



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

December 15, 2021

I. Call to Order:

Vice President Tresan 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 (arrived at 9:14 AM)
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 (via teleconference)
Paul Shouse, Maintenance Department
Jason Hays, Operations Department
Dan Underwood, Operations Department

Public Present: Pippin Mader, Public

II. Public Comment.

Pippin Mader provided public comment regarding vaccinated T-TSA employees, in-person Board meetings, Master Sewer Plan, the TRI, and coliform testing.

No action was taken by the Board.

III. Professional Achievements, Awards & Anniversaries.

Mrs. Vicky Lufrano acknowledged Agency staff who obtained professional achievements, awards, and anniversaries and introduced new hire Dan Underwood, OIT Operator, to the Board of Directors. The Board welcomed Dan Underwood to the Agency and congratulated staff for his accomplishment.

IV. Consent Agenda

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

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

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Report from November 17, 2021 closed session meeting.

Mr. LaRue Griffin stated there was nothing to report from the November 17, 2021 closed session meeting.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on November 17, 2021.

Director Tresan proposed amendment to the minutes for November 17, 2021 to item IV Profession Achievements, Awards & Anniversaries to include the statement, "The Board congratulated staff on their accomplishments."

MOTION by Director Lewis **SECOND** by Director Smelser to approve the amended minutes of the regular Board meeting on November 17, 2021; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Approval of updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions.

MOTION by Director Lewis **SECOND** by Director Cox to approve the updated Maintenance Department Manager, Maintenance Supervisor, E&I Supervisor, E&I Technician I/II/III, Laboratory Director, and Chemist I/II/III classification descriptions; 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. Approval to solicit bids for the 2022 Roof Repair project.

Mr. Pippin Mader provided public comment regarding the 2022 Roof Repair project.

MOTION by Director Smelser **SECOND** by Director Tresan to solicit bids for the 2022 Roof Repair project; 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.

5. Approval to solicit bids for the 2022 Control Room Upgrades project.

MOTION by Director Cox **SECOND** by Director Smelser to solicit bids for the 2022 Control Room Upgrades project; 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.

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

Mr. Pippin Mader provided public comment regarding in-person Board of Directors meeting.

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

VI. Management Team Reports

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department. Laboratory Director, Jason Hays, provided an overview of previous months' reporting events, International Accreditation Service assessment, and Agency responses to the assessment.

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.

Mr. Pippin Mader provided public comment regarding the operations department report.

VII. Board of Directors Comment

Director Cox wished staff a Merry Christmas.

Director Tresan stated that TSD Director Ron Sweet, who was a Director since 1978, passed away a few weeks ago. They will be filling his seat at the District soon. Director Tresan also wished staff a Merry Christmas.

Director Lewis stated he hopes everyone has a Merry Christmas and Happy New Year. He thanked staff for doing a great job.

Director Wilkins thanked staff for their continued work.

The Board went into closed session with legal counsel and Mr. Griffin at 10:43 AM.

VIII. Closed Session

1. Closed session for public employee performance evaluation of the General Manager.

IX. Adjournment

There being no further business, the meeting was adjourned at 11:00 AM.



LaRue Griffin
Secretary to the Board

Approved: 01/19/22