



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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Directors

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

General Manager

LaRue Griffin

BOARD OF DIRECTORS REGULAR MEETING MINUTES

November 18, 2020

I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the November 18, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA November 18, 2020 Board of Directors Meeting. 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 (via teleconference)
Dan Wilkins, TCPUD (via teleconference)
S. Lane Lewis, NTPUD (via teleconference)
David Smelser, ASCWD (via teleconference)
Blake Tresan, TSD (via teleconference)

Staff Present: LaRue Griffin, General Manager (via teleconference)
Roshelle Chavez, Administrative Manager (via teleconference)
Jay Parker, Engineering Manager (via teleconference)
Michael Peak, Operations Manager (via teleconference)
Richard Pallante, Maintenance Manager (via teleconference)
Robert Gray, Information Technology Manager (via teleconference)
Vicky Lufrano, Human Resources Administrator (via teleconference)
Richard P. Shanahan, Agency Counsel (via teleconference)
Aaron Carlsson, Engineering Department (via teleconference)
Scott Fleming, Engineering Department (via teleconference)
Michelle Mackey, Administrative Department (via teleconference)
Dawn Davis, Administrative Department (via teleconference)
Angelina Henson, Administrative Department (via teleconference)
Tiffany Hambrick, Administrative Department (via teleconference)
Greg O'Hair, Operations Department (via teleconference)
Brandon Dimond, Operations Department (via teleconference)
Kristin Davis, Laboratory Department (via teleconference)
Paul Shouse, Maintenance Department (via teleconference)
Tanner McGinnis, Maintenance Department (via teleconference)

Public Present: Tim Loper, Carollo Engineering
Sarah Coolidge, Public
Pippin Mader, Public
Jane Davis, Public

II. Public Comment.

Ms. Jane Davis provided public comment regarding the Agency waste discharge requirements violations.

Mr. Pippin Mader provided public comment regarding the management reports, General Manager, staff, operations, management and the Board of Directors.

Mr. Aaron Carlsson provided public comment regarding the Agency, operations, staff, Board of Directors, and General Manager.

No further action was taken by the Board.

III. Consent Agenda

1. Approval of the minutes of the regular Board meeting on October 21, 2020.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on October 21, 2020; motion approved.

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

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

Motion passed.

2. Approval of general fund warrants.

3. Approval of financial statements.

4. Approval of Progress Pay Estimate No. 1 for the Furnishing Air Purifying Respirator and Self-Contained Breathing Apparatus Equipment project.

5. Approval of Progress Pay Estimate No. 2 for the 2020 Digital Scanning of Sewer Lines project.

6. Approval of Progress Pay Estimate No. 2 for the 2020 Administration Building Remodel project.

MOTION by Director Lewis **SECOND** by Director Wilkins to approve the Consent Agenda items 2-6; motion approved.

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

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

Motion passed.

IV. Regular Agenda

1. Report from October 21, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the October 21, 2020 closed session meeting.

No action was taken by the Board.

2. Presentation of the Organizational Assessment.

Mr. Tim Loper of Carollo Engineering, Inc. provided a PowerPoint presentation to the Board of Directors on the Organizational Assessment. After the presentation, Mr. Loper addressed Director questions.

Mr. Griffin informed the Board there was no action required on the presentation, other than accepting the completed assessment. Mr. Griffin explained that the acceptance action would indicate only that Carollo Engineering, Inc. has completed the Organizational Assessment scope of work, and acceptance would not be an indication the Directors or Agency accepts all or any recommendations from the Organizational Assessment report. Staff would return the next month after evaluating the recommendations from that Organizational Assessment and make its own recommendations on which to adopt and implement.

Public comment was received from Mr. Pippin Mader and Ms. Sarah Coolidge.

3. Approval to accept the Organizational Assessment report.

MOTION by Director Lewis **SECOND** by Director Smelser to accept the Organizational Assessment report; unanimously approved.

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

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

Motion passed.

4. Approval to award the purchase of the Submersible Pump and Power Pack project.

MOTION by Director Lewis **SECOND** by Director Tresan to award the purchase of the Submersible Pump and Power Pack project to Pac Machine Company, Inc. in the amount of \$72,134.03; unanimously approved.

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

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

Motion passed.

V. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department and reported that all waste discharge requirements were met for the month.

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.

Mr. Gray provided an update on current and past projects for the information and technology department.

Mrs. Chavez 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.

Public comment was received by Mr. Pippin Mader regarding department reports.

No action was taken by the Board.

VI. Board of Director Comment

Directors Lewis and Wilkins requested the Agency keep Carollo Engineering, Inc. retained under contract for additional services that may be needed to assist with recommendations for and implementation of the Organizational Assessment.

VII. Adjournment

There being no further business, the open session meeting was adjourned at 11:44 AM.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the adjournment of the Regular Board of Directors Meeting; unanimously approved.


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

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

Motion passed.

The Board then continued the teleconference to conduct a closed session to consider the following item:

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



LaRue Griffin
Secretary to the Board

Approved: 12/16/20