

# 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

September 16, 2020

### I. Call to Order:

This meeting was conducted via GoToMeeting teleconferencing as described in the September 16, 2020 meeting agenda and the accompanying Guidelines for Using GoToMeeting for T-TSA September 16 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) (arrived at 9:01 AM)  
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)  
Vicky Lufrano, Human Resources Administrator (via teleconference)  
Richard P. Shanahan, Agency Counsel (via teleconference)  
Kevin Woods, IT Department (via teleconference)  
Aaron Carlsson, Engineering Department (via teleconference)  
Scott Fleming, Engineering Department (via teleconference)  
Mike Smith, Engineering Department (via teleconference)  
Dawn Davis, Administrative Department (via teleconference)  
Tiffany Hambrick, Administrative Department (via teleconference)  
Greg O'Hair, Operations Department (via teleconference)  
Troy Kilgore, Operations Department (via teleconference)  
Kristin Davis, Laboratory Department (via teleconference)  
Paul Shouse, Maintenance Department (via teleconference)  
Tanner McGinnis, Maintenance Department (via teleconference)

Public Present: John Northrop, Public  
Sarah Coolidge, Public

Pippin Mader, Public  
Jane Davis, Public  
Carl Davis, Public  
Suzie Tarnay, Public  
Ellie Beals, Public  
Craig Wright, Public

President Cox acknowledged Mr. Jon Northrop and thanked him for his many years of service as Alpine Springs County Water District representative to the Board of Directors at TTSA and wished him well on his retirement in Southern California. Mr. Northrop stated he was thankful to have worked with everyone. President Cox welcomed Director David Smelser as the new representative appointed to the TTSA Board of Directors from Alpine Springs County Water District.

## II. Public Comment.

Mr. Carl Davis provided public comment regarding his concerns with the Classification and Compensation Study and on Mrs. Kristin Davis performing the Laboratory Director role. Ms. Jane Davis provided public comment regarding her concern over the Agency WDR violations.

Mr. Pippin Mader provided public comment regarding his concern with the Board of Directors, General Manager, operations, and overall management of TTSA. Mrs. Laura Mader provided written public comment regarding her concerns with upper management.

An anonymous employee provided public comment via GoToMeeting chat function regarding their support of the Board of Directors, the General Manager and upper management.

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

No further action was taken by the Board.

## III. Professional Achievements, Awards and Anniversaries.

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

## IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on August 19, 2020.
2. Approval of general fund warrants.
3. Approval of financial statements.
4. Approval of Progress Pay Estimate No. 5 for the 2019 Roof Repair project.
5. Approval of Progress Pay Estimate No. 5 for the 2020 Plant Painting project.

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve the Consent Agenda items; motion approved.

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

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

Motion passed.

V. Regular Agenda

1. Report from August 19, 2020 closed session meeting.

Mr. Griffin stated there was no action to report from the August 19, 2020 closed session meeting.

2. Presentation of Agency Waste Discharge Requirements (WDR): Effluent Testing.

Mr. Michael Peak presented a PowerPoint presentation on effluent testing per the Agency WDR, which included details of past WDR violations and the direction to have WWTP operators perform laboratory testing on weekends. The presentation was followed by questions from the Board of Directors and public comment.

3. Approval of Resolution No. 12-2020 approving employee benefit changes.

Mrs. Vicky Lufrano provided the Board of Directors with an overview of the employee benefit changes and answered director questions. Public comment was received by Mr. Mark Wasley regarding employee benefit equity and Pippin Mader regarding retiree health care benefits. Staff was directed to report back to the Board of Directors within 3 months on retiree health benefits.

**MOTION** by Director Tresan **SECOND** by Director Lewis to approve Resolution No. 12-2020; 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 of Resolution No. 13-2020 adopting the Agency Fund Policy and extinguishing Administration Fund (Fund 00), Operation & Maintenance Fund (Fund 01), and Rate Stabilization Fund (Fund 08).

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve Resolution No. 13-2020 with an amendment to the “Target Balance” of the *Wastewater Capital Reserve Fund* (Fund 02) and the *Replacement, Rehabilitation and Upgrade Fund* (Fund 06) to read “shall have a minimum target balance equal to fifty percent (50%) of the projected five years (current, plus four) of the planned budget for the capital improvement projects.”; unanimously approved.

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

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

Motion passed.

5. Approval of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project.

**MOTION** by Director Lewis **SECOND** by Director Tresan to approve the award of Task Order No. 34 with CH2M Hill, Inc. for the 2021 Chlorine System Process Hazard Analysis (PHA) Revalidation project in the amount of \$27,121; 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.

## VI. 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 except for two (2) violations. On August 3, 2020, the total coliform organism 7-day mean limit of 23 MPN/100 was recorded at 52-54 MPN/100 and on August 4, 2020, the pH at Well #31 was recorded at 6.4 pH units. These violations were reported to the Regional Water Quality Control Board (Lahontan Region). He also provided an update to laboratory operations and informed there was an ongoing investigation by ELAP into the laboratory and the findings would be shared with the Board of Directors once completed.

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. Woods 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, Mr. Carl Davis and Ms. Janet Davis regarding department reports.

No action was taken by the Board.

VII. Board of Director Comment

Director Smelser stated that he would try his best to catch up to current Agency business.

There being no further business, the open session meeting was adjourned at 12:28 PM.

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

1. Public Employee – Govt. Code § 54957: Performance evaluation of General Manager.



LaRue Griffin  
Secretary to the Board

Approved: 10/21/20