



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

February 16, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:01 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 P. Shanahan, Agency Counsel
Michelle Mackey, Administrative Department
Paul Shouse, Maintenance Department
Ryan Schultz, Maintenance Department
Tobin Fuchs, Maintenance Department
Luke Swann, Maintenance Department
Greg O'Hair, Operations Department
Jason Hays, Operations Department

Public Present: Tim Loper, Carollo Engineers
Richard Gutierrez, Carollo Engineers
Coral Taylor, Carollo Engineers
Elisa Garvey, Carollo Engineers
Brad Memeo, Public
Steven Gortler, Public
Pippin Mader, 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.

Pippin Mader provided public comment regarding Agency legal bills.

No action was taken by the Board.

IV. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged Agency staff, Daniel Robenko, who attained a professional anniversary of 5 years.

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 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. Report from January 19, 2022 closed session meeting.

Mr. Griffin stated there was nothing to report from the January 19, 2022 closed session meeting.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on January 19, 2022.

MOTION by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on January 19, 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. Presentation of the Master Sewer Plan.

Tim Loper and Richard Gutierrez with Carollo Engineers presented a review of the Master Sewer Plan to the Board of Directors. There were questions, answers, and discussion.

No action was taken by the Board.

4. Approval to accept the Master Sewer Plan.

MOTION by Director Cox **SECOND** by Director Tresan to accept the Carollo Engineers-prepared Master Sewer Plan dated February 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.

Meeting adjourned at 10:55 AM for a ten minute break.

Vice President Tresan reconvened the meeting at 11:07 AM, as President Wilkins stepped away from the meeting.

5. Approval to award the 2022 Roof Repair project.

MOTION by Director Lewis **SECOND** by Director Cox to award the 2022 Roof Repair project to CentiMark Corporation, Inc. in the amount of \$460,000.00 (\$420,316.00 bid plus contingency of \$39,684); unanimously approved.

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

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

Motion passed.

6. Approval for the General Manager to negotiate a contract or contracts with a qualified contractor or contractors to perform the 2022 Control Room Upgrades project.

MOTION by Director Smelser **SECOND** by Director Lewis for approval of the General Manager to negotiate a contract or contracts with a qualified contractor or contractors to perform the 2022 Control Room Upgrades project because the Agency did not receive any responsive bids in response to the bid solicitation; unanimously approved.

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

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

Motion passed.

7. Approval to award the Open Channel Flow Metering Devices project.

MOTION by Director Lewis **SECOND** by Director Cox to award the 2022 Open Channel Flow Metering Devices project to Utility Systems Science and Software for \$42,500.00 (\$38,375.64 bid plus contingency of \$4,124.46); unanimously approved.

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

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

Motion passed.

Vice President Tresan reconvened the meeting at 11:07 AM, as President Wilkins stepped away from the meeting.

5. Approval to award the 2022 Roof Repair project.

MOTION by Director Lewis **SECOND** by Director Cox to award the 2022 Roof Repair project to CentiMark Corporation, Inc. in the amount of \$460,000.00 (\$420,316.00 bid plus contingency of \$39,684); unanimously approved.

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

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

Motion passed.

6. Approval for the General Manager to negotiate a contract or contracts with a qualified contractor or contractors to perform the 2022 Control Room Upgrades project.

MOTION by Director Smelser **SECOND** by Director Lewis for approval of the General Manager to negotiate a contract or contracts with a qualified contractor or contractors to perform the 2022 Control Room Upgrades project because the Agency did not receive any responsive bids in response to the bid solicitation; unanimously approved.

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

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

Motion passed.

7. Approval to award the Open Channel Flow Metering Devices project.

MOTION by Director Lewis **SECOND** by Director Cox to award the 2022 Roof Repair project to Utility Systems Science and Software for \$42,500.00 (\$38,375.64 bid plus contingency of \$4,124.46); unanimously approved.

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

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

Motion passed.

8. Approval of Resolution No. 1-2022 approving bidding exception and authorizing purchase of used manlift.

MOTION by Director Lewis **SECOND** by Director Smelser to approve Resolution No. 1-2022 approving bidding exception and authorizing purchase of used manlift; unanimously approved.

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

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

Motion passed.

9. Report of Cal/OSHA Inspection No. 1545120.

Mr. Griffin provided a report of the Cal/OSHA Inspection No. 1545120 to the Board of Directors.

Director Wilkins rejoined the meeting at 11:35 AM.

Mr. Pippin Mader provided public comment regarding Cal/OSHA Inspection No. 1545120.

No action was taken by the Board.

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

The Board of Directors requested the March 2022 regular Board of Directors meeting 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. Shouse 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 Tresan requested an agenda item to be added to next month's agenda to discuss the option to hire a consultant to perform an analysis of the Agency connection fees and service charges based on the Master Sewer Plan. He also informed the Board of the Hercules® Shutout™ product.

Director Lewis stated the Master Sewer Plan was a great study and planning tool by Carollo, but he thought it was premature to begin a sewer rate study.

Director Cox stated the Agency should discuss a sewer rate study at the next Board meeting.

Director Smelser said that the Agency should use the Master Sewer Plan as a road map, and when a rate study is performed, they can take into consideration at that time.

President Wilkins restated the request of Directors Tresan and Cox to add an agenda item to next month's Board meeting to discuss direction for staff to pursue hiring of a consultant to assist with rate review, rate setting, and possible updates to our connection fee policy.

Mr. Pippin Mader provided public comment regarding Board of Directors comments.

No action was taken by the Board.

The Board went into closed session with legal counsel and Mr. Griffin at 12:18 PM.

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 12:53 PM.



LaRue Griffin
Secretary to the Board

Approved: 3/16/22