



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
Interim General Manager
Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING MINUTES

June 15, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:02 AM. The meeting was conducted via videoconference. 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
Crystal Sublet, Finance & Administrative Manager
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Richard Pallante, Maintenance Manager
Richard P. Shanahan, Agency Counsel
Monna Radulovich, Agency Special Counsel
Paul Shouse, Maintenance Department
Soraya Morz, Maintenance Department
Michelle Mackey, Administrative Department

Public: Jonathan Foster, DavisFarr, CPAs
Michael Johnson,
Steven Gortler, Public

II. AB 361 Action.

MOTION by Director Lewis **SECOND** by Director Smelser 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. Consent Agenda.

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

MOTION by Director Cox **SECOND** by Director Smelser to approve the consent agenda; 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.

V. Regular Agenda.

1. Report from May 18, 2022 and June 7, 2022 closed session meeting.

Mr. Griffin stated there was nothing to report from the May 18, 2022 and June 7, 2022 closed session meetings.

No action was taken by the Board.

2. Approval of the minutes of the regular Board meeting on May 18, 2022 and special Board meeting on June 7, 2022.

MOTION by Director Lewis **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on May 18, 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.

3. 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 charges on county tax roll.

President Wilkins opened the public hearing. There was no public comment. President Wilkins closed the public hearing. No action was taken by the Board.

4. Approval of Resolution No. 2-2022 adopting 2022-2023 tax roll billing report and approving billing and collection charges on the County of Placer tax roll.
5. Approval of Resolution No. 3-2022 adopting 2022-2023 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll.
6. Approval of Resolution No. 4-2022 adopting 2022-2023 tax roll billing report and approving billing and collection of charges on the El Dorado County tax roll.

MOTION by Director Cox **SECOND** by Director Smelser to approve Agenda items V-4 through V-6 (V-4 Resolution No. 2-2022 adopting 2022-2023 tax roll billing report and approving billing and collection charges on the County of Placer tax roll; V-5 Resolution No. 3-2023 adopting 2022-2023 tax roll billing report and approving billing and collection of charges on the County of Nevada tax roll; and V-6 Resolution No. 4-2022 adopting 2022-2023 tax roll billing report and approving billing and collection of charges on the County tax roll); 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.

7. Presentation of the annual financial audit for fiscal year 2020-2021.

Mr. Jonathan Foster of Davis Farr CPA presented the Agency annual financial audit for fiscal year 2020-2021 to the Board of Directors for their review and consideration. There were questions, answers, and discussion.

8. Approval to receive and file the annual financial audit for fiscal year 2020-2021.

MOTION by Director Lewis **SECOND** by Director Tresan to approve to receive and file the annual financial audit for fiscal year 2020-2021; 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.

9. Approval of Agency Fund Policy.

MOTION by Director Smelser **SECOND** by Director Tresan. to approve the Agency Fund Policy; 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. Approval of the Annual Budget for fiscal year 2022-2023

MOTION by Director Lewis **SECOND** by Director Tresan to approve the Annual Budget for fiscal year 2022-2023; 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.

11. Approval to transfer surplus monies from the Emergency and Contingency Reserve Fund in excess of the \$4 million target balance to the General Fund.

MOTION by Director Tresan **SECOND** by Director Lewis to approve the transfer of surplus monies from the Emergency and Contingency Reserve Fund in excess of the \$4 million target balance to the General Fund; 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.

12. Approval of Resolution No. 5-2022 to revise the Wastewater Capital Reserve Fund budget and making related findings.

MOTION by Director Lewis **SECOND** by Director Smelser to approve Resolution No. 5-2022 to revise the Wastewater Capital Reserve Fund budget and making related findings; 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.

13. Approval of Resolution No. 6-2022 to establish appropriations limits for fiscal year 2022-2023.

14. Approval of Resolution No. 7-2022 reaffirming policies and procedures for providing priority service to affordable housing projects.

MOTION by Director Lewis **SECOND** by Director Cox to approve Agenda items V-13 and V-14 (Resolution No. 6-2022 to establish appropriations limits for fiscal year 2022-2023; and Resolution No. 7-2022 reaffirming policies and procedures for providing priority service to affordable housing projects); 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.

15. Presentation of the SCADA/IT Master Plan.

Mr. Michael Johnson with Jacobs Engineering (CH2M Hill) presented the SCADA/IT Master Plan to the directors for their review and consideration. There were questions, answers, and discussion.

16. Approval to receive and file the SCADA/IT Master Plan.

MOTION by Director Smelser **SECOND** by Director Tresan to approve to receive and file the SCADA/IT Master Plan; 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.

17. Approval to purchase the portable multi-purpose welder.

MOTION by Director Cox **SECOND** by Director Lewis to approve purchase of the portable multi-purpose welder from JW Welding Supplies and Tools in the amount of \$20,143.14; 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.

18. Approval to enter into an agreement to procure ferric chloride.

MOTION by Director Lewis **SECOND** by Director Cox to approve entering into an agreement to procure ferric chloride from Kemira Chemical Company; 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.

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

The Board of Directors requested the July 2022 regular Board of Directors meeting to 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.

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.

There was no action taken by the Board.

VII. Board of Directors Comment.

Director Cox inquired on the status of the front entry area/curbside improvement project, to which Mr. Pallante stated he was in contact with the contractor and they would be starting up the project again soon.

Director Tresan thanked staff for participating in Truckee Day.

The Board went into closed session with legal counsel and Mr. Griffin at 11:42 AM.

VIII. Closed Session.

1. Closed session conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) – Fay v. Tahoe-Truckee Sanitation Agency.
2. Closed session for public employee performance evaluation of the General Manager.

IX. Adjournment.

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



Roshelle Chavez
Executive Assistant/Board Clerk

Approved: 07/20/22