



# TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency  
13720 Butterfield Drive  
TRUCKEE, CALIFORNIA 96161  
(530) 587-2525 • FAX (530) 587-5840

## 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

August 18, 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  
S. Lane Lewis, NTPUD  
David Smelser, ASCWD  
Blake Tresan, TSD

Directors Absent: Dan Wilkins, TCPUD

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  
Dawn Davis, Administrative Department  
Angelina Henson, Administrative Department  
Mike Smith, Engineering Department  
Paul Shouse, Maintenance Department  
Tanner McGinnis, Maintenance Department  
Jaime Garcia, Maintenance Department  
Soraya Morz, Maintenance Department  
Luke Swann, Maintenance Department

Public Present: Sarah Coolidge, Public  
Pippin Mader, Public

II. Public Comment.

Mr. Pippin Mader provided public comment regarding website PDF copy/paste options for Board documents, virtual options for future Board meetings, employee retention and personnel matters.

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries. Vicky also introduced new hire Mrs. Soraya Morz, the new CMMS/GIS technician to the Board of Directors, whom welcomed her.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 2 for the 2021 Chiller Replacement project.
4. Approval of Progress Pay Estimate No. 3 for the 2021 Plant Painting project.
5. Approval of Progress Pay Estimate No. 4 for the 2020 Headworks Improvements project.

Mr. Pippin Mader provided public comment regarding the consent Agenda.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Report from July 21, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the July 21, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on July 21, 2021.

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on July 21, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

3. Approval of Resolution No. 17-2021 approving employee benefit changes

Mr. Pippin Mader provided public comment regarding Resolution No. 17-2021.

**MOTION** by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 17-2021 approving employee benefit changes; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

4. Approval of updated Maintenance Mechanic I/II/III, Operator OIT/I/II/III, and Operations Shift Supervisor classification descriptions.

Mr. Pippin Mader provided public comment regarding updated classification descriptions.

**MOTION** by Director Smelser **SECOND** by Director Tresan to approve updated Maintenance Mechanic I/II/III, Operator OIT/I/II/III, and Operations Shift Supervisor classification descriptions; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

5. Approval to award the SCADA and IT Master Planning Services.

Mr. Pippin Mader provided public comment regarding the SCADA and IT Master Planning Services.

**MOTION** by Director Lewis **SECOND** by Director Tresan to award SCADA and IT Master Planning Services to Jacobs Engineering for the bid amount of \$172,638; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

6. Approval to award Pretreatment Program Review Services.

The award for the Pretreatment Program Review Services was tabled for a future meeting.

7. Approval of the 2021 Sewer System Management Plan Audit.

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve the 2021 Sewer System Management Plan Audit; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed

8. Approval to solicit bids for the 2021 Chlorine Scrubber Improvements project.

Mrs. Sarah Coolidge and Mr. Pippin Mader provided public comment regarding the 2021 Chlorine Scrubber Improvements project.

**MOTION** by Director Lewis **SECOND** by Director Tresan to solicit bids for the 2021 Chlorine Scrubber Improvements project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

9. Approval of Agency Fixed Asset Policy

**MOTION** by Director Lewis **SECOND** by Director Smelser to approve the Agency Fixed Asset Policy; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

10. Approval of the Agency response to Placer County Grand Jury Report.

**MOTION** by Director Lewis **SECOND** by Director Smelser to approve the Agency response to Placer County Grand Jury Report; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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, with the exception of one violation in dissolved oxygen (D.O.) concentration.

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.

Mrs. Sarah Coolidge and Mr. Phippen Mader provided public comment regarding the Operations department report.

No action was taken by the Board.

## VII. Board of Directors Comment

Director Tresan stated that he would like to work with staff to make the Board PDFs more user friendly; requested discussion items of UV or alternative disinfection be placed on the next meeting Agenda; and discussed potential delivery of pump station sewage to the plant.

Directors Tresan and Lewis advised taking a second look at defensible space in light of the current fire season. Mr. Griffin advised that a contractor was already scheduled to perform the work.

Director Smelser congratulated staff for consulting with Logically for IT services in light of all the recent attacks in the industry.

All the Directors stated it was good to be back in the Board room and to see everyone face to face again.

The Board went into closed session with legal counsel and Mr. Griffin at 11:55 AM.

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

The Board approved the motion by the following vote:

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

Motion passed.

## VIII. Closed Session

1. Closed session conference with legal counsel regarding existing adjudicatory administrative proceedings, Fay v. Tahoe-Truckee Sanitation Agency (Public Employee Relations Board Case No. SA-CE-1090-M) under Government Code section 54956.9(d)(1).
2. Closed session for public employee discipline/dismissal/release.
3. 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.
4. Closed session for public employee performance evaluation of the General Manager.

The Board reopened into open session at 1:11 PM.

**MOTION** by Director Lewis **SECOND** by Director Tresan to move into open session; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

IX. Regular Agenda

1. Consider adoption of resolution or motion appointing hearing officer for employee termination appeal hearing.

Mr. Shanahan reported that the directors determined that the full Board would conduct the hearing on the Barker termination appeal. Mr. Shanahan also reported that there was no other reportable action from closed session.

No action was taken by the Board.

X. Adjournment

There being no further business, the meeting was adjourned at 1:11 PM.

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

Motion passed.



LaRue Griffin  
Secretary to the Board

Approved: 9/15/21