



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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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

January 19, 2022

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
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
Paul Shouse, Maintenance Department
Dean Haines, Operations Department
Greg O'Hair, Operations Department
Jason Hays, Operations Department

Public Present: Jim Redmond, Public

II. AB 361 Action

MOTION by Director Lewis **SECOND** by Director Cox, 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); 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. Vicky Lufrano acknowledged Agency staff who obtained professional achievements, anniversaries, and safety awards. President Wilkins congratulated staff for their accomplishments, thanked them for a job well done, and for continuing to think about how we can be a better and safer operation for T-TSA.

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 December 15, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the December 15, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on December 15, 2021.

MOTION by Director Lewis **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on December 15, 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.

3. Approval of Agency Organizational Chart.

MOTION by Director Smelser **SECOND** by Director Tresan to approve the Agency Organizational Chart; 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 Agency Debt Management Policy.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the Agency Debt Management Policy; 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 solicit bids for the 2022 Plant Coating project.

MOTION by Director Lewis **SECOND** by Director Smelser to solicit bids for the 2022 Plant Coating project; 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. Discussion of in-person Board of Directors meeting.

The Board of Directors requested the February 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. 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 thanked Mrs. Chavez for her Zoom navigation assistance to see everyone's smiling faces at the meeting today. He also thanked President Wilkins for doing such a great job leading the Board meetings. Finally, Director Cox thanked Directors Tresan and Lewis for their efforts on the Finance Committee, and Mrs. Sublet and Mr. Griffin for taking their time explaining Fund Accounts to him.

Director Lewis stated the implementation of the Finance Committee has been excellent. Staff bringing forth information has been helpful in streamlining Board meetings. There will be a lot of work going forward once the Master Sewer Plan is completed and the long term financial planning begins. He also stated that Mrs. Sublet is doing a great job with the Finance Committee. Director Lewis also thanked staff for the detailed tour which helped him learn a lot about the plant.

Director Smelser stated that ASCWD Finance Committee meeting members were paid a stipend for attending their meetings. Mr. Griffin confirmed that T-TSA Finance Committee members receive a stipend as well.

Vice President Tresan expressed a Happy New Year to all staff and to all who were responsible for digging the Agency out of the snow during the storm, as well as getting the remote services back up and running. He thanked them all for a great job.

President Wilkins asked for clarification regarding an email the Board received from a recently retired employee who had experienced problems with his PERS retiree health benefits. Mr. Griffin confirmed that staff was working with the retiree to resolve his concerns.

The Board went into closed session with legal counsel and Mr. Griffin at 10:30 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 10:37 AM.



LaRue Griffin
Secretary to the Board

Approved: 2/16/22