

# 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

February 14, 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  
Jon Northrop, ASCWD  
Blake Tresan, TSD  
Dan Wilkins, TCPUD

Staff Present: LaRue Griffin, General Manager  
Roshelle Chavez, Administrative Services Manager  
Michael Peak, Operations Manager  
Jason Parker, Engineering Manager  
Robert Gray, IT Manager  
Richard P. Shanahan, Agency Counsel  
Celeste Graves, Administration Department  
Michelle Mackey, Administration Department  
Claire Parker, Administration Department  
Mike Smith, Engineering Department  
Aaron Carlsson, Engineering Department  
Kevin Woods, IT Department  
Laura Mader, Laboratory Department  
Kristin Davis, Laboratory Department  
Robert Holmes, Maintenance Department  
Jim Redmond, Maintenance Department  
Philip Fay, Maintenance Department  
Justin Parrish, Maintenance Department  
Mark Heidelberger, Maintenance Department  
Jesus Zarate, Maintenance Department

Public Present: Ron Ley, Damore, Hamric & Schneider, Inc.  
Rick Thompson, IBEW 1245

### II. Public Comment:

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

III. Consent Agenda

1. Approval of the minutes of the regularly scheduled Board meeting on January 10, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress payment estimate no. 1 for the purchase of ammonium analyzers and controllers.
5. Approval of progress payment estimate no. 1 for Digital Scanning of Sewer Lines 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 Wilkins, Northrop, Tresan and President Lewis
NOES:	None
ABSENT:	Director Cox
ABSTAIN:	None

Motion passed.

IV. Regular Agenda

1. Presentation of the annual financial audit for fiscal year 2016-2017.

Mr. Ron Ley of Damore, Hamric & Schneider, Inc. presented the financial audit for the fiscal year 2016-2017 and addressed questions from the Board.

No action was taken by the Board.

2. Approval to receive and file the annual financial audit for fiscal year 2016-2017.

**MOTION** by Director Northrop, **SECOND** by Director Tresan to receive and file the annual financial audit for fiscal year 2016-2017; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval to ratify the solicitation of bids for the Building 27 Main Service Upgrade project.

**MOTION** by Director Northrop, **SECOND** by Director Wilkins to ratify the solicitation of bids for the Building 27 Main Service Upgrade Project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval of Ordinance No. 1-2018.

**MOTION** by Director Northrop, **SECOND** by Director Wilkins to approve the Ordinance No. 1-2018; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Discussion of employee handbook revision procedure.

Mr. Griffin discussed the staff report as prepared by Ms. Chavez regarding the revision of the employee handbook. The President appointed Director Cox and Director Tresan to serve as the ad hoc committee to assist in the handbook update process. Mr. Griffin recommended the revision process commence upon hire of the human resources administrator.

No action was taken by the Board.

6. Review status of State Route 89/Fanny Bridge Community Revitalization project.

Mr. Griffin informed the Board that the amendment to the relocation agreement and the Caltrans indemnification agreement have been signed and executed; and the TRI line that was to be removed will be abandoned in place.

No action was taken by the Board.

7. Report concerning recent *Hawaii Wildlife Fund v. County of Maui* decision and NPDES permit requirement.

Mr. Shanahan informed the Board of the recent *Hawaii Wildlife Fund v. County of Maui* decision and how it may have a future impact on required permits for the Agency.

No action was taken by the Board.

V. Management Team Report

1. Operations, Maintenance, Engineering and IT 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. 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 IT 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. There was discussion about the Avery Hotel II project and the Agency shall enter into an agreement with the project developer as the project requires additional levels of customer service or consultant support.

No action was taken by the Board.

VI. Board of Director Comment

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

VII. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:38 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 12:04 PM. Nothing to report from closed session.

VIII. ADJOURNMENT:

There being no further business, the meeting adjourned at 12:05 PM.



LaRue Griffin  
Secretary to the Board

Approved: 3/14/18