



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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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

December 16, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the December 16, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA December 16, 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)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Angelina Henson, Administrative Department (via teleconference)
Greg O'Hair, 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: Autumn Garrido, Public
Sarah Coolidge, Public
Pippin Mader, Public
Jane Davis, Public

Craig Wright, Public
Frank Smith, Public
Mike Geary, Public
Jerry Gilmore, Public
Luke Swann, Public
Patrick Baird, Public
Robin Redmond, Public
Karen, Public
Lauren, Public
Tracy, Public
Seamus, Public

II. Public Comment.

Ms. Autumn Garrido, Mr. Frank Smith, Ms. Tracy (last name unknown), and Ms. Lauren (last name unknown) provided public comment regarding the proposed recommendations concerning the Laboratory as related to the Carollo Organizational Assessment.

Mrs. Kristin Davis extended her appreciation to the Laboratory staff for their efforts in the last year and for keeping up with permit testing even while moving out of the lab due to the remodel.

Mr. Seamus (last name unknown) provided public comment related to contracted engineering services.

Mr. Pippin Mader provided public comment regarding the PERB hearing findings, ELAP investigation findings, Carollo Organizational Assessment, and Laboratory compliance.

Mr. Aaron Carlsson provided public comment regarding the Agency morale and successful completion of the Administration Building Remodel project.

Mrs. Robin Redmond provided public comment regarding Agency employee morale and an Agency personnel issue related directly to her spouse, Mr. Jim Redmond.

No further action was taken by the Board.

III. Consent Agenda

1. Approval of the minutes of the regular Board meeting on November 18, 2020.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on November 18, 2020; 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.

2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 3 for the 2020 Administration Building Remodel project.

MOTION by Director Tresan **SECOND** by Director Wilkins to approve the Consent Agenda items 2-4; 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.

IV. Regular Agenda

1. Report from November 18, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the November 18, 2020 closed session meeting.

No action was taken by the Board.

2. Discussion of staff recommendations on the Organizational Assessment recommendations.

Mr. Griffin provided a review of the recommendations from the Organizational Assessment as provided by Carollo Engineering, Inc. and provided the Agency staff recommendation for each Carollo Engineering, Inc. recommendation. After discussion, staff was given direction to recruit a Laboratory Director to determine and recommend a FTE count for the laboratory.

Public comment was received from Jane Davis, Pippin Mader, Patrick Baird, Tracy, Lauren, Seamus, and Karen.

3. Approval of the classification descriptions.

MOTION by Director Lewis **SECOND** by Director Wilkins to the classification descriptions with an amendment to retile the Administrative Manager classification to Finance & Administration Manager and to have an effective 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.

4. Approval of the Salary Schedule

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the Salary Schedule with an effective 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.

5. Approval of the Organizational Chart

MOTION by Director Tresan **SECOND** by Director Lewis to approve the Organizational Chart with an amendment to the reflect reporting duties and to have an effective 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.

6. Approval of updated FMLA/CFRA, PDL, PFL, California Parental Leave and Medical Leave of Absence policies

MOTION by Director Lewis **SECOND** by Director Smelser to approve the updated FMLA/CFRA, PDL, PFL, California Parental Leave and Medical Leave of Absence policies; 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 the General Engineering Services Agreement with Carollo Engineers, Inc.

MOTION by Director Wilkins **SECOND** by Director Smelser to approve the General Engineering Service Agreement with Carollo Engineers, Inc. up to the amount of \$50,000.00; 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.

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.

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.

Public comment was received by Mr. Pippin Mader regarding department reports.

No action was taken by the Board.

VI. Board of Director Comment

Director Smelser stated that John Collins would be retiring from Alpine Spring County Water District effective January 1st, 2021 and Mr. Joe Mueller would be the new General Manager.

Director Lewis stated he would like the Board to discuss a retiree health benefit tiered system for employees when staff returns with more employee benefit information.

Director Tresan wished staff Happy Holidays and hoped that everyone enjoys the food truck luncheon.

VII. Adjournment

There being no further business, the open session meeting was adjourned at 11:33 AM.

MOTION by Director Tresan **SECOND** by Director Smelser 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: 01/20/21