



# TAHOE-TRUCKEE SANITATION AGENCY

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

## 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

October 20, 2021

### 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. 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  
Jaime Garcia, Maintenance Department  
Soraya Morz, Maintenance Department  
Trevor Shamblin, Engineering Department  
Jason Hays, Operations Department

### II. Public Comment.

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

### III. Professional Achievements, Awards & Anniversaries.

Mr. LaRue Griffin acknowledged several members of Agency staff whom obtained professional achievements, awards, and anniversaries.

IV. Consent Agenda

1. Approval of the general fund warrants.
2. Approval of the financial statements.
3. Approval of Progress Pay Estimate No. 5 for the 2021 Plant Painting project.
4. Approval of Progress Pay Estimate No. 6 for the 2020 Headworks Improvements project.

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Report from September 15, 2021 closed session meeting.

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

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on September 15, 2021 and the special Board meeting on October 11, 2021.

**MOTION** by Director Lewis **SECOND** by Director Cox to approve the minutes of the regular Board meeting on September 15, 2021 and the special Board meeting on October 11, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Consider establishing standing Finance Committee.

Mr. Griffin presented potential functions of a standing Finance Committee with the Board of Directors. Discussion was had to review the committee scope, appointment, and meeting details.

**MOTION** by Director Lewis **SECOND** by Director Wilkins to establish a standing Finance Committee in accordance with staff recommendations, including Vice-President Tresan and Director Lewis serving as the initial committee members, and Director Cox serving as an alternate.; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Discussion of content and organization of board packets.

Mr. Griffin provided the Board of Directors with a review of board packet items, which would allow staff to receive direction on the content and organization of the board packets. After further discussion, direction was given to remove construction progress pay estimates from the Consent Agenda as individual line items and include that information with the general fund warrants. The General Manager construction contract change order authority would be further reviewed by the Finance Committee and would be brought before the Board for review as a future agenda item. All other Board packet detail would remain the same.

5. Discussion of in-person Board of Directors Meeting.

Mr. Griffin provided the Board of Directors with information related to the California State Legislators approved Assembly Bill 361 (AB 361) which amends the rules for teleconference meetings (phone and virtual) under the Brown Act. The bill remains in effect until January 1, 2024. With the adoption of AB 361, the Board of Directors chose to continue to hold meetings in-person with each Director having the option to participate via teleconference (audio) under the pre-AB 361 Brown Act rules.

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. Laboratory Director, Jason Hays, provided an overview of previous months' reporting events, International Accreditation Service assessment, and approaching Laboratory software modernizations. Mr. Peak thanked Operations staff for their recent participation with the NTPUD plant tour, as well as Laboratory staff for their participation with International Accreditation Service assessment.

Mr. Pallante provided an update on current and past projects for the maintenance department. The calibration of all flow meters was completed.

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. She also thanked her staff for their hard work the last month during the recent in-house pre-audit, and Mrs. Graves who is also assisting with purchasing.

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. He commended the IT department for their recent work with Logically, Inc. and the Administrative staff for work with new auditors.

No action was taken by the Board.

## VII. Board of Directors Comment

Director Tresan stated that it was recently water professionals' appreciation week in the state and he wanted to express his appreciation to T-TSA staff. Additionally, there is a State Water Board workshop coming up on December 2<sup>nd</sup> for the Impact of Water Conservation on Wastewater for Collections and Treatment.

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

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

The Board approved the motion by the following vote:

AYES: Directors Tresan, Lewis, Cox, Smelser, and President Wilkins.

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

## VIII. Closed Session

1. Closed session for public employee discipline/dismissal/release.
2. Closed session for public employee performance evaluation of the General Manager.

Following the closed session, Mr. Shanahan reported that the Board in closed session unanimously adopted Resolution No. 18-2021 with findings deciding the appeal by former employee Nancy Chuba Barker. The Board denied Ms. Chuba Barker's appeal and affirmed the decision to terminate her employment.

IX. Adjournment

There being no further business, the meeting was adjourned at 11:30 AM.

LaRue Griffin  
Secretary to the Board

Approved: \_\_\_\_\_