

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
13720 Butterfield Drive
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 SPECIAL MEETING MINUTES

February 12, 2020

I. Call to Order:

Vice-President Wilkins 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: Dale Cox, SVPSD (via teleconference)
Dan Wilkins, TCPUD
S. Lane Lewis, NTPUD (via teleconference)
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
Kevin Woods, Information and Technology Department
Richard P. Shanahan, Agency Counsel
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Jaime Garcia, Maintenance Department
Zeb Snider, Maintenance Department
Jesus Zarate, Maintenance Department
Jim Redmond, Maintenance Department
Anthony Salinas, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Dean Haines, Maintenance Department
Brandon Dimond, Operations Department
Troy Kilgore, Operations Department
Jessie Denham, Operations Department
William Martin, Operations Department
Laura Mader, Operations Department
Bill Pindar, Operations Department
Kristin Davis, Operations Department
Kristin Schrandt, Operations Department
Michelle Mackey, Administration Department

Dawn Davis, Administration Department
Angelina Henson, Administration Department
Tiffany Hambrick, Administration Department

Public Present: Steven Gortler, Municipal Advisor
Ron Ley, Damore, Hamric & Schneider, Inc.

II. Public Comment.

Agency staff, Aaron Carlsson, addressed the Board of Directors and stated his appreciation of the alternative work schedule proposed by management.

No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

Mr. Richard Pallante acknowledged Agency maintenance department staff who obtained professional achievements, awards, and anniversaries received for the previous calendar month.

Mr. Jason Parker acknowledged Safety Enforcement Officer, Mike Smith, and all Agency staff for receiving the annual California Water Environment Association (CWEA) Sierra Section "Safety Plant of the Year" award.

IV. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on January 8, 2020.
2. Approval of general fund warrants.
3. Approval of Progress Pay Estimate No. 1 for the Portable Emergency Pump Systems project.
4. Approval of Progress Pay Estimate No. 3 for the 2019 Digital Scanning of Sewer Lines project.

MOTION by Director Northrop **SECOND** by Director Lewis 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. Discussion of Employer-Employee Relations (EER) update.

Mr. Griffin provided an update on the proposed bargaining units for the Employer-Employee Relations rules (EER) to the Board of Directors for discussion. Discussion was had on the proposed units and the Board directed staff to prepare a draft EER to include the proposed bargaining units and corresponding rules and regulations in a resolution for further discussion and potential adoption.

2. Discussion of updated Employee Handbook.

Mr. Griffin provided the Board of Directors with an update on the Employee Handbook as prepared by staff and the handbook ad hoc committee. After discussion of the major changes from the current handbook version, direction was given to solicit staff feedback on the handbook for ad hoc committee consideration. For reference purposes, all staff feedback is to be categorized and identified (1) as feedback incorporated into the handbook, (2) feedback not incorporated in the handbook, and (3) feedback requiring further discussion, or similar.

3. Presentation of the annual financial audit for fiscal year 2018-2019.

Mr. Ron Ley of Damore, Hamrick & Schneider presented the annual financial audit for fiscal year 2018-2019 and addressed questions from the Board of Directors.

No action was taken by the Board.

4. Approval to receive and file the annual financial audit for fiscal year 2018-2019.

MOTION by Director Tresan **SECOND** by Director Northrop to receive and file the annual financial audit for fiscal year 2018-2019; 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.

5. Update on the 2020 Revenue Refunding Bonds.

Mr. Steven Gortler, Municipal Advisor, provided a presentation on the final closing results of the 2020 Revenue Refunding Bonds. The Agency created a debt service savings of approximately \$212,000 per year or a total of \$1.7M when it refinanced its SRF loan with refunding bonds.

No action was taken by the Board.

6. Approval of Agency Fund Policy

The approval of the Agency Fund Policy was tabled for the March 18 Board meeting.

7. Approval of Resolution No. 2-2020 extinguishing the SRF loan reserve fund and transferring money to the rate stabilization fund.

The approval of Resolution No. 2-2020 was tabled for the March 18 Board meeting.

8. Approval of Ordinance No. 1-2020 adjusting Agency connection charges as applied to accessory dwelling units.

MOTION by Director Northrop **SECOND** by Director Cox to approve Ordinance No. 1-2020 adjusting Agency connection charges as applied to accessory dwelling units; 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 to enter into a contract for the purchase of VFDs for the BNR influent pumps.

MOTION by Director Lewis **SECOND** by Director Cox to enter into a contract with Rexel, Inc. for the purchase of three (3) VFDs for the BNR influent pumps in the amount of \$100,712; 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 rebuild of Centrisys CS21-4 rotating assembly and Viscotherm hydraulic back drive.

MOTION by Director Tresan **SECOND** by Director Northrop to award of the rebuild of Centrisys CS21-4 rotating assembly and Viscotherm hydraulic back drive to CentriTEK Industrial Centrifuge Specialist in the amount of \$37,000.00; 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 utility carts.

MOTION by Director Lewis **SECOND** by Director Northrop to award the purchase of two (2) Taylor-Dunn B-200 electric utility carts up to the amount of \$25,000; 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.

12. Approval to award the 2020 Plant Painting project.

MOTION by Director Lewis **SECOND** by Director Tresan to award the 2020 Plant Painting project to F.D. Thomas Inc. in the amount of \$516,253; 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.

13. Discussion of board room layout for the 2020 Administration Building Remodel project.

Mr. Parker presented the two options of the board room layout to be applied to the 2020 Administration Building Remodel project. The Board directed staff to proceed with the "Alternative - A" for the board room layout.

14. Discussion concerning Board of Director compensation.

Mr. Griffin provided the Board of Directors with current and comparative compensation information for consideration of increasing Director compensation. After discussion, direction was given to proceed with the preparation of an ordinance to consider Board of Director compensation increases of 5% per calendar year at the next Board meeting.

VI. Management Team Reports

1. Department Reports.

There were no detailed discussions on the department reports as there were no questions or comments from the Board or department managers.

No action was taken by the Board.

2. General Manager Report

The General Manger did not have any additional comments to add to the report and there were no questions or comments from the Board.

No action was taken by the Board.

VII. Board of Director Comment

Director Cox informed the Board that he and others from the Squaw Valley Public Service District will be taking a tour of the Agency plant at the end of the month.

Directors Lewis and Director Wilkins thanked Director Cox, Director Tresan, Mr. Griffin and staff for their work on the Employee Handbook update.

VIII. CLOSED SESSION

1. Closed session conference with legal counsel – existing litigation (Government Code section 54956.9(d)(1)), Fay v. Agency.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 PM.



LaRue Griffin
Secretary to the Board

Approved: 04/15/20