



TAHOE-TRUCKEE SANITATION AGENCY

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

Directors

Dan Wilkins: President
Blake Tresan: Vice President
S. Lane Lewis
Dale Cox
David Smelser

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING MINUTES

March 16, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

Directors Present: Dan Wilkins, TCPUD
Blake Tresan, TSD
S. Lane Lewis, NTPUD
Dale Cox, OVPSD
David Smelser, ASCWD

Staff Present: LaRue Griffin, General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Crystal Sublet, Finance & Administrative Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard Pallante, Maintenance Manager
Richard P. Shanahan, Agency Counsel
Monna Radulovich, Agency Special Counsel
Serena Warner, Agency Special Counsel
Michelle Mackey, Administrative Department
Paul Shouse, Maintenance Department
Luke Swann, Maintenance Department
Jason Hays, Operations Department

Public Present: Steven Gortler, Public
Jane Davis, Public
Pippin Mader, Public
Travis Montana, Public

II. AB 361 Action.

MOTION by Director Lewis **SECOND** by Director Cox, to find under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the Board renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed; unanimously approved.

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

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

Motion passed.

III. Public Comment.

Jane Davis provided public comment regarding the Agency Master Sewer Plan, finances, and PERB decision.

No action was taken by the Board.

IV. Professional Achievements, Awards & Anniversaries.

Mrs. Lufrano welcomed new staff Kayle Ohle (Purchasing Agent I), Herbert Hodges (Mechanic III), Jeff Navarette (Mechanic III), and Joel Oberly (Operator In Training) to the Agency and Board of Directors. She also acknowledged Agency staff Collin Fischer and Troy Kilgore, who obtained their Grade V Operator Certifications, and commended Kristin Schrandt for her ten year employment anniversary.

No action was taken by the Board.

V. Consent Agenda.

1. Ratify payment of general fund warrants.
2. Ratify approval of financial statements.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the consent agenda; unanimously approved.

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

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

Motion passed.

VI. Regular Agenda.

1. Report from February 16, 2022 and February 22 closed session meetings.

Mr. Griffin stated there was nothing to report from the February 16, 2022 and February 22, 2022 closed session meetings.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on February 16, 2022 and special Board meeting on February 22, 2022.

MOTION by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on February 16, 2022 (with an amendment to modify item V-7 to read “to award the 2022 Open Channel Flow Metering Devices project”), and special Board meeting on February 22, 2022; unanimously approved.

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

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

Motion passed.

3. Approval of the 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) Policy.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) Policy as presented together with modifications to be made by staff to clarify the policy’s applicability to staff not working an 8 hour shift; unanimously approved.

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

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

Motion passed.

4. Approval to award the bid for the 2022 Plant Coating project.

MOTION by Director Tresan **SECOND** by Director Lewis to award the 2022 Plant Coating project to F.D. Thomas, Inc. in the amount of \$460,000 (\$412,218.00 bid plus contingency of \$47,782); unanimously approved.

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

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

Motion passed.

5. Approval to solicit bids for the 2022 Plant Improvements project.

MOTION by Director Tresan **SECOND** by Director Lewis to solicit bids for the 2022 Plant Improvements project; unanimously approved.

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

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

Motion passed.

6. Approval to purchase the variable frequency drive for the Multi Purpose Pump Station.

MOTION by Director Lewis **SECOND** by Director Smelser for approval to purchase the variable frequency drive for the Multi Purpose Pump Station from Rexel in the amount of \$28,309.73; unanimously approved.

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

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

Motion passed.

7. Approval for the SEAM Group to perform an Arc Flash Study.

MOTION by Director Cox **SECOND** by Director Lewis to approve the SEAM Group to perform an Arc Flash Study in the amount of \$20,000.00 (\$18,195.00 proposal plus contingency of \$1,805.00); unanimously approved.

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

AYES: Directors Tresan, Lewis, Cox, Smelser, and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

8. Discussion of consultant services for review of current Sewer Service Charge and Connection Fee schedules.

Mr. Griffin provided the Board of Directors with a review of existing sewer service charge rates and connection fees. Direction was given to obtain a proposal from HDR Engineering to perform Agency Sewer Service Charge and Connection Fee Studies for Board review and consideration.

Pippin Mader provided public comment regarding this item.

9. Discussion of in-person Board of Directors meeting.

The Board of Directors requested the April 2022 regular Board of Directors meeting to be held in-person with each Director having the option to participate via teleconference, under the pre-AB 361 Brown Act regulations.

Pippin Mader provided public comment regarding this item.

VII. Management Team Reports.

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department.

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. Sublet 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.

VIII. Board of Directors Comment.

There were no Board of Director comments. No action was taken by the Board.

The Board went into closed session with legal counsel and Mr. Griffin at 10:49 AM.

IX. Closed Session.

1. Closed session conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) – Fay v. Tahoe-Truckee Sanitation Agency.
2. Closed session for public employee performance evaluation of the General Manager.

X. Adjournment.

There being no further business, the meeting was adjourned at 1:46 PM.



LaRue Griffin
Secretary to the Board

Approved: 4/20/22