

# 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

June 12, 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 9:09 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  
Vicky Lufrano, Human Resources Administrator  
Richard P. Shanahan, Agency Counsel  
Dawn Davis, Administration Department  
Aaron Carlsson, Engineering Department  
Scott Fleming, Engineering Department  
Mike Smith, Engineering Department  
Paul Shouse, Maintenance Department  
Jim Redmond, Maintenance Department  
Zeb Snider, Maintenance Department  
Jesus Zarate, Maintenance Department  
Jaime Garcia, Maintenance Department  
Ryan Schultz, Maintenance Department  
Laura Mader, Operations Department  
Kristin Davis, Operations Department  
Billy Martin, Operations Department  
Jessie Denham, Operations Department

Public Present: 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 special Board meeting on May 15, 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, Tresan and President Lewis
NOES:	None
ABSENT:	Director Wilkins
ABSTAIN:	None

Motion passed.

V. Regular Agenda

1. Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board adopting 2019-20 tax roll billing report and approving billing and collection of charges on county tax roll.

Mrs. Roshelle Chavez provided an overview of the 2019-20 tax roll billing report and collection process on the county tax roll.

President Lewis opened the public hearing. There was no public comment. President Lewis closed the public hearing. No action was taken by the Board.

2. Approval of Resolution No. 3-2019 adopting 2019-20 tax roll billing report and approving billing and collection of charges on the County of Placer tax roll.

**MOTION** by Director Tresan, **SECOND** by Director Northrop to approve Resolution No. 3-2019 adopting 2019-20 tax roll billing report and approving billing and collection of charges on the County of Placer 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 of Resolution No. 4-2019 adopting 2019-20 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll.

**MOTION** by Director Tresan, **SECOND** by Director Cox to approve Resolution No. 4-2019 adopting 2019-20 tax roll billing report and approving billing and collection of charges on the County of Nevada 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.

4. Approval of Resolution No. 5-2019 adopting 2019-20 tax roll billing report and approving billing and collection of charges on the County of El Dorado tax roll.

**MOTION** by Director Tresan, **SECOND** by Director Cox to approve Resolution No. 5-2019 adopting 2019-20 tax roll billing report and approving billing and collection of charges on the County of El Dorado 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. Discussion and update of the Classification and Compensation Study.

Mrs. Vicky Lufrano provided an update to the Board of Directors on the status of the Classification and Compensation Study and discussed the anticipated actions for the July and August Board of Directors meetings.

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

6. Approval to award bids for the procurement of hydrated lime, liquid chlorine, liquid oxygen, methanol, and ferric chloride.

**MOTION** by Director Northrop, **SECOND** by Director Cox to approve and award bids for the procurement of hydrated lime, liquid chlorine, liquid oxygen, methanol, and ferric chloride to the lowest responsive bidders; 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 reject all bids for the 2019 Roof Repair project and re-advertise for bids.

**MOTION** by Director Cox, **SECOND** by Director Northrop to approve to reject all bids for the 2019 Roof Repair project and re-advertise for bids; 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 of amendment to the agreement between TTSA and CH2M Hill.

**MOTION** by Director Cox, **SECOND** by Director Tresan to approve the of amendment to the agreement between TTSA and CH2M Hill; 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 of Damore, Hamric & Schneider, Inc. letters of engagement for the annual financial audit of fiscal year 2018-2019.

**MOTION** by Director Cox, **SECOND** by Director Northrop to approve the Damore, Hamric & Schneider, Inc. letters of engagement for the annual financial audit of fiscal year 2018-2019; motion approved.

The Board approved the motion by the following vote:

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

Motion passed.

10. 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) and informed them the SEED program team will perform an Agency site visit and hold a workshop at South Lake Tahoe by the end of the month. After Board discussion, staff was directed to meet with the SEED representatives, learn more about the program, and provide an update at the next meeting.

11. Discussion on potentially changing the date and time of the regular Board of Directors meetings.

Mr. Griffin discussed the potential to change the date and time of regular Board of Directors meeting from the existing schedule of the second Wednesday of the calendar month at 9:00 AM. After Board discussion, staff was directed to revisit the potential change at the end of the calendar year.

## 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 additional support related to the implementation of the Agency's new connection fee schedule and permit portal to TSD staff. He also thanked Mr. Peak and his staff for their assistance with water quality sampling as well.

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

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

## VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:41 AM.

1. Closed session conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case No. SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charge).
2. Closed session for public employee discipline/dismissal/release.

The meeting was reopened at 11:23 AM with no action to report from closed session.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:23 AM.



LaRue Griffin  
Secretary to the Board

Approved: 7/10/19