Truckee Donner Public Utility District
 - Truckee Sanitary District
2. Create a Salary Schedule A and Salary Schedule B for the implementation of salary adjustments. Salary Schedule A would apply to current staff and allow staff to remain in and continue the step progression within their current classification if the current salary range is higher than the classification range proposed in the study.

Salary Schedule B would be based on recommendations by Bryce Consulting, Inc. and apply to new staff and to current staff should they change classifications. Current staff that change classifications may maintain their higher salary if the proposed salary range in the new classification is less than their current salary, provided the new classification assumes greater duties and responsibilities. Should the change in classification have less duties and responsibilities, the employee will be subject to the salary range assigned to the classification in Salary Schedule B.

3. Adjust salaries of employees identified as earning below the recommended salary range so they align with a step within the recommended salary range. The aligned step shall be of equal or higher salary than their current salary.
4. Promote employees that currently maintain certifications making them eligible for a higher classification would be moved to the higher classification in Schedule A upon approval of their immediate Supervisor and/or Department Manager.
5. A Cost-Of-Living-Adjustment (COLA) would only be applied the Salary Schedule B.
6. Implement a non-base pay compensation based on merit for all employees that are at their final salary step of their classification in the form of a single lump sum amount up to 5% of their current salary.

The Board of Directors accepted the ad hoc committee's recommendation to amend the list of comparable agencies in the Classification and Compensation Study. Implementation recommendations will be presented to the Board of Directors for approval at a future meeting. Bryce Consulting will finalize the study and return at the September meeting for

the Board of Directors to review and consider acceptance. Should the Board of Directors accept the Classification and Compensation Study, job classifications and salary schedules will be submitted to the Board of Directors at a future meeting for consideration of approval.

Ms. Anderson discussed the determination of the salary ranges based on the data sheets provided in the board packets.

Most of the Agency employees left after the discussion of this item.

2. Approval of Change Order No. 2 for the 2019 Plant Concrete Repair Project.

MOTION by Director Tresan, **SECOND** by Director Wilkins to approve Change Order No. 2, Alternative A, 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.

3. Approval of the 2019 Sewer System Management Plan Audit.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the 2019 Sewer System Management Plan Audit; 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 the Annual Budget for fiscal year 2019-2020.

Mr. Griffin provided a presentation and overview of the annual budget for fiscal year 2019-2020. He informed the Board of Directors of the budget format change from the previous annual budget and there was further discussion on possible additional format revisions to the next fiscal year budget.

MOTION by Director Northrop, **SECOND** by Director Cox to approve the Annual Budget for fiscal year 2019-2020; 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 Resolution No. 9-2019 to revise the wastewater capital reserve fund budget and making related findings.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve Resolution No. 9-2019 to revise the wastewater capital reserve fund budget and making related findings; 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.

6. Approval of Resolution No. 10-2019 to establish appropriations limits for fiscal year 2019-2020.

MOTION by Director Northrop, **SECOND** by Director Wilkins to approve Resolution No. 10-2019 to establish appropriations limits for fiscal year 2019-2020; 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.

7. Approval to terminate the Memorandum of Understanding of Cooperative Purchasing of Renewable Energy with Strategic Energy Innovations.

MOTION by Director Cox, **SECOND** by Director Tresan to approve the termination of the Memorandum of Understanding of Cooperative Purchasing of Renewable Energy with Strategic Energy Innovations; 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.

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. Gray provided an update on current and past projects for the IT department.

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

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

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:39 AM.

1. Closed session for public employee discipline/dismissal/release.

There was no action to report from closed session.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:57 AM.



LaRue Griffin
Secretary to the Board

Approved: 9/11/18