



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
13720 Butterfield Drive
TRUCKEE, CALIFORNIA 96161
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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

July 20, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

Directors Present: Dan Wilkins, TCPUD (9:00 AM to 11:15 AM)
Blake Tresan, TSD
S. Lane Lewis, NTPUD
Dale Cox, OVPSD
David Smelser, ASCWD

Staff Present: Richard Pallante, Interim 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
Greg O'Hair, Operations Department
Jason Hays, Operations Department
Kristin Davis, Operations Department,
Kristin Schrandt, Operations Department
Mike Smith, Engineering Department
Paul Shouse, Maintenance Department
Tanner McGinnis, Maintenance Department
Luke Swann, Maintenance Department
Soraya Morz, Maintenance Department
Michelle Mackey, Administrative Department
Kayle Ohle, Administrative Department

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 meeting is authorized 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.

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

IV. Professional Achievements, Awards and Anniversaries

Ms. Vicky Lufrano acknowledged Agency staff whom obtained professional achievements, awards, and anniversaries received for the previous calendar month to the Board of Directors. The Board thanked staff for their service.

V. Public Hearing

President Wilkins opened the public hearing for public comment related to the Board's consideration of adopting a resolution of the Board adopting 2022-2023 tax roll billing report and approving billing and collection of delinquent charges on county tax roll. There was no public comment. President Wilkins closed the public hearing. No action was taken by the Board.

VI. Consent Agenda.

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

This item was pulled from the Consent Agenda for further discussion.

3. Approval of Resolution No. 8-2022 to adopt report of delinquent charges and authorize their collection on the county tax roll.
4. Approval of Resolution No. 9-2022 to request tax collection services with the County of Nevada concerning the collection of delinquent sewer service charges on the Nevada County tax roll.

5. Approval of Resolution No. 10-2022 adopting 2022-2023 tax roll billing report and requesting collection of delinquent sewer service charges on the Placer County tax roll.

MOTION by Director Smelser **SECOND** by Director Lewis to approve the consent agenda, excluding item (2) Ratification of Financial Statements ; 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.

VII. Regular Agenda

1. Ratify approval of financial statements.

Ms. Sublet provided additional review of updated financial statement documents to the Board of Directors.

Pippin Mader provided public comment on this item.

MOTION by Director Lewis **SECOND** by Director Cox to approve the financial statements as presented; 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.

The Board went into closed session with legal counsel at 9:22 AM.

VIII. Closed Session.

1. Closed session for public employee discipline/dismissal/release.

Agency Counsel, Richard Shanahan stated that there was no action to report from closed session.

The Board returned to open session at 10:06 AM.

IX. Regular Agenda

1. Report from June 15, 2022 and June 20, 2022 closed session meetings.

Mr. Shanahan stated there was nothing to report from the June 15, 2022 and June 20, 2022 closed session meetings. No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on June 15, 2022 and special Board meetings on June 20 and June 23, 2022.

Director Tresan asked for a correction of the June 23, 2022 Board Minutes to reflect that Director Smelser was absent.

MOTION by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on June 15, 2022 and special Board meetings on June 20 and June 23, 2022 to include corrections to the June 23, 2022 special Board meeting minutes to reflect that Director Smelser was absent; 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. Consider approval of Resignation and Release Agreement with LaRue Griffin.

President Wilkins provided a brief overview of the employment contract with LaRue Griffin and the direction to move towards a Resignation and Release Agreement. Mr. Shanahan reported that there is a finalized agreement which was signed by Mr. Griffin.

Pippin Mader provided public comment on this item.

MOTION by Director Cox **SECOND** by Director Tresan to approve the Resignation and Release Agreement with LaRue Griffin in the form as finalized on 7/19/2022 and as reviewed in Closed Session by the Board of Directors today 7/20/2022; 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.

4. Discussion and Approval of Process for Recruitment of General Manager.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review options for the recruitment of a General Manager. There was discussion, questions, and answers provided by all. The Board of Directors appointed an Ad Hoc committee for the recruitment of a General Manager. The Ad Hoc committee will consist of President Wilkins and Vice President Blake Tresan, who will meet and confer with Ms. Lufrano for the recruitment of a General Manager.

Pippin Mader provided public comment on this item.

MOTION by Director Cox **SECOND** by Director Lewis to appoint President Wilkins and Vice President Tresan to an Ad Hoc Committee to advise on recruitment of a General Manager; 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 of Classification Description, Salary Schedule, and Organizational Chart.

President Wilkins gave a review of the June 23, 2022 Special Board of Directors meeting when the Board appointed Mr. Pallante as Interim General Manager. Direction was also given to Ms. Lufrano to provide an Interim Assistant General Manager salary scale, and once completed they would consider Michael Peak for the Interim Assistant General Manager.

Mr. Lufrano provided a PowerPoint presentation to the Board of Directors to review a revised Classification Description, Salary Schedule, and Organizational Chart based on the hiring of an Interim Assistant General Manager. There was discussion, questions, and answers. The Board directed Mr. Pallante to work with Ms. Lufrano and counsel to provide a solution and bring it back to the Board at the August or September meeting.

Pippin Mader provided public comment on this item. No action was taken by the Board.

Mr. Wilkins left the meeting at this point and Vice President Tresan assumed chair duties at 11:15 AM.

6. Discussion and approval of OPEB Premium Reimbursement.

Ms. Sublet provided a review of the proposed OPEB Premium Reimbursement to the Board of Directors as recommended by the Finance Committee. There was discussion, questions, and answers.

MOTION by Director Lewis **SECOND** by Director Cox to (1) accept the Actuarial Study, (2) accept the CERBT Valuation Packet, (3) approve Resolution 11-2022, (4) approve Resolution 12-2022, and (5) approve request for disbursement in the amount of \$450,000.00 from the CERBT fund to the Agency for reimbursement of fiscal year 2021/2022 retiree health insurance premiums.; 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: President Wilkins
ABSTAIN: None

Motion passed.

7. Discussion of Possible Options Related to Health Insurance Plan for 2023.

Ms. Lufrano provided a PowerPoint presentation for the Board of Directors in regard to the potential options for the Agency Health Insurance Plan for 2023. There was discussion, questions, and answers. The Board gave direction to staff to continue to research additional information in regard to moving from the (CalPERS) PERS Platinum to PERS Gold health plan.

8. Approval to award the 2022 Digital Scanning of Sewer Lines project.

MOTION by Director Lewis **SECOND** by Director Cox to award the 2022 Digital Scanning of Sewer Lines project to Pro-Pipe, Inc. in the amount of \$80,000 (\$74,200 plus, approximately 8% contingency).; unanimously approved.

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

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

Motion passed.

9. Approval to award Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back drive.

MOTION by Director Smelser **SECOND** by Director Tresan to award the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back drive; 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.

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

The Board of Directors requested the August 2022 regular Board of Directors meeting to be held via videoconference per AB 361.

X. 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.

Ms. 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. Pallante provided an update on the status of various ongoing projects, none of which required action by the Board.

There was no action taken by the Board.

XI. Board of Directors Comment.

Director Cox inquired if the Agency was in the position to prosecute the person who started the Butterfield fire for trespassing on Agency property. Mr. Pallante stated that Agency staff who were assaulted did not wish to press charges and the District Attorney is currently responsible for the criminal charges against the individual. Director Smelser agreed.

Vice President Tresan asked staff to collaborate with legal counsel to review the potential to press charges of trespassing against the person responsible for the Butterfield Fire. Vice President thanked Mr. Pallante, Mr. Peak, the management team, and all staff for keeping the Agency moving forward and stepping up during this transition period.

XII. Adjournment.

There being no further business, the meeting was adjourned at 12:35 PM.



Richard Pallante
Interim General Manager

Approved: 08-17-2022