

TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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TRUCKEE, CALIFORNIA 96161
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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

October 21, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the October 21, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA October 21, 2020 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, 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 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)
Mike Smith, Engineering Department (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Tiffany Hambrick, Administrative Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Brandon Dimond, Operations Department (via teleconference)
Kristin Davis, Laboratory Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)
Ryan Schultz, Maintenance Department (via teleconference)

Public Present: Jon Northrop, Public
Sarah Coolidge, Public
Pippin Mader, Public
Jane Davis, Public

Carl Davis, Public
Suzie Tarnay, Public
Jaqueline, Public

II. Public Comment.

Ms. Tiffany Hambrick provided public comment regarding operations, statements of a coworker, third party investigations, unionization, and management.

Ms. Jane Davis provided public comment regarding the Agency waste discharge requirements violations.

Mr. Phippen Mader provided public comment regarding the management reports, General Manager, staff, operations, management and the Board of Directors.

Mr. Carl Davis provided public comment regarding the Classification and Compensation Study, General Manager, staff, operations, management and the Board of Directors.

Ms. Jaqueline (no last name submitted) provided public comment regarding the General Manager, staff, operations, management and the Board of Directors.

President Cox provided information from a meeting held by the Board Presidents of the Agency member districts. Mrs. Sarah Coolidge provided further clarification on President Cox's information.

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

No further action was taken by the Board.

III. Professional Achievements, Awards and 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 September 16, 2020.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 1 for the 2020 Digital Scanning of Sewer Lines project.

5. Approval of Progress Pay Estimate No. 1 for the 2020 Administration Building Remodel project.
6. Approval of Progress Pay Estimate No. 6 for the 2020 Plant Painting project.

MOTION by Director Tresan **SECOND** by Director Lewis to approve the Consent Agenda items with amendments to the public comment part of the minutes to remove characterization of public comments as positive or negative; motion 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 September 16, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the September 16, 2020 closed session meeting.

No action was taken by the Board.

2. Approval of Annual Performance Evaluation template and criteria for Step Increases and Pay Performance Appraisals (Non-Base Pay Compensation).

MOTION by Director Tresan **SECOND** by Director Smelser to approve the Annual Performance Evaluation template and criteria for Step Increases and Pay Performance Appraisals (Non-Base Pay Compensation) with an implementation date of January 1, 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.

3. Presentation of Truckee River and Martis Creek pH Sampling.

Mr. Michael Peak presented a PowerPoint presentation on the Truckee River and Martis Creek pH Sampling. The presentation was followed by questions from the Board of Directors. Public comment was also received.

No action was taken by the Board.

4. Approval to award the Furnishing Air Purifying Respirator and Self-Contained Breathing Apparatus Equipment project.

MOTION by Director Lewis **SECOND** by Director Tresan to award the Furnishing Air Purifying Respirator and Self-Contained Breathing Apparatus Equipment purchase bid to Cascade Fire Equipment Company in the amount of \$51,990.31; 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.

5. Approval to award the 2020 Headworks Improvements project.

MOTION by Director Tresan **SECOND** by Director Lewis to approve to award the 2020 Headworks Improvements project construction contract to K.G. Walters Construction Co., Inc. in the amount of \$2,469,000.00; unanimously approved.

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

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

Motion passed.

6. Approval of Task Order No. 35 with CH2M Hill, Inc. for the 2020 Digestion Improvements Study.

MOTION by Director Wilkins **SECOND** by Director Lewis for approval of Task Order No. 35 with CH2M Hill, Inc. for the 2020 Digestion Improvements Study in the amount of \$217,095.00; 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 Task Order No. 36 with CH2M Hill, Inc. for the 2021 Chlorine Scrubber Improvements project.

MOTION by Director Wilkins **SECOND** by Director Lewis for approval of Task Order No. 36 with CH2M Hill, Inc. for the 2021 Chlorine Scrubber Improvements project in the amount of \$217,083.00; 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 License Agreement with the Truckee Tahoe Airport District.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the License Agreement for tree removal with the Truckee Tahoe Airport District; 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 Resolution No. 14-2020 commending Director Northrop for his dedicated service to the Board.

President Cox acknowledged Mr. Jon Northrop and thanked him for his many years of service as the Alpine Springs County Water District representative to the TTSA Board of Directors and wished him well on his retirement in Southern California. Mr. Northrop stated he was thankful to have worked with everyone.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve Resolution No. 14-2020 commending Director Northrop for his dedicated service to the Board; 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.

Mrs. Chavez provided an update on current and past projects for the administration department.

Public comment was received by Mr. Pippin Mader, Mr. Carl Davis and Ms. Janet Davis regarding department reports.

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.

Public comment was received by Mr. Pippin Mader, Mr. Carl Davis and Ms. Janet Davis regarding department reports.

No action was taken by the Board.

VII. Board of Director Comment

Director Wilkins requested Mr. Griffin and Mr. Peak to follow up with a letter or memo addressing the current fulfillment of Laboratory Director duties by a Chemist III. A copy of the letter was to also be proved to Mr. Carl Davis.

Director Lewis stated his appreciation to staff for their efforts on the annual performance evaluation template. He also inquired on the status of the Organizational Assessment and Mr. Griffin stated that there should be an update provided at the next Board meeting.

Director Tresan inquired if the Agency could determine if the Agency was implementing a safe practice for forest management. Mr. Griffin stated he would follow up with the inquiry.

There being no further business, the open session meeting was adjourned at 12:04 PM.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the adjournment of the Regular Board of Directors Meeting; 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.

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

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



LaRue Griffin
Secretary to the Board

Approved: 11/18/20