

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 REGULAR MEETING MINUTES

April 10, 2019

I. Call to Order:

President Lewis 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: S. Lane Lewis, NTPUD
Dale Cox, SVPSD (via teleconference)
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
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Michelle Mackey, Administration Department
Dawn Davis, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Paul Shouse, Maintenance Department
Jim Redmond, Maintenance Department
Jesus Zarate, Maintenance Department
Jaime Garcia, Maintenance Department
Ryan Schultz, Maintenance Department

Public Present: Shawn Koorn, HDR Engineering, Inc.
Sarah Coolidge, North Tahoe PUD
Danielle Grindle, Squaw Valley PSD
Fabienne Gueissaz, Squaw Valley PSD

Following the pledge of allegiance, President Lewis provided a moment of silence to honor the memory of Mr. O. Z. Butterfield who recently passed away.

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.

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

IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on March 13, 2019.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of progress pay estimate no. 2 for the Building 27 Main Service Upgrade project.

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

Motion passed.

V. Regular Agenda

1. Presentation of the Sewer Connection Fee Study.

Mr. Shawn Koorn of HDR Engineering, Inc. provided a presentation of the Sewer Connection Fee Study. The study recommended a base fee of \$1,500 plus a \$1.75 per square footage fee for residential living units; a base fee of \$1,500 plus a \$1.75 per square footage fee for accessory dwelling units (ADU) in excess of 500 square feet; a \$1.75 per square footage fee for residential additions, not defined as an ADU, exceeding 500 square feet; and other minor revisions to the non-residential connection fees to simplify implementation.

2. Public hearing to consider the adoption of a proposed ordinance adjusting Agency connection charges and making related amendments.

President Lewis opened the public hearing at 10:06 AM. No comments were received from the public and the public hearing was closed at 10:07 AM.

3. Approval of Ordinance No. 1-2019 adjusting Agency connection charges and making related amendments.

Director Tresan recommended the second sentence of Section 6, subsection B read “The applicant shall provide the Agency with a copy of the building permit issued by the county or town with jurisdiction, which must show the square footage within the new residential structure or addition, not including any carport, covered or uncovered walkway, garage, overhang, patio, enclosed patio, detached accessory structure or similar area.”

MOTION by Director Northrop, **SECOND** by Director Wilkins to approve Ordinance No. 1-2019 adjusting Agency connection charges and making related amendments and include the change as proposed by Director Tresan; unanimously approved.

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

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

Motion passed.

4. Approval to enter into a contract with CNW Construction, Inc. to perform the Administration Building Office Remodel project.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the contract with CNW Construction, Inc. to perform the Administration Building Office Remodel project in the amount of \$66,000; unanimously approved.

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

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

Motion passed.

5. Approval to award the 2019 Plant Concrete Repair project.

MOTION by Director Northrop, **SECOND** by Director Tresan to award the 2019 Plant Concrete Repair Project to Q&D Construction, LLC. In the amount of \$448,643.80; unanimously approved.

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

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

Motion passed.

6. Approval to advertise and solicit bids for the 2019 Roof Repair project.

MOTION by Director Northrop, **SECOND** by Director Cox to approve to advertise and solicit bids for the 2019 Roof Repair project; unanimously approved.

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

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

Motion passed.

7. Approval of the T-TSA Investment Policy.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve the T-TSA Investment Policy; unanimously approved.

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

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

Motion passed.

8. Discussion and action on funding request from the Truckee River Watershed Council.

MOTION by Director Wilkins, **SECOND** by Director Cox to approve the funding request of \$5,000.00 to the Truckee River Watershed Council; unanimously approved.

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

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

Motion passed.

9. Discussion and action on video recordings of the Board of Directors meeting.

Mr. Griffin informed the Board of Directors that a new video camera and microphone were purchased for video recording the Board of Directors meetings. The Board of Directors directed the meetings continue to be recorded and published to the Agency website.

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. 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

Director Tresan inquired about the status of the SEED Solar project and requested a future Board of Directors discussion on energy use and conservation. Director Wilkins stated there are consultants that could be utilized to assist in assessing the Agency's energy needs. President Lewis requested a discussion item be placed on the next meeting agenda to discuss the matter accordingly.

Directors Tresan and Wilkins informed the other Board of Directors they were contacted by Teichert for discussion of future mining operations on Agency property.

President Lewis commended Agency staff on the new financial statement format and increased public transparency.

VIII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:57 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. Closed session for public employee discipline/dismissal/release.

The meeting was reopened at 11:28 PM.

IX. ADJOURNMENT

MOTION by Director Northrop, **SECOND** by Director Cox to adjourn the meeting of the Board of Directors; unanimously approved.

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

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

Motion passed and the meeting was adjourned at 11:29 AM.



LaRue Griffin
Secretary to the Board

Approved: 5/15/19