

# TAHOE-TRUCKEE SANITATION AGENCY



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

**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

April 15, 2020

### I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the April 15, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA April 15 Board of Directors Meeting. President Cox 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 (via teleconference)  
S. Lane Lewis, NTPUD (via teleconference)  
Jon Northrop, ASCWD (via teleconference)  
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)  
Roshelle Chavez, Administrative Services Manager (via teleconference)  
Jay Parker, Engineering Manager (via teleconference)  
Michael Peak, Operations Manager (via teleconference)  
Richard Pallante, Maintenance Manager (via teleconference)  
Robert Gray, Information and Technology Manager (via teleconference)  
Vicky Lufrano, Human Resources Administrator (via teleconference)  
Richard P. Shanahan, Agency Counsel (via teleconference)  
Monna Radulovich, Agency Special Counsel (via teleconference)  
Aaron Carlsson, Engineering Department (via teleconference)  
Scott Fleming, Engineering Department (via teleconference)  
Jaime Garcia, Maintenance Department (via teleconference)  
Jesus Zarate, Maintenance Department (via teleconference)  
Paul Shouse, Maintenance Department (via teleconference)  
Greg O'Hair, Operations Department (via teleconference)  
Brandon Dimond, Operations Department (via teleconference)  
Troy Kilgore, Operations Department (via teleconference)  
Michelle Mackey, Administration Department (via teleconference)  
Dawn Davis, Administration Department (via teleconference)  
Angelina Henson, Administration Department (via teleconference)  
Tiffany Hambrick, Administration Department (via teleconference)

Public Present: Michael Spohr, Public (via teleconference)

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 special Board meeting on February 12, 2020.
2. Approval of general fund warrants.
3. Approval of financial statements

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

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

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

Motion passed.

V. Regular Agenda

1. Appeal of connection fees for APN 092-100-004-00

Mr. Spohr, owner of APN 092-100-004-00, addressed the Board of Directors and appealed the General Manager's determination of the ADU connection fee assessed to his parcel. Mr. Spohr believes the ADU square footage is 47% of the main residence square footage, therefore, the connection base fee should be proportionately adjusted to 47% of \$1,500 which is approximately \$705. The calculated connection fee for the ADU per Agency Ordinance No. 2-2020 is \$3,600. After Board of Director discussion, the appeal of the connection fees for APN 092-100-004-00 was denied.

**MOTION** by Director Lewis **SECOND** by Director Tresan to deny the appeal of connection fees for APN 092-100-004-00; unanimously denied.

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

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

Motion passed.

2. Approval of updated Employee Handbook.

Ad hoc committee members, Director Cox and Director Tresan, provided an update to the Board of Directors and recommended the updated employee handbook be adopted. After discussion, Directors Tresan, Lewis, Wilkins and President Cox thanked Mrs. Lufano and Mr. Griffin for their efforts in updating the handbook and staff for their feedback and participation.

Director Cox solicited public comment and received comment from Mr. Paul Shouse, Agency I&E Supervisor. Mr. Shouse informed the Directors that he wished to thank everyone for their hard work and diligence on the employee handbook and for accommodating so much of the combined staff feedback into the handbook. Mrs. Dawn Davis, Agency Accounting Technician, stated she agreed with Mr. Shouse's statement. No other public comment was received.

**MOTION** by Director Wilkins **SECOND** by Director Northrop to approve the updated Employee Handbook; unanimously approved.

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

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

Motion passed.

3. Discussion and action on Resolution No. 2-2020 establishing rules and regulations for the administration of employer-employee relations.

Mrs. Vicky Lufano presented Resolution No. 2-2020 to the Board of Directors and discussed the changes to the bargaining units from the previous draft resolution from the February 12, 2020 meeting. The five (5) bargaining units previously proposed were amended to three (3) bargaining units as follows:

1. **General Unit:** Operator in Training, Operator I/II/III, Lead Maintenance Mechanic, Maintenance Mechanic I/II/III, Inventory Control Specialist, Instrumentation and Electrical Technician I/II/III, Administrative Assistant I/II, Accounting Technician I/II, Customer Service Specialist I/II and Purchasing Agent I/II.
2. **Professional/Technical Unit:** Chemist I/II/III, Assistant/Associate Engineer, Safety Officer and Information Technology Specialist.
3. **Supervisory/Managerial Unit:** Operations Supervisor, Operations Shift Supervisor, Instrumentation and Electrical Supervisor, Maintenance Supervisor, Customer Service Supervisor, Accounting Supervisor, Senior Engineer, Chief Plant Operator, Laboratory Director, Operations Department Manager, Maintenance Department Manager,

Information Technology Department Manager, Engineering Department Manager, and Administrative Department Manager.

Mrs. Monna Radulovich of WPR, addressed Director questions and provided information on the proposed bargaining units.

After discussion, President Cox solicited public comment and received comment from Mr. Paul Shouse, Agency I&E Supervisor. Mr. Shouse informed the Directors that he had personal experience in bargaining units and found that creating separation between supervision and general staff can be crucial in avoiding conflicts. He added that there are often times when general staff disagree with management and he recommended supervision classifications not be in the same bargaining units as general staff. No other public comment was received.

**MOTION** by Director Wilkins **SECOND** by Director Tresan to approve Resolution No. 2-2020 establishing rules and regulations for the administration of employer-employee relations; unanimously approved.

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

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

Motion passed.

4. Approval of the updated Laboratory Director and Chief Plant Operator classification descriptions.

**MOTION** by Director Lewis **SECOND** by Director Northrop to approve the updated Laboratory Director and Chief Plant Operator classification descriptions; unanimously approved.

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

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

Motion passed.

5. Approval of Agency Investment Policy.

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

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

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

Motion passed.

6. Approval to purchase the portable plant air compressor.

**MOTION** by Director Lewis **SECOND** by Director Northrop to approve the purchase of the portable plant air compressor; unanimously approved.

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

AYES: Directors Wilkins, Northrop, Tresan, Lewis and President Cox.  
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 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 Cox expressed his gratitude to Mrs. Chavez for her assistance in preparing IT hardware for the GoToMeeting teleconference.

Director Tresan expressed thanks to all T-TSA staff for making the transition to the COVID-19 mitigation schedule while continuing our mission and keeping staff safe. Director Northrop and Director Lewis agreed and said staff was doing a great job considering the circumstances.

Director Wilkins suggested teleconference participants use headset to possibly reduce electrical feedback.

**MOTION** by Director Lewis **SECOND** by Director Northrop to adjourn the open session of the meeting; unanimously approved.

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

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

Motion passed.

VIII. CLOSED SESSION

1. Closed session conference with legal counsel – existing litigation (Government Code section 54956.9(d)(1)), P. Fay v. Agency.
2. Closed session conference with legal counsel for existing administrative proceeding (Government Code section 54956.9(d)(1)) – International Brotherhood of Electrical workers, Local 1245 v. Agency (PERB Case No. SA-CE-1017-M).
3. Closed session to hear complaints or charges brought against an employee by another person.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:11 PM.



LaRue Griffin  
Secretary to the Board

Approved: 05/20/20