

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 REGULAR MEETING MINUTES

June 13, 2018

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
Jon Northrop, ASCWD
Dan Wilkins, TCPUD
Blake Tresan, TSD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Administrative Services Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Bob Gray, Information and Technology Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Dawn Davis, Administration Department
Angelina Henson, Administration Department
Aaron Carlsson, Engineering Department
Mike Smith, Engineering Department
Laura Mader, Laboratory Department
Bill Pindar, Laboratory Department
Kristin Davis, Laboratory Department
Philip Fay, Maintenance Department
Jim Redmond, Maintenance Department
Anthony Salinas, Maintenance Department
Chad Bentley, Operations 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 acknowledged agency staff whom obtained professional achievements for the previous calendar month to the Board of Directors.

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

IV. Professional Achievements & Awards

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

V. Consent Agenda

1. Approval of the minutes of the special Board meeting on May 9, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.

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

The Board approved the motion by the following vote:

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

Motion passed.

VI. Regular Agenda

1. Approval of the Annual Budget for fiscal year 2018-2019.

Mr. Griffin explained that there is a new structure within the budget for the 2018-19 fiscal year and provided an overview of the new structure and budget. There was further discussion of a master plan, pension liability, post-employment benefits and minimum reserve fund.

MOTION by Director Northrop, **SECOND** by Director Cox for the approval of the Annual Budget for fiscal year 2018-2019; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval of Resolution 1-2018 revising the wastewater capital reserve fund budget and making related findings.

MOTION by Director Northrop, **SECOND** by Director Wilkins for the approval of Resolution 1-2018 revising the wastewater capital reserve fund budget and making related findings; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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

MOTION by Director Wilkins, **SECOND** by Director Northrop to award bids for the procurement of liquid sodium hydroxide, hydrated lime, liquid chlorine, liquid oxygen, methanol and ferric chloride to the lowest responsive bidder of each corresponding chemical as listed in the staff report for this item.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval to award the 2018 Roof Repair Project.

MOTION by Director Northrop, **SECOND** by Director Tresan to award the 2018 Roof Repair Project to Centimark Corporation in the amount of \$126,907; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval of Damore, Hamric & Schnieder, Inc. letters of engagement.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve the Damore, Hamric & Schnieder, Inc. letters of engagement; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval to ratify the license agreement with Big Blue Adventure, LLC.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the ratification of the license agreement with Big Blue Adventure, LLC; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Approval of the Tahoe Truckee area agreement for mutual emergency aid.

MOTION by Director Tresan, **SECOND** by Director Northrop to approve the Tahoe Truckee area agreement for mutual emergency aid; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

8. Discussion of the Avery Hotel development.

Mr. Griffin informed the Board of Directors that he met with developer representative Mr. David Tirman to discuss outstanding charges accrued by the Agency associated with the original Avery Hotel development and there was no additional update. An update would be provided as Mr. Tirman meets with the hotel owner to further discuss the matter.

No action was taken by the Board.

9. Discussion of the Table of Organization and Salary Schedule.

Mrs. Lufrano provided an update on the annual cost-of-living (COLA) adjustment in accordance with the California Consumer Price Index (CPI), All Urban Consumers, based on the previous calendar year commencing in April. Due to a State of California Department of Industrial Relations CPI publication delay, the data was not available to update the salary schedule for Board consideration and approval. Once the CPI is published, the amended salary schedule along with the table of organization will be submitted to the Board of Directors for consideration and approval.

No action was taken by the Board.

10. Report of Ad Hoc committee on the handbook revision.

Director Tresan and Director Cox informed the Board that an ad hoc meeting was held to discuss a plan and schedule to update the handbook.

No action was taken by the Board.

VII. Management Team Report

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 with the exception of a minor pH violation which was reported to the Regional Water Control Board (Lahontan).

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.

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 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 Cox welcomed Mrs. Vicky Lufrano to the Agency and President Lewis stated he felt the budgeting changes is a positive action moving forward.

No action was taken by the Board.

IX. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:41 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 conference with legal counsel regarding existing adjudicatory administrative proceeding, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-RR-1172-M) under Government Code section 54956.9(d)(1) (IBEW petition for recognition and unfair labor practice charge).
3. Closed session for public employee performance evaluation of the General Manager.

The meeting was reopened at 11:34 PM. Nothing to report from closed session.

X. ADJOURNMENT:

There being no further business, the meeting adjourned at 11:34 PM.



LaRue Griffin
Secretary to the Board

Approved: 7/11/18