

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

July 10, 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, SVPSPD
Jon Northrop, ASCWD
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services 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
Emily Pindar, Administration Department
Celeste Graves, 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
Robert Holmes, Maintenance Department
Zeb Snider, Maintenance Department
Jesus Zarate, Maintenance Department
Jaime Garcia, Maintenance Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Laura Mader, Operations Department
Kristin Davis, Operations Department
Kristin Schrandt, Operations Department
Billy Martin, Operations Department
Brandon Dimond, Operations Department

Public Present: Shellie Anderson, Bryce Consulting, Inc.

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 June 12, 2019
2. Approval of general fund warrants.

MOTION by Director Northrop, **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, Wilkins, Tresan and President Lewis
NOES:	None
ABSENT:	None
ABSTAIN:	None

Motion passed.

V. Regular Agenda

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

Mrs. Shellie Anderson of Bryce Consulting, Inc. provided an update to the Board of Directors on the status of the Classification and Compensation Study. After discussion, the Board of Directors assigned a labor market of 75% to the Bryce Consulting, Inc. list of comparable agencies for Classic Employees and created an ad hoc committee consisting of Directors Tresan and Wilkins to report back to the Board of Directors on recommendations to potential implementation challenges, smoothing of classification outliers and study calculations.

2. Approval of the Organization Chart and Salary Schedule for fiscal year 2019-2020.

MOTION by Director Northrop, **SECOND** by Director Cox to approve the Organization Chart and Salary Schedule 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.

3. Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board to adopt a report on delinquent charges and authorizing their collection of charges on the tax roll.

President Lewis opened the public hearing at 10:35 AM. There was no public comment and President Lewis closed the public hearing at 10:35 AM. No action was taken by the Board.

4. Approval of Resolution No. 6-2019 to adopt a report on delinquent charges and authorize their collection on the tax roll.

MOTION by Director Tresan, **SECOND** by Director Cox to approve Resolution No. 6-2019 to adopt a report on delinquent charges and authorize their collection on the 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.

5. Approval of Resolution No. 7-2019 to request collection of delinquent sewer service charges on the Placer County tax roll.

MOTION by Director Tresan, **SECOND** by Director Northrop to approve Resolution No. 7-2019 to request collection of delinquent sewer service charges on the Placer 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.

6. Approval of Resolution No. 8-2019 to reference the standard form tax collection services contract with the County of Nevada.

MOTION by Director Tresan, **SECOND** by Director Northrop to approve Resolution No. 8-2019 to authorize the County of Nevada to collect delinquent charges on the tax roll pursuant to the previously-approved tax collection services contract with the County of Nevada; 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.

7. Approval to submit certifications for collection of delinquent charges on the El Dorado County tax roll.

MOTION by Director Tresan, **SECOND** by Director Cox to approve the submittal of certifications for collection of delinquent charges on the El Dorado 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.

8. Approval to award bid for the 2019 Roof Repair project.

MOTION by Director Northrop, **SECOND** by Director Tresan to award the bid for the 2019 Roof Repair project to Centimark Corporation with a not exceed amount of \$419,286.60; 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.

9. Approval to award bid for the Digital Scanning of Sewer Lines project.

MOTION by Director Northrop, **SECOND** by Director Tresan to award the bid for the Digital Scanning of Sewer Lines project to Hoffman Southwest Corp. with a not exceed amount of \$141,400; 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.

10. Approval of Task Order No. 32 with CH2M Hill, Inc. for the 2020 Headworks Improvements project.

MOTION by Director Northrop, **SECOND** by Director Wilkins to approve Task Order No. 32 with CH2M Hill, Inc. for the 2020 Headworks Improvements project with a not exceed amount of \$490,544; 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.

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

Mr. Richard Pallante provided an update to the Board of Directors on the status of the Sustainable Energy & Economic Development Fund and Collaborative Solar Initiative program (SEED) and informed them the SEED program team had performed an Agency site visit and held a workshop at South Lake Tahoe. After further discussion, Mr. Griffin recommended the Agency terminate the MOU with for the cooperative purchase of renewable energy as it isn't the best option for the Agency at this time. The Board directed Mr. Griffin to return at the next meeting with an action to terminate the MOU.

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

Mr. Carlsson 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 11:03 AM.

1. Closed session for public employee discipline/dismissal/release.
2. Closed session conference with legal counsel – anticipated litigation (Government Code section 54956.9(d)(2)). Significant exposure to litigation involving one potential case based on money damages claim filed by Philip Fay.

The meeting was reopened at 11:33 AM with no action to report from closed session.

IX. Regular Agenda (continued)

1. Consideration of money damages claim filed by Philip Fay relating to alleged retaliation

MOTION by Director Wilkins, **SECOND** by Director Northrop to reject the money damages claim filed by Philip Fay because it is premature; 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 11:34 AM.

A handwritten signature in blue ink, appearing to read 'L. Griffin', with a long horizontal flourish extending to the right.

LaRue Griffin
Secretary to the Board

Approved: 8/14/19