

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
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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 SPECIAL MEETING MINUTES

May 15, 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
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
Michelle Mackey, Administration Department
Dawn Davis, Administration Department
Angelina Henson, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Robert Holmes, Maintenance Department
Mark Heidelberger, Maintenance Department
Justin Parrish, Maintenance Department
Jim Redmond, Maintenance Department
Jesus Zarate, Maintenance Department
Ryan Schultz, Maintenance Department
Laura Mader, Operations Department
Kristin Davis, Operations Department
Kristin Schrandt, Operations Department
Brandon Dimond, Operations Department
Billy Martin, Operations Department

Public Present: Shellie Anderson, Bryce Consulting, Inc.
Sarah Coolidge, North Tahoe PUD

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.

President Lewis thanked the staff for their work and stated that the strength of the Agency is with its employees.

IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on April 10, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.

MOTION by Director Cox, **SECOND** by Director Northrop to approve the Consent Agenda items; 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.

V. Regular Agenda

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

Mrs. Shellie Anderson of Bryce Consulting, Inc. provided an update to the Board of Directors on the status of the Compensation and Classification Study. The next anticipated steps are to have Agency staff review and provide comment on their job descriptions and Bryce Consulting, Inc. will present comparable agency compensation data and request a labor market position be determined at the July 10 meeting.

No action was taken by the Board and most of the Agency employees left after the discussion item.

2. Approval of Ordinance 2-2019 electing to collect sewer service charges on the county tax roll.

MOTION by Director Tresan, **SECOND** by Director Cox to approve Ordinance 2-2019 electing to collect sewer service charges on the county tax roll; 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 to advertise and solicit bids for the 2019 Digital Scanning of Sewer Lines project.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve advertisement and solicitation of bids for the 2019 Digital Scanning of Sewer Lines 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.

4. Approval of the TTSA/TTAD Property Exchange Agreement.

MOTION by Director Cox, **SECOND** by Director Northrop to approve the TTSA/TTAD Property Exchange Agreement; 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. Discussion on the Master Sewer Plan level of service.

Mr. Jay Parker presented the “Master Sewer Plan Goals and Level of Services aligned with Implementation Strategies and Proposed CIP Projects” spreadsheet table as prepared by T-TSA and Carollo Engineers, Inc. After further discussion, the Board of Directors did not provide any amendments to the spreadsheet table.

6. Discussion on energy use, conservation, and recovery.

Mr. Griffin provided an update to the Board of Directors on the status of the Sustainable Energy & Economic Development Fund and Collaborative Solar Initiative program (SEED). Discussion was held on whether the Agency should obtain independent consultation services to oversee the recommendations of the SEED program. The Board of Directors directed staff to monitor the SEED program progress and provide monthly updates, at which time a determination on the need for a consultant would be determined.

7. Discussion and action on payment to the CalPERS retirement pension plans.

Mrs. Roshelle Chavez provided a brief overview of the annual valuation reports prepared as of June 30, 2017 by CalPERS for Classic and PEPRA employees and discussed the financial benefits of paying additional discretionary payments to the unfunded accrued liability (UAL). Mr. Griffin revisited previous data identifying potential fund balances should the Agency provide additional discretionary payments.

After further discussion, the Board of Directors directed staff to provide the scheduled payment of \$1,060,669 and an additional discretionary payment of \$2,474,418 for fiscal year 2019-2020 towards the CalPERS Classic employee UAL. The additional discretionary payment would be in accordance with the projected 5-year amortization schedule and staff would include the UAL payment in the fiscal year 2019-2020 budget.

MOTION by Director Cox, **SECOND** by Director Northrop to approve the scheduled and additional discretionary payment to the CalPERS Classic employees UAL in the total amount of \$3,535,087 for fiscal year 2019-2020, on or before the due date of July 31, 2019; 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.

8. Discussion on fiscal year 2019-2020 Agency financial budgets.

Mr. Griffin requested the approvals of the fiscal year 2019-2020 budgets be postponed to the August 14 Board meeting. The Board of Directors accepted the postponement.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that the 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.

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 Tresan thanked Mrs. Chavez and staff for providing workshop trainings on the implementation of the Agency's new connection fee schedule to TSD staff.

Director Cox provided an update on the SVPSD siphon project and recommended the other Board of Directors and Agency staff visit the site during construction.

President Lewis commended Agency staff on the increased public transparency and recommended the Agency allow staff sufficient time to review their job descriptions for the Compensation and Classification Study.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:25 AM.

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

The meeting was reopened at 11:56 AM with no action to report from closed session.

IX. Regular Agenda (continued)

1. Consider adoption of resolution concerning appointment of hearing officer for employee termination appeal hearing.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve Resolution 2-2019 appointing Director Dale Cox as the hearing officer for the employee termination appeal hearing; 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.

X. ADJOURNMENT

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



LaRue Griffin
Secretary to the Board

Approved: 6/12/19