



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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Directors

Dan Wilkins: President
Blake Tresan: Vice President
Dale Cox
David Smelser
Scott Wilson

General Manager

Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING MINUTES

November 30, 2022

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
David Smelser, ASCWD
Scott Wilson, NTPUD

Staff Present: Richard Pallante, Interim 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 P. Shanahan, Agency Counsel
Brandon Dimond, Operations Department
Dan Underwood, Operations Department
Michael Ramos, Operations Department
Paul Shouse, Maintenance Department
Michelle Mackey, Administrative Department
Celeste Graves, Administrative Department
Dawn Davis, Administrative Department
Angelina Henson, Administrative Department

Public: Dale Cox, OVPSD
Kevin McKechnie, Truckee Fire Protection District
Matt Parkhurst, Truckee Fire Protection District
Eric Jitloff, Truckee Fire Protection District

II. Public Comment.

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

III. Professional Achievements, Awards and Anniversaries.

Ms. Vicky Lufrano welcomed new staff Michael Ramos (Operator in Training I) to the Agency and Board of Directors. She also acknowledged Agency staff Dan Underwood who obtained his Grade II Operator Certifications and promoted to Operator II. Ms. Lufrano also commended Dawn Davis for her fifteen year employment anniversary. The Board welcomed Mr. Ramos and congratulated staff on their achievements.

A majority of Agency staff left the meeting following this Agenda item.

IV. Regular Agenda

1. Presentation for Regional Training Facility Partnership by Truckee Fire District.

Fire Chief, Kevin McKechnie and Division Chief Operations, Matt Parkhurst of the Truckee Fire Protection District reviewed a PowerPoint presentation to the Board of Directors regarding their interest in T-TSA land for a regional training facility. There was extensive discussion, questions, and answers. The Board requested an item be placed on the January Agenda for review of Agency owned property and discussion about current and future use.

Public comment was provided by Dale Cox.

The Board went into Closed Session at 11:11 AM.

V. Closed Session

1. Closed session for public employee performance evaluation of the Interim General Manager. (Government Code, §54957).
2. Closed session regarding public employee appointment of the General Manager. (Government Code, §54957).
3. Closed session for conference with Agency labor negotiators. Agency designated representatives: Dan Wilkins and Blake Tresan. Unrepresented employee: General Manager. (Government Code, §54957.6).

There was no action to report from Closed Session. The Board returned to Open Session at 11:42 AM.

VI. Consider approval of General Manager employment agreement and appointment of Richard Pallante as General Manager.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the General Manager employment agreement and appointment of Richard Pallante as General Manager; unanimously approved.

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

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

Motion passed.

VII. Consent Agenda.

1. Ratify approval of payment of general fund warrants.

Pulled for discussion.

2. Ratify approval of financial statements.

MOTION by Director Smelser **SECOND** by Director Wilson to approve consent agenda item 2, to Ratify approval of financial statements; unanimously approved.

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

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

Motion passed.

VIII. Regular Agenda

2. Ratify payment of general fund warrants.

MOTION by Director Tresan **SECOND** by Director Smelser to approve to ratify payment of general fund warrants; unanimously approved.

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

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

Motion passed.

3. Approval of the minutes of the regular Board meeting on October 19, 2022.

MOTION by Director Wilson **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on October 19, 2022; unanimously approved.

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

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

Motion passed.

4. Discussion and status update of the Sewer Charge & Connection Fee Rate Studies.

Ms. Sublet provided a PowerPoint presentation to the Board of Directors to review the status of the Sewer Service Charge & Connection Fee Rate Studies and timelines. Direction was given to add a discussion and draft of the Sewer Service Charge and Connection Fee Rate studies to the January Agenda for further review.

5. Approval of Consultant Service to Develop SCADA Standards.

Public comment was provided by Dale Cox.

MOTION by Director Tresan **SECOND** by Director Smelser to approve the Consultant Service to Develop SCADA Standards with Jacobs Engineering; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Request for Increase of Project Contingency for the 2021 Chlorine Scrubber Improvements Project.

Mr. Jay Parker provided a project update on the 2021 Chlorine Scrubber Improvements Project and the need to increase Project Contingency. There was extensive discussion and questions for clarification.

Public comment was provided by Dale Cox.

MOTION by Director Tresan **SECOND** by Director Smelser to authorize the increase of project contingency for the 2021 Chlorine Scrubber Improvements Project; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Commendation of Agency Counsel, Mr. Richard Shanahan.

The Board of Directors and Agency staff thanked Mr. Shanahan for his many years of service.

MOTION by Director Wilson **SECOND** by Director Smelser to approve commendation of Agency Counsel, Mr. Richard Shanahan; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

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

The Board of Directors agreed that the December 21, 2022 regular Board of Directors meeting would be cancelled, and the January 18, 2023 regular Board of Directors meeting would be held in person.

IX. 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.

Ms. 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. Pallante provided an update on the status of various ongoing projects, none of which required action by the Board.

X. Board of Directors Comment.

Director Tresan congratulated Mr. Pallante for his appointment to General Manager. He thanked Mr. Pallante and Agency staff for their support to TSD staff for their Grit Removal Pilot project. Director Tresan also commended Lab Director, Jason Hays, for joining the local Sierra Section CWEA representing T-TSA.

Director Wilson stated he was contacted by Truckee Trails regarding use of T-TSA property to extend their trails in Phase II of their project. Direction was given to staff to follow up on the inquiry.

Public comment was provided by Dale Cox. There was no action taken by the Board.

The Board went into Closed Session at 1:42 PM

XI. Closed Session

1. Closed session for performance evaluation concerning Agency legal counsel. (Government Code, §54957.)

XII. Adjournment.

There being no further business, the meeting was adjourned at 2:00 PM.



Richard Pallante
General Manager

Approved: 01-18-2023