



# 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

November 17, 2021

### I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:03 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

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

Staff Present: LaRue Griffin, General Manager (via teleconference)  
Roshelle Chavez, Executive Assistant/Board Clerk (via teleconference)  
Vicky Lufrano, Human Resources Administrator (via teleconference)  
Crystal Sublet, Finance & Administrative Manager (via teleconference)  
Michael Peak, Operations Manager (via teleconference)  
Jay Parker, Engineering Manager (via teleconference)  
Richard Pallante, Maintenance Manager (via teleconference)  
Richard P. Shanahan, Agency Counsel (via teleconference)  
Jason Hays, Operations Department (via teleconference)

Public Present: Sarah Coolidge, Public  
Steven Gortler, Public  
Jane Davis, Public

### II. Public Comment.

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

### III. AB 361 Action

**MOTION** by Director Lewis **SECOND** by Director Tresan to find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code; 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.

IV. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries. The Board congratulated staff on their accomplishments.

V. Consent Agenda

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

**MOTION** by Director Cox **SECOND** by Director Lewis 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. Approval of the minutes of the regular Board meeting on October 20, 2021.

**MOTION** by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on October 20, 2021; 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. Approval of updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions.

**MOTION** by Director Lewis **SECOND** by Director Cox to approve the updated Maintenance Mechanic I/II/III and Purchasing Agent I/II classification descriptions; 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 to award the bid for the 2021 Chlorine Scrubber Improvements project.

**MOTION** by Director Lewis **SECOND** by Director Smelser to award 2021 Chlorine Scrubber Improvements project to K.G. Walters Construction Co., Inc. for the bid amount of \$1,100,000.00 with a contract contingency amount of \$1,210,000.00 ( $\$1,100,000.00 \times 10\% = \$1,210,000.00$ ); 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.

4. Approval of Resolution No. 19-2021 authorizing the General Manager to approve certain construction contract change orders.

**MOTION** by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 19-2021; 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. Discussion of in-person Board of Directors Meeting.

The Board of Directors chose to hold the December Board meeting in person with each Director having the option to participate via teleconference.

Ms. Jane Davis provided public comment regarding in-person Board of Directors Meetings.

VII. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that waste discharge requirements were met for the month. Laboratory Director, Jason Hays, provided an overview of previous months' reporting events, International Accreditation Service assessment, and approaching laboratory software modernizations.

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.

Ms. Jane Davis provided public comment regarding the operations department report. Agency staff provided clarification to public comment.

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.

No action was taken by the Board.

VIII. Board of Directors Comment

Director Lewis complimented staff and stated the Finance Committee meeting was very informative.

Director Tresan expressed appreciation to all staff and wishes them a Happy Thanksgiving and Happy Holidays.

Director Wilkins stated he hopes everyone has a Happy Thanksgiving and thanks them for all of their hard work that they continue to do at T-TSA.

Director Wilkins also asked Agency Counsel, Mr. Shanahan if there are members of the public providing public comment under an alias, is it reasonable or appropriate to ask if they are using an alias?

Mr. Shanahan stated that the Board may ask someone what their name is, however, they are not required to answer. Mr. Shanahan recommended proceeding with individuals being permitted to decline to give their name or speak anonymously or with an alias.

The Board went into closed session with legal counsel and Mr. Griffin at 10:44 AM.

IX. Closed Session

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

X. Adjournment

There being no further business, the meeting was adjourned at 11:30 AM.



LaRue Griffin  
Secretary to the Board

Approved: 12/15/21

