

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

August 19, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the August 19, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA August 19 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)
Aaron Carlsson, Engineering Department (via teleconference)
Scott Fleming, Engineering Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)

Public Present: Sarah Coolidge, Public
Pippin Mader, Public
Jane Davis, Public
Carl Davis, Public
Anthony Anselmi, Public
Steve Parsons, Public
Suzie Tarnay, Public
Kurt Schliemann, Public
Janet Atkinson, Public

II. Public Comment.

Mrs. Janet Atkinson addressed the Board and read a letter regarding the July 10 Moonshine Ink article from the previous Agency laboratory director, Mrs. Laura Mader.

Mr. Pippen Mader, Mr. Carl Davis, Mrs. Jane Davis, Mr. Anthony Anselmi, and Mr. Steve Parsons provided negative public comment regarding the Agency, its operations, its Board of Directors, and General Manager.

Mr. Aaron Carlsson provided positive public comment regarding the Agency, its operations, its Board of Directors, and General Manager.

No further action was taken by the Board.

III. Consent Agenda

1. Approval of the minutes of the regular Board meeting on July 15, 2020.
2. Approval of general fund warrants.
3. Approval of Progress Pay Estimate No. 4 for the 2019 Roof Repair project.
4. Approval of Progress Pay Estimate No. 4 for the 2020 Plant Painting project.
5. Approval of Progress Pay Estimate No. 3 for Furnishing Portable Emergency Pump Systems.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the Consent Agenda items; 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.

IV. Regular Agenda

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

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

2. Approval of the Agency Telecommuting Policy.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the Agency Telecommuting Policy; 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 of Agency Accrued Paid Time off Donation Policy.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the Agency Accrued Paid Time off Donation Policy; 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 of updated Laboratory Director classification description.

MOTION by Director Northrop **SECOND** by Director Wilkins to approve the updated Laboratory Director classification description with an amendment to the Education Requirement to read "In lieu of the minimum educational requirements, which are highly desirable, the candidate must possess a CWEA Grade III Laboratory Analyst Certificate."; unanimously approved.

The Board approved the amended 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 award bid for the 2020 Administration Building Remodel project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve the award of the 2020 Administration Building Remodel project to Dimond G. Construction, Inc. in the amount of \$245,246.95; 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 advertise for the 2020 Headworks Improvements project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve advertisement of the 2020 Headworks Improvements 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.

7. Approval to recertify the Sewer System Management Plan (SSMP).

MOTION by Director Northrop **SECOND** by Director Lewis to approve the recertification of the Sewer System Management Plan (SSMP); 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 was approved.

8. Approval for the purchase and installation of the security camera system project.

MOTION by Director Lewis **SECOND** by Director Northrop to approve purchase and installation of the security camera system project to Johnson Controls Security Solutions with a not to exceed amount of \$160,000; 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 was approved.

9. Approval for the purchase of warehouse forklift.

MOTION by Director Lewis **SECOND** by Director Northrop to approve purchase of warehouse forklift from Holt of California with a not to exceed amount of \$35,000; 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 was approved.

V. 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 except for a single final effluent turbidity result. On July 11, 2020, the final effluent turbidity was recorded at 11.2 NTU and the daily allowable maximum is 10.0 NTU. The violation was reported to the Regional Water Quality Control Board (Lahontan Region). It should be noted the violation in turbidity is attributed to staff error rather than treatment process error as a valve on the sampling sink piping manifold was found to be closed when it is typically open. When the valve is closed, it creates a buildup of sediment which is siphoned by the automatic composite sampler used to collect the turbidity sample, which is what is assumed to have occurred. To confirm the assumption, the continuous turbidity meter at the same sampling sink location was used as a reference and it showed a 1.73 NTU average for the day, which is typical of past days. To prevent further similar violations, daily checks to operations round sheets and SOPs have been amended to include a check on piping manifold valving at sampling sinks.

Additionally, Mr. Peak informed the Board of the Directors that one (1) of the required five (5) monthly effluent alkalinity tests was missed and not performed by the laboratory staff in June and the Regional Water Quality Control Board (Lahontan Region) has been made aware of the testing oversight.

There was further conversation between the Board of Directors, Michal Peak and the public regarding the turbidity violation, recent pH violations, and the treatment process.

Mr. Griffin stated staff would return next month with a presentation to explain the effluent monitoring and testing requirements.

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.

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.

VI. Board of Director Comment

Director Tresan inquired if the Agency had been approached for potential COVID-19 presence testing in the wastewater. Mr. Griffin stated the Agency had not, however, staff would be willing to do so should the request be made by local health officials.

Director Lewis stated he was looking forward to the Organization Assessment report as prepared by Carollo Engineers, Inc. Director Wilkins also provided clarification that he does not expect staff to perform any COVID-19 testing in the wastewater at this time.

Director Wilkins inquired when h and Director Cox could expect to participate in the ad hoc meeting regarding the Organizational Assessment. Mr. Griffin stated he expected the report to be completed in the next couple of months as the COVID-19 pandemic limited consultant travel causing delays in their assessment of departments.

MOTION by Director Lewis **SECOND** by Director Northrop 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

There being no further business, the open session meeting was adjourned at 11:37 AM.

Motion passed.

The Board then continued the teleconference to conduct a closed session to consider the following items:

1. Conference with Agency designated labor negotiator LaRue Griffin regarding the unrepresented employees in all positions - Government Code Section 54957.6.
2. 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.
3. Closed session conference with legal counsel for existing litigation and related California Public Employment Relations Board proceeding (Government Code section 54956.9(d)(1))-Fay v. Tahoe-Truckee Sanitation Agency.
4. Public Employee – Govt. Code § 54957: Performance evaluation of General Manager.



LaRue Griffin
Secretary to the Board

Approved: 9/16/20