

TAHOE-TRUCKEE SANITATION AGENCY



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

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

August 16, 2018

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 via teleconference
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard Pallante, Maintenance Manager
Bob Gray, Information and Technology Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Emily Pindar, Administration Department
Celeste Graves, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Paul Shouse, Maintenance Department
Jesus Zarate, Maintenance Department

Public Present: None

II. Public Comment:

There was no comment. No action was taken by the Board.

III. Introduction of New Agency Staff

Mrs. Lufrano introduced a new full-time staff member to the Board of Directors and informed them of the roles and duties within the Agency.

IV. Professional Achievements & Awards

Mrs. Lufrano acknowledged agency staff whom obtained professional achievements and awards for the previous calendar month to the Board of Directors.

Most of the Agency employees left the meeting following the acknowledgement.

V. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on July 11, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 2 for the 2018 Clarifier Painting project.
5. Approval of progress pay estimate no. 1 for the 2018 Roof Repair project.

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

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

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

Motion passed.

VI. Regular Agenda

1. Appeal of charges for APN N18-590-38-000.

The Board of Directors heard and discussed the customer appeal for relief of a connection fee and back sewer service charges concerning Ms. Denise d'Ambra, owner of the property on APN N18-590-38-000.

MOTION by Director Cox, **SECOND** by Director Tresan to deny Ms. d'Ambra's appeal for relief; unanimously approved.

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

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

ABSTAIN: None

Motion passed.

2. Appeal of charges for APN N19-090-02-000A.

Mr. Griffin informed the Board of Directors there is a correction to the APN to reflect APN N19-090-02-000A. The Board of Directors heard and discussed the customer appeal for relief of compound interest and penalties on past unpaid sewer service charges concerning Union Pacific Railroad, owner of the property on APN N19-090-02-000A.

MOTION by Director Cox, **SECOND** by Director Tresan to reduce compound interest and penalties to amend the current balance due to \$5,094.06, provided Union Pacific Railroad submit payment in full within 60 days, and that if the adjusted balance is not paid in full by that deadline, the past due balance will revert to the former amount of \$8,605.48.

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

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

Motion passed.

10. Discussion regarding Classification and Compensation Study.

Mrs. Lufrano provided an overview of a Classification and Compensation Study to the Board of Directors and stated it would be beneficial to have such study be performed in conjunction with the updated Employee Handbook.

MOTION by Director Tresan, **SECOND** by Director Cox to approve the issuance of a request for proposals to select a consultant to prepare the Classification and Compensation Study; unanimously approved.

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

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

Motion passed.

VII. Management Team Report

1. Department Reports

Mr. Peak provided an update on current and past projects for the operations department and reported there was a violation in the waste discharge requirements for the month due to

WWTP operator error. The error has been corrected and the plant has returned to compliance.

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.

Mr. Gray provided an update on current and past projects for the information and technology department.

No action was taken by the Board.

2. General Manager Report

Mr. Griffin provided a brief update on the status of various ongoing projects, none of which required action by the Board.

No action was taken by the Board.

VIII. Board of Director Comment

Director Tresan acknowledged his appreciation of Mr. Griffin's presence at the recent CASA conference.

No action was taken by the Board.

IX. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:02 AM

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Conference with real property negotiator concerning proposed lease price and terms of payment relating to: real property – Agency property in Truckee, CA located west of the TTSA Water Reclamation Plant, north of Joerger Drive, and south of the Truckee River (Nevada County APNs 49-330-04, 49-040-24 and 19-440-81); Agency negotiator – General Manager LaRue Griffin; and, other negotiating party – A. Teichert & Son, Inc. (dba Teichert Aggregates).
3. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW

unfair labor practice charges).

The meeting was reopened at 10:38 AM. Nothing to report from closed session.

X. ADJOURNMENT:

There being no further business, the meeting adjourned at 10:38 AM.



LaRue Griffin
Secretary to the Board

Approved: 9/12/18