

TAHOE-TRUCKEE SANITATION AGENCY



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

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

October 10, 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
Bob Gray, Information and Technology Manager
Vicky Lufrano, Human Resources Administrator
Richard P. Shanahan, Agency Counsel
Joseph E. Wiley, Agency Counsel
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Mike Smith, Engineering Department
Dawn Davis, Administration Department
Robert Holmes, Maintenance Department
Paul Shouse, Maintenance Department
Jim Redmond, Maintenance Department
Jesus Zarate, Maintenance Department
Tobin Fuchs, Maintenance Department
Jesus Zarate, Maintenance Department
Ryan Schultz, Maintenance Department
Greg O'Hair, Operations Department

Public Present: Shawn Koorn, HDR Engineering, Inc.
Josiah Close, HDR Engineering, Inc.
Ryan McShane, Gertrude Holdings/Hotel Avery
Jack Grunsky, Gertrude Holdings/Hotel Avery

II. Public Comment:

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

III. Professional Achievements, Awards & Anniversaries

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

Director Wilkins arrived at 9:02 AM.

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

IV. Labor Relations Under the Meyers-Milias-Brown Act (and related subjects) Training: Related Director Questions and Answers

Mr. Joseph E. Wiley of Wiley, Price & Radulovich, LLP provided a training on labor relations under the Meyers-Milias-Brown Act and addressed related Director questions.

No action was taken by the Board.

V. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 10:15 AM.

1. 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 10:45 AM. Nothing to report from closed session.

VI. Consent Agenda

1. Approval of the minutes of the regular Board meeting on September 12, 2018.
2. Approval of general fund warrants.
3. Approval of financial statements and status of investments.
4. Approval of progress pay estimate no. 2 for the TRI MH 81-MH 83 Improvements project.

MOTION by Director Northrop, **SECOND** by Director Wilkins 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.

VII. Regular Agenda

1. Approval of the agreement between T-TSA and Gertrude Holdings, LLC.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the agreement between T-TSA and Gertrude Holdings, LLC; 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 connection fee schedule.

Mr. Shawn Koorn of HDR Engineering Consultants provided an overview of the preliminary connection fee schedule options. There was further discussion regarding existing and future wastewater treatment capacities. Mr. Shawn Koorn will revisit the connection fee schedule and present (1) a scalable fee based on square footage and (2) a minimum base charge with a scalable fee based on square footage for residential connections.

The Board directed Mr. Griffin to obtain proposals for a sewer master plan.

3. Approval of the sewer rate study proposal.

Mr. Griffin provided an overview of the sewer rate study proposal. After Board discussion, the sewer rate study was tabled until completion of a sewer master plan.

4. Approval of Ordinance No. 3-2018 establishing surplus personal property sale/disposal.

MOTION by Director Tresan, **SECOND** by Director Northrop to approve Ordinance No. 3-2018 establishing surplus personal property sale/disposal contingent on the addition of a provision requiring declaration by the Board of Directors for surplus property valued over \$15,000; 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.

5. Approval of Memorandum of Understanding for Cooperative Purchasing of Renewable Energy.

MOTION by Director Northrop, **SECOND** by Director Tresan to approve the Memorandum of Understanding for Cooperative Purchasing of Renewable Energy; 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.

6. Discussion of an emergency reserve fund.

Mr. Griffin provided a discussion on the Agency's unfunded accrued liability and other financial considerations when setting an emergency reserve value. The Board of Directors directed the preparation of an emergency fund policy set at \$4M for approval at a future meeting.

7. Approval of the annual employee appreciation dinner.

MOTION by Director Wilkins, **SECOND** by Director Northrop to approve the annual employee appreciation dinner; 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.

8. Presentation of Agency biosolids process management.

This presentation of Agency biosolids process management was tabled for the next Board of Directors meeting.

VIII. Management Team Reports

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.

IX. Board of Director Comment

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

X. Closed Session

The Board went into closed session with legal counsel and Mr. Griffin at 12:45 PM

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.

The meeting was reopened at 12:50 PM. Nothing to report from closed session.

XI. ADJOURNMENT:

There being no further business, the meeting adjourned at 12:50 PM.



LaRue Griffin
Secretary to the Board

Approved: 11/14/18