



# 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

September 15, 2021

### I. Call to Order:

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  
Dan Wilkins, TCPUD  
S. Lane Lewis, NTPUD  
Blake Tresan, TSD

Directors Absent: 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  
Paul Shouse, Maintenance Department  
Luke Swann, Maintenance Department  
Mike Smith, Engineering Department  
Aaron Carlsson, Engineering Department  
Trevor Shamblin, Engineering Department  
Jason Hays, Operations Department

### II. Public Comment.

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

### III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries. New hire Mr. Trevor Shamblin, Assistant Engineer, introduced himself to the Board of Directors, whom welcomed him.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 1 for the 2021 Asphalt Sealing project.
4. Approval of Progress Pay Estimate No. 3 for the 2020 Digital Scanning of Sewer Lines project.
5. Approval of Change Order No. 3 for the 2021 Plant Painting project.
6. Approval of Progress Pay Estimate No. 4 for the 2021 Plant Painting project
7. Approval of Progress Pay Estimate No. 5 for the 2020 Headworks Improvements project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Appointment of Agency Board President and Vice President.

**MOTION** by Director Lewis **SECOND** by Director Cox to appoint Director Wilkins as Agency Board President and Director Tresan as Agency Board Vice President; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval of the minutes of the regular Board meeting on August 18, 2021.

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on August 18, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval to award the Pretreatment Program Review Services.

**MOTION** by Director Lewis **SECOND** by Director Wilkins to award the Pretreatment Program Review Services to Carollo Engineers, Inc. and authorize the General Manager to negotiate an agreement up to \$123,000; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Discussion of Administrative Building front entry landscape plan.

Mr. Griffin provided the Board of Directors with a review of the Administrative Building front entry landscape improvements per the 75% design plans as submitted by High West Landscape Architects and requested feedback for potential modifications prior to finalizing plans. Directors Cox and Lewis were pleased to see curb appeal renovations, as it has remained the same since 1975. They both also praised the idea of artificial turf surrounding the pond area and suggested it around the perimeter of the entry with additional zero scape to include boulders as well.

Directors Wilkins and Tresan were also in agreement with the upgrades. Director Tresan added that he would like to see additional parking and perhaps explanatory signage near the pond explaining that it used sewage and how it is now clean "2" water. Director Lewis also requested an updated Agency signage be included in the design scope. Direction was given to return with an updated set of plans to include their feedback at the following Board meeting before proceeding with the work.

5. Discussion of potential alternative disinfection processes.

The Board of Directors had no information to discuss and decided to discuss again after the completion of the Master Sewer Plan.

No action was taken by the Board.

VI. 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 modernizations. Mr. Peak thanked Operations and Lab staff for recent work during new twelve-hour shifts, fire season and Covid.

Mr. Pallante provided an update on current and past projects for the maintenance department. He thanked staff for doing a great job in saving the Agency money on being able build and install the cake conveyor intermediate bearing.

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. She also thanked her staff for their hard work the last three months with a new manager, and during the recent pre-audit.

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. He thanked Mrs. Lufrano for ongoing work on the Agency HRA and Mrs. Chavez for recent work with an update to Board packets.

No action was taken by the Board.

VII. Board of Directors Comment

Director Lewis, Wilkins, and Tresan thanked staff for their work with all the challenges through the rough summer, as they did a great job.

Director Cox and Wilkins confirmed with Mr. Peak that the plant had the lowest August average flows in five years.

Director Lewis thanked Director Cox for his years of service as Board President, and he has done a great job. Director Cox stated that although it has not been easy, he has enjoyed it.

The Board went into closed session with legal counsel and Mr. Griffin at 11:20 AM.

**MOTION** by Director Lewis **SECOND** by Director Wilkins to move into closed session; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

VIII. Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24 and APN 049-040-25 pursuant to Government Code Section 54956.8.
2. Closed session for public employee performance evaluation of the General Manager.

IX. Adjournment

There being no further business, the meeting was adjourned at 12:40 PM.



LaRue Griffin  
Secretary to the Board

Approved: 10/20/21