

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

September 12, 2018

I. Call to Order:

President Lewis called the special 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
Richard Pallante, Maintenance Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Tiffany Hambrick, Administration Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Robert Holmes, Maintenance Department
Mark Messerschmidt, Maintenance Department
Philip Fay, Maintenance Department
Jesus Zarate, Maintenance Department
Kristin Schrandt, Laboratory 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 introduced a new full-time staff member to the Board of Directors and informed them of the roles and duties within the Agency.

IV. Professional Achievements & Awards

Mrs. Lufrano acknowledged Agency staff whom obtained professional achievements and awards for the previous calendar month to the Board of Directors.

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

V. Consent Agenda

1. Approval of the minutes of the special Board meeting on August 16, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 3 for the 2018 Clarifier Painting project.
5. Approval of progress pay estimate no. 1 for the TRI MH 81-MH 83 Improvements 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 vote:

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

Motion passed.

VI. Regular Agenda

1. Discussion and award of Classification and Compensation Study.

Mrs. Lufrano provided an overview of the proposals received and discussed the study process as planned to be executed.

MOTION by Director Cox, **SECOND** by Director Wilkins to award the Classification and Compensation Study to and approve an agreement with Bryce Consulting; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Discussion of the residential unit connection fee schedule.

Mr. Griffin provided an overview of the residential unit sewer connection fee schedule and proposed options to amend the schedule through the pending connection fee study. The Board of Directors requested further information on a fee schedule to compare (1) fees calculated based on a scalable fee based on a fee per square foot and (2) fees calculated based on a minimum base fee with a scalable fee based on a fee per square foot for single family and multi-family dwelling units.

3. Discussion of the SEED Fund and Collaborative Solar Initiative program.

Mr. Griffin provided an overview of the SEED Fund and Collaborative Solar Initiative program which provides regional group procurement of solar photovoltaic systems using a revolving fund mechanism to defray upfront costs for participants. The Board of Directors provided direction to initiate participation in the program to determine the potential Agency benefit of a solar photovoltaic system.

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.

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.

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 inquired if a sewer service charge study update would be appropriate. Mr. Griffin stated he would contact HDR Inc. and obtain an estimate to perform such update.

Director Lewis inquired on the status on an Agency reserve fund. Mr. Griffin stated he has performed a review of a reserve fund and will include a discussion item on the next month's agenda.

No action was taken by the Board.

IX. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 11:02 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 proceedings, IBEW Local 1245 v. Agency (Public Employee Relations Board Case Nos. SA-CE-1017-M & SA-CE-1056-M) under Government Code section 54956.9(d)(1) (IBEW unfair labor practice charges).

The meeting was reopened at 11:35 AM. Nothing to report from closed session.

X. ADJOURNMENT:

There being no further business, the meeting adjourned at 11:35 AM.



LaRue Griffin
Secretary to the Board

Approved: 10/10/18