

**TRUCKEE SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

May 17, 2018

President call the regular meeting to order:

President Gilmore called the regular meeting of the Board of Directors of the Truckee Sanitary District (District) to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

DIRECTORS PRESENT: Anderson, Gilmore, Smart, Sweet, Van Gundy

DIRECTORS ABSENT: None

STAFF PRESENT: Tresan (General Manager), Wright (Operations & Maintenance), Brown (Engineering), Rea (Finance), Coombs (Administration)

OTHERS PRESENT: None

CONSULTANTS PRESENT: None

PUBLIC COMMENTS:

This is the time set aside for the public to address the Board on any matter not on the agenda. There were no public comments.

APPROVAL OF MINUTES:

A **MOTION** was made by Director Anderson and **SECONDED** by Director Smart to approve the minutes of April 19, 2018. **MOTION CARRIED UNANIMOUSLY.**

FINANCIAL REPORT:

a. Fund & Cash Report:

Mr. Tresan reviewed the Fund & Cash Reports with the Board.

b. Payment of Bills:

A **MOTION** was made by Director Smart and **SECONDED** by Director Sweet to approve the bills and payroll for the month of April in the amount of \$628,582.27.

MOTION CARRIED UNANIMOUSLY.

PROFESSIONAL ACHIEVEMENT AWARDS:

Mr. Tresan stated that it was his pleasure to announce that staff members Mr. Mike Donchez and Mr. Charles Pratt, have both met the objectives of the Professional Achievement Awards program. Mike by obtaining his CWEA Grade 4 Certification and Charles by obtaining his

Grade 2 Certification. The Board congratulated both Mike and Charles for their outstanding accomplishment.

NOTICE OF PUBLIC HEARING:

A **MOTION** was made by Director Van Gundy and **SECONDED** by Director Smart to set a Public Hearing on June 21, 2018 at 6:00 p.m., or soon thereafter, at the TSD's Administration Building, 12304 Joerger Drive, for consideration and possible action on a resolution adopting a report on delinquent charges and authorizing their collection on the tax roll. **MOTION CARRIED UNANIMOUSLY.**

NOTICE OF PUBLIC HEARING:

A **MOTION** was made by Director Anderson and **SECONDED** by Director Sweet to set a Public Hearing on June 21, 2018 at 6:00 p.m., or soon thereafter, at the TSD's Administration Building, 12304 Joerger Drive, for consideration and possible action on a resolution requesting collection of charges on the county tax roll, adopting a report of charges, and authorizing their collection on the tax roll. **MOTION CARRIED UNANIMOUSLY.**

PROFESSIONAL SERVICE AGREEMENT:

A **MOTION** was made by Director Smart and **SECONDED** by Director Van Gundy to approve the execution of a contract with Koff & Associates to provide assistance on the update of the Employee Handbook for a not to exceed amount of \$10,000. **MOTION CARRIED UNANIMOUSLY.**

DENTAL, LIFE, AND AD&D INSURANCE RENEWAL:

A **MOTION** was made by Director Smart and **SECONDED** by Director Van Gundy to authorize staff to change the District's Dental, Life, and AD & D insurance provider to Kansas City Life, effective July 1, 2018. **MOTION CARRIED UNANIMOUSLY.**

WORKERS' COMPENSATION INSURANCE RENEWAL:

A **MOTION** was made by Director Smart and **SECONDED** by Director Anderson to approve the Workers' Compensation Insurance Renewal with CSRMA (California Sanitation Risk Management Authority) for plan year July 1, 2018 - July 30, 2019. **MOTION CARRIED UNANIMOUSLY.**

RESOLUTION NO. 2018-109 & RESOLUTION NO. 2018-110:

A **MOTION** was made by Director Sweet and **SECONDED** by Director Smart to adopt Resolution No. 2018-109 & Resolution No. 2018-110, resolutions declaring an election be held in TSD's jurisdiction; requesting the governing bodies to consolidate this election with any other election conducted on said date; and requesting election services by the County Clerk of Nevada and Placer Counties. **AYES:** Anderson, Gilmore, Smart, Sweet, Van Gundy. **NOES:** None. **ABSENT:** None. **ABSTAIN:** None. **RESOLUTION PASSED.**

PRELIMINARY FISCAL YEAR 2018/2019 BUDGET:

Mr. Tresan and Ms. Rea provided a presentation and answered questions on the FY19 Preliminary Budget.

WAGE SCALE - COST OF LIVING ADJUSTMENT:

A **MOTION** was made by Director Smart and **SECONDED** by Director Van Gundy to revise the District's wage scale to include a 3.0% cost of living adjustment, effective June 22, 2018. **MOTION CARRIED UNANIMOUSLY.**

ANNUAL AUDIT ENGAGEMENT LETTER:

A **MOTION** was made by Director Van Gundy and **SECONDED** by Director Anderson to accept the annual audit engagement letter submitted by Damore, Hamric & Schneider, Inc. **MOTION CARRIED UNANIMOUSLY.**

T-TSA REPORT:

Mr. Tresan reviewed the T-TSA May 9, 2018 meeting with the Board.

STAFF REPORTS:

Mr. Brown, Engineering, provided a brief update to the Board on the status of the following items:

- Solar Energy Production
- Wastewater Flow Data
- Completion of Eric Gray's Easement
- 3 Staff Members attended Earth Day on Saturday, April 21
- 2 Staff Members will assist with monitoring the District Parking Lot during the Sagan Fondo Bike Race on May 5
- Update on Connection Fee Analysis
- Review of the Hydraulic Model Results
- Truckee River Watershed Council - Weed Warriors - May 29 through May 31
- Update on Vehicle Storage Facility Expansion
- Local and Private Projects of Interest
- Up Coming Events:
 - Truckee Day - June 2
 - Steam Fair - June 11
 - Lacrosse Tournament - June 16 & 17

Mr. Wright, Operations and Maintenance, provided a brief update to the Board on the status of the following items:

- Sanitary Sewer Overflow Report for April 2018 – None
- Four (4) Sewer Service Requests
- Maintenance Department Workload
- Safety Training:
 - Emergency Action Plan – Evacuations
 - Respiratory Equipment Protection Inspection/Training
- Hired two seasonal laborers, Juan Sarabia and Blake Prior
- Update on Administration Building Cleaning Project

Ms. Coombs, Administration, provided a brief update to the Board on the status of the following items:

- Update on the Recruitment for the Front Desk Admin Assistant Position
- Increase in Sewer Permits and Ordinance Testing in the month of May
- Vanessa Vindel attended the April - North Tahoe Truckee Leadership meeting. Graduation is scheduled for Thursday, May 24

MANAGER'S REPORT:

Mr. Tresan reported to the Board on the following items:

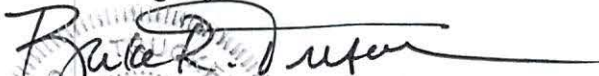
- May 2018 Monthly Report
- Update on Recruitment for Collection Systems Maintenance Supervisor
- Notification Letters were sent to all TSD customers regarding the implementation of the second year of rate adjustments of user fees
- Update on kick-off meeting with Bob Rhees, Sierra Controls & Synap Software Developer, regarding DAIMS upgrade
- Lee Wright's Retirement Party - July 12 at the TDR&PD Lower River BBQ area

DIRECTORS' COMMENTS:

No Comments

ADJOURNMENT:

The meeting adjourned at 7:38



Blake R. Tresan,
Board Secretary

DATE OF APPROVAL: June 21, 2018