

TAHOE-TRUCKEE SANITATION AGENCY

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



Directors

Dale Cox: President
Dan Wilkins: Vice President
David Smelser
Blake Tresan
S. Lane Lewis

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING MINUTES

June 16, 2021

I. Call to Order:

This meeting was conducted via Zoom teleconferencing as described in the June 16, 2021, meeting agenda and the accompanying Guidelines for using Zoom for T-TSA June 16, 2021 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, OVPSD (via teleconference)
Dan Wilkins, TCPUD (via teleconference)
S. Lane Lewis, NTPUD (via teleconference)
David Smelser, ASCWD (via teleconference)
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Executive Assistant/Board Clerk (via teleconference)
Vicky Lufrano, Human Resources, Administrator (via teleconference)
Crystal Sublet, Finance & Administrative Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information Technology Manager (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Monna Radulovich, Agency Counsel (via teleconference)
Mike Smith, Engineering Department (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Brandon Dimond, Operations Department (via teleconference)
Troy Kilgore, Operations Department (via teleconference)
William Martin, Operations Department (via teleconference)
Jason Hays, Operations Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)
Mark Messerschmidt, Maintenance Department (via teleconference)
Jaime Garcia, Maintenance Department (via teleconference)
Luke Swann, Information Technology Department (via teleconference)

Public Present: Ken Ruthenberg, Employee Benefits Law Group
Sarah Coolidge, Public
Jane Davis, Public
Steven Gortler, Public
Pippin Mader, Public

II. Public Comment.

Mrs. Chavez advised the Board there was a public comment letter received which had been forwarded to them for their consideration.

Mr. Pippin Mader provided public comment regarding the Agency's cost of hiring consultants.

No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano introduced the Finance & Administrative Manager, Mrs. Crystal Sublet, to the Board of Directors, who welcomed her to the Agency. Additionally, she acknowledged Tristan Simmons, and Robert "Bob" Gray who are both be retiring after over 20 years of service.

The Board thanked both staff members for their time with the Agency.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 1 for the 2021 Plant Painting project.
4. Approval of Progress Pay Estimate No. 2 for the 2020 Headworks Improvements project.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve the consent agenda; unanimously approved.

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

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

Motion passed.

V. Regular Agenda

1. Report from May 19, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the May 19, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of Resolution No. 8-2021 electing to adopt Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act.

Mr. Pippin Mader provided public comment regarding Resolution No. 8-2021.

MOTION by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 8-2021 electing adoption of Public Agency Vesting for post-retirement health benefits under Section 22893 of the Public Employees' Medical and Hospital Care Act; unanimously approved.

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

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

Motion passed

3. Approval of the minutes of the regular Board meeting on May 19, 2021.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the minutes of the regular Board meeting on May 19, 2021; unanimously approved.

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

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

Motion passed.

4. Public hearing for public comment related to the Board's consideration of adopting a resolution of the Board adopting 2021-2022 tax roll billing report and approving billing and collection of charges on county tax roll.

President Cox opened the public hearing. There was no public comment. President Cox closed the public hearing. No action was taken by the Board.

5. Approval of Resolution No. 5-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Placer tax roll.

MOTION by Director Tresan **SECOND** by Director Lewis to approve Resolution No.5-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Placer tax roll; unanimously approved.

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

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

Motion passed

6. Approval of Resolution No. 6-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll.

MOTION by Director Smelser **SECOND** by Director Lewis to approve Resolution No. 6-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll; unanimously approved.

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

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

Motion passed

7. Approval of Resolution No. 7-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of El Dorado tax roll.

MOTION by Director Lewis **SECOND** by Director Tresan to approve Resolution No. 7-2021 adopting 2021-2022 tax roll billing report and approving billing and collection of charges on the County of El Dorado tax roll; unanimously approved.

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

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

Motion passed

8. Approval of the Organizational Chart.

Mr. Pippin Mader provided public comment regarding the Organizational Chart.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the Organizational Chart; unanimously approved.

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

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

Motion passed.

9. Approval of updated classification descriptions for the E&I Supervisor and IT Specialist classifications.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve updated classification descriptions for the E&I Supervisor and IT Specialist classifications; unanimously approved.

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

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

Motion passed.

10. Approval of cost-of-living adjustment and salary schedules for fiscal year 2021-2022.

Mr. Pippin Mader provided public comment regarding the cost-of-living adjustment and salary schedules for fiscal year 2021-2022.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve cost-of-living adjustment and salary schedules for fiscal year 2021-2022; unanimously approved.

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

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

Motion passed.

11. Approval of additional payment towards the Agency's unfunded accrued liability for employee retirement pension.

MOTION by Director Tresan **SECOND** by Director Lewis to approve additional payment in the amount of \$1,320,500.00 toward the Agency's unfunded accrued liability for employee retirement pension; unanimously approved.

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

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

Motion passed.

12. Approval of the Annual Budget for fiscal year 2021-2022.

Mrs. Crystal Sublet provided the Board of Directors with a draft budget for fiscal year 2021-2022. After discussion and feedback from Directors, staff will return next month with an amended budget for final review and approval.

No action was taken by the Board.

13. Approval of Resolution No. 9-2021 to revise the Wastewater Capital Reserve Fund budget and making related findings.

This item was tabled for the July 21st, 2021, Board meeting.

14. Approval of Resolution No. 10-2021 to establish appropriations limits for fiscal year 2021-2022.

MOTION by Director Wilkins **SECOND** by Director Lewis to approve Resolution No. 10-2021 to establish appropriations limits for fiscal year 2021-2022; unanimously approved.

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

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

Motion passed.

15. Approval to reject all bids received for the 2021 Lime System Improvements project.

MOTION by Director Tresan **SECOND** by Director Lewis to approve to reject all bids received for the 2021 Lime System Improvements project; unanimously approved.

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

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

Motion passed.

16. Approval of the MOU for the digital orthophotography and LiDAR data for the Truckee-North Tahoe region.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the MOU for the digital orthophotography and LiDAR data for the Truckee-North Tahoe region; unanimously approved.

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

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

Motion passed.

17. Approval of Resolution No. 11-2021 commending Tristan Simmons for his dedicated service to the Agency.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve Resolution No. 11-2021 commending Tristan Simmons for his dedicated service to the Agency; unanimously approved.

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

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

Motion passed.

18. Approval of Resolution No. 12-2021 commending Robert “Bob” Gray for his dedicated service to the Agency.

MOTION by Director Lewis **SECOND** by Director Smelser to approve Resolution No. 12-2021 commending Robert “Bob” Gray for his dedicated service to the Agency; unanimously approved.

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

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

Motion passed.

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 projects for the engineering department.

Mr. Gray provided an update on current and past projects for the information and technology department, and also announced his retirement.

Mrs. Sublet 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 Directors Comment

Director Smelser inquired as to how long it would take to get back online should it be hacked and shut down. Mr. Gray stated an hour. Mr. Peak stated the plant has 23 million gallons of emergency storage capacity.

Director Lewis stated that he appreciated Mr. Gray's heartfelt message and was sad to see him go. He appreciated his dedication, service, and his graciousness in how he handled himself. He stated that Mr. Gray was a valuable employee and the community cannot thank him enough. Director Tresan stated he agreed with Director Lewis.

Director Tresan stated that utility providers are warning of planned shutdowns and he was pleased to see staff participate in recent meetings. Director Wilkins thanked Mr. Simmons and Mr. Gray for their service and wished them well in retirement.

Director Cox inquired on the status of the landscape improvements. Mr. Pallante stated it is under project design with an architect and he expects the design plans by the end of the month.

No action was taken by the Board.

MOTION by Director Lewis **SECOND** by Director Smelser to end the meeting and move into Closed Session at 11:49 AM; unanimously approved.

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

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

Motion passed.

VIII. Closed Session

1. Closed session for public employee performance evaluation of the General Manager.



LaRue Griffin
Secretary to the Board

Approved: 7/21/21