

TAHOE-TRUCKEE SANITATION AGENCY



A Public Agency
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Directors
Dale Cox: President
Dan Wilkins: Vice President
Jon Northrop
Blake Tresan
S. Lane Lewis
General Manager
LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING MINUTES

May 20, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the May 20, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA May 20 Board of Directors Meeting. President Cox 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: Dale Cox, SVPSD (via teleconference)
Dan Wilkins, TCPUD (via teleconference)
S. Lane Lewis, NTPUD (via teleconference)
Jon Northrop, ASCWD (via teleconference)
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Administrative Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information and Technology Manager (via teleconference)
Vicky Lufrano, Human Resources Administrator (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)

Public Present: Sarah Coolidge, Public

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.

IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on April 15, 2020.

MOTION by Director Wilkins **SECOND** by Director Northrop to approve the minutes of the regular Board meeting on April 15, 2020; unanimously approved.

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

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

Motion passed.

2. Approval of general fund warrants.
3. Approval of financial statements
4. Approval of Progress Pay Estimate No. 1 for the 2020 Plant Painting project
5. Approval of Progress Pay Estimate No. 2 for the Portable Emergency Pump Systems.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve the Consent Agenda items 2-5; unanimously approved.

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

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

Motion passed.

V. Regular Agenda

1. Report from April 15, 2020 closed session meeting.

Mr. Griffin stated there was nothing to report and no action was taken from the April 15, 2020 closed session meeting.

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

MOTION by Director Lewis **SECOND** by Director Northrop to award bids for the procurement of ferric chloride, hydrated lime, liquid chlorine, and methanol to the lowest responsive bidder; unanimously approved.

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

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

Motion passed.

3. Approval to negotiate a contract for the procurement of liquid oxygen.

MOTION by Director Lewis **SECOND** by Director Tresan to approve staff to negotiate a contract for the procurement of liquid oxygen; unanimously approved.

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

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

Motion passed.

4. Approval to advertise for the 2020 Digital Scanning of Sewer Lines project.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve to advertise for the 2020 Digital Scanning of Sewer Lines project; unanimously approved.

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

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

Motion passed.

5. Approval to negotiate a contract for the 2020 Corten Wall Additions project.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve staff to negotiate a contract for the 2020 Corten Wall Additions project; unanimously approved.

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

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

Motion passed.

6. Approval to appoint an ad hoc committee for the Agency Organization Assessment.

MOTION by Director Lewis **SECOND** by Director Tresan to approve to appoint President Cox and Director Wilkins to an ad hoc committee for the Agency Organization Assessment; unanimously approved.

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

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

Motion passed.

7. Discussion of temporary sewer service charge and connection fee payment relief due to economic hardships caused by COVID-19.

Ms. Roshelle Chavez provided the Board of Directors with information regarding potential sewer service charge relief for all commercial customers. Three (3) different options of relief were discussed.

Option No. 1 – Waive all commercial customer sewer service charge payment penalties and interest.

Option No. 2 – Grant commercial customers a one-time sewer service charge relief at a specified flat amount.

Option No. 3 – Grant commercial customers a one-time sewer service charge relief at a specified percentage rate reduction.

Director Lewis recused himself from the item discussion. After further discussion, staff was directed to prepare a sewer service charge relief for commercial customers with a total cumulative relief of approximately \$375,000 for Board of Director approval consideration.

8. Discussion of fiscal year 2020-2021 financial budget tables.

Mrs. Roshelle Chavez provided the Board of Directors with draft budget tables for the fiscal year 2020-2021 financial budget for discussion and feedback. The Board of Directors provided some feedback; however, it was determined it would be easier if each Director provided feedback to Mrs. Chavez via personal communication after the meeting.

Mrs. Chavez stated she would return the following month with the fiscal year 2020-2021 financial budget to incorporate all feedback.

9. Report concerning recent U.S. Supreme Court decision in *County of Maui v. Hawaii Wildlife Fund* relating to scope of Clean Water Act.

Agency Counsel Mr. Richard Shanahan provided the Board of Directors with an update on the U.S. Supreme Court decision in *County of Maui v. Hawaii Wildlife Fund*.

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that 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 project 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 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 Lewis commended staff for preparing and participating in the core values workshops as he felt it is a great value and important to the Agency and staff to have core values. He also

expressed his gratitude for the work done by Mrs. Chavez and Mr. Griffin on the budgets and he appreciates how the budgets have evolved.

Director Cox questioned the potential of returning to in-person attendance at the Board of Directors meeting and Mr. Griffin stated he anticipated a few more months until that would occur due to CDC recommendations. Director Tresan recommended the Agency make a determination of in-person attendance as the meeting date approaches. Agency Counsel Mr. Shanahan stated public meetings are currently restricted to ten (10) persons or less, making it difficult to hold a Board meeting, but that the Agency should reevaluate conditions in early June.

Director Wilkins stated the Agency should consider utilizing teleconference options when social distancing restrictions are lifted as there are current benefits to teleconferencing when there is difficulty attending in person.

MOTION by Director Lewis **SECOND** by Director Wilkins to adjourn the open session of the meeting; unanimously approved.

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

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

Motion passed.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:48 AM.



LaRue Griffin
Secretary to the Board

Approved: 06/17/20