



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

April 20, 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
Paul Shouse, Maintenance Department
Soraya Morz, Maintenance Department

II. AB 361 Action.

MOTION by Director Lewis **SECOND** by Director Smelser, 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 meeting is authorized 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.

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

IV. Professional Achievements, Awards & Anniversaries.

Mrs. Lufrano welcomed new staff, Jeffrey Tollefson (Operator in Training), to the Agency and Board of Directors. She also acknowledged Agency staff Ryan Schultz, Anthony Salinas, Zeb Snider, Kristin Davis, Alan Farrant, Dean Haines and Trevor Shamblin for first quarter Safety Suggestion Awards. Mrs. Lufrano also commended Collin Fischer for his ten year employment anniversary.

No action was taken by the Board.

V. Consent Agenda.

The item "Ratify approval of general fund warrants" was removed from the consent agenda for discussion.

1. Ratify approval of financial statements.

MOTION by Director Lewis **SECOND** by Director Tresan 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. Ratify payment of general fund warrants.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the ratification of the general fund warrants; 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.

2. Report from March 16, 2022 closed session meeting.

Mr. Griffin stated there was nothing to report from the March 16, 2022 closed session meeting.

No action was taken by the Board.

3. Approval of the minutes of the regular Board meeting on March 16, 2022.

MOTION by Director Cox **SECOND** by Director Lewis to approve the minutes of the regular Board meeting on March 16, 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.

4. Approval to enter into a contract with CNW Construction Inc. to perform the 2022 Control Room Upgrades project.

MOTION by Director Smelser **SECOND** by Director Lewis to approve entering into contract with CNW Construction Inc. to perform the 2022 Control Room Upgrades project in the amount of \$185,000 (\$167,955.90 plus contingency of \$17,044.10); 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 purchase two (2) Taylor-Dunn electric utility carts.

MOTION by Director Lewis **SECOND** by Director Cox to approve the purchase of two (2) Taylor-Dunn electric utility carts not to exceed \$25,500; 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 for HDR Engineering, Inc. to perform a Sewer Service Charge Study.

MOTION by Director Cox **SECOND** by Director Tresan to approve HDR Engineering, Inc. to perform a Sewer Service Charge Study in the amount of \$38,500 (\$34,905 plus contingency of \$3,595); 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 HDR Engineering, Inc. to perform a Sewer Connection Fee Study.

MOTION by Director Cox **SECOND** by Director Smelser to approve HDR Engineering, Inc. to perform a Sewer Service Charge Study in the amount of \$23,000 (\$20,240 plus contingency of \$2,760); 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 and possible action on nomination of Special District Commissioner to Placer LAFCO.

This item was tabled for a future meeting. No action was taken by the Board.

9. Discussion of methods for receiving Public Comment.

Director Tresan stated that the current methods for receiving Public Comment appeared to be fair and accurate. He asked for Agency Counsel, Dick Shanahan for his input on the matter. Mr. Shanahan stated that the methods being used by the Agency are reasonable and exceed the requirements of the Brown Act. All Directors agreed.

No action was taken by the Board.

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

The Board of Directors requested the May 2022 regular Board of Directors meeting to be held via videoconference per AB 361.

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.

Director Cox inquired about the status of the TTAD land swap. Mr. Griffin stated that the agreement had been finalized and legal descriptions of the areas are being prepared. Director Cox inquired if a nomination of Rick Stevens (of TTAD) for a LAFCO representative would cause any adverse Agency concerns with regard to TTAD. Mr. Shanahan stated that such a nomination would have no adverse or binding effect on TTSA relations with TTAD and its Board.

Director Tresan stated that TSD staff attended the CWEA conference and he encourages Mr. Griffin, Directors, and TTSA staff to participate at the local level.

Director Wilkins stated that Kevin Smith is retiring from TTAD.

Director Lewis stated that he was impressed to see all of the staff participation in the safety suggestion awards and thanked them for their efforts.

No action was taken by the Board.

The Board went into closed session with legal counsel and Mr. Griffin at 10:26 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 11:45 AM.



LaRue Griffin
Secretary to the Board

Approved: 5/18/22