



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
Dale Cox
David Smelser
Scott Wilson

Interim General Manager

Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING MINUTES

September 21, 2022

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:03 AM. The meeting was conducted via videoconference. Roll call and Pledge of Allegiance followed.

Directors Present: Dan Wilkins, TCPUD
Blake Tresan, TSD
Dale Cox, OVPSD
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
Greg O'Hair, Operations Department
Brandon Dimond, Operations Department
Joel Oberly, Operations Department
Daniel Robenko, Operations Department
Dan Underwood, Operations Department
Jason Hays, Operations Department
Mike Smith, Engineering Department
Aaron Carlsson, Engineering Department
Scott Fleming, Engineering Department
Trevor Shamblin, Engineering Department
Paul Shouse, Maintenance Department
Luke Swann, Maintenance Department
Ryan Schultz, Maintenance Department
Anthony Salinas, Maintenance Department
Mark Messerschmidt, Maintenance Department
Justin Parrish, Maintenance Department
Jesus Zarate, Maintenance Department
Zebulon Snider, Maintenance Department
Jeff Navarette, Maintenance Department
Herb Hodges, Maintenance Department

Jaime Garcia, Maintenance Department
Soraya Bedout-Morz, Maintenance Department
Luke Swann, Maintenance Department
Michelle Mackey, Administrative Department
Dawn Davis, Administrative Department
Angelina Henson, Administrative Department
Kayle Ohle, Administrative Department

Public: Ed Mustain, Retired TTSA Employee
Del Williams, Retired TTSA Employee

II. Public Comment.

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

III. Consent Agenda.

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

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

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

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

Motion passed.

IV. Regular Agenda

1. Approval of the minutes of the regular Board meeting on August 17, 2022.

MOTION by Director Cox **SECOND** by Director Tresan to approve the minutes of the regular Board meeting on August 17, 2022; unanimously approved.

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

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

Motion passed.

2. Discussion of Employee Health Benefits Consideration.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review options for employee health benefits for calendar year 2023. There was extensive discussion between the Board and staff regarding the transition from CalPERS Platinum plan to the CalPERS Gold plan.

Public Comment was provided by; Del Williams (9:55am) , Mike Smith, Ed Mustain, and Aaron Carlsson.

The Board gave staff direction to move forward with Option No. 4 from the presentation, beginning calendar year 2023. This changes the Cost Share Split to employees to defined amount that will be provided at the Beginning of the calendar year 2023 in the amounts of: Single = \$1,000; 2-Party = \$2,000; Family = \$3,000. No other changes were made.

MOTION by Director Cox **SECOND** by Director Tresan to approve Option No. 4 from the Employee Health Benefit Considerations Presentation as discussed; unanimously approved.

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

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

Motion passed.

3. Discussion and approval of Updated Employee Handbook.

Ms. Lufrano provided a PowerPoint presentation to the Board of Directors to review the Updated Employee Handbook. There was extensive discussion and questions for clarification.

Public comment was provided by Paul Shouse.

MOTION by Director Tresan **SECOND** by Director Cox to approve the Updated Employee Handbook with an effective date of September 25, 2022; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval of Agency Organizational Chart.

A presentation was provided by Ms. Vicky Lufrano regarding an addition of an FTE to the Operations department. After discussion, the Board approved the General Manager to temporarily overfill any FTE, and to draft a policy for future temporary overfill of an FTE.

MOTION by Director Tresan **SECOND** by Director Cox to approve authorization of General Manager to temporarily overfill any FTE, and to draft a policy for future temporary overfill of an FTE; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval for General Manager to negotiate a contract with a qualified service provider to perform the rebuild of a BNR Influent Pump #1.

MOTION by Director Tresan **SECOND** by Director Wilson to approve authorization for the General Manager to negotiate a contract with a qualified service provider to perform the rebuild of BNR Influent Pump #1; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of Change Order for the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back Drive.

MOTION by Director Tresan **SECOND** by Director Cox to approve the Change Order for the Rebuild of Centrisys CS21-4 Rotating Assembly and Viscotherm Hydraulic Back Drive; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Discussion and modification of change order resolution to include change order authority for service related contracts/agreements.

Mr. Pallante provided detail regarding a request to modify the Agency change order resolution to include authority for service related contracts/agreements, as well as additional verbiage to include unforeseen conditions. After discussion, questions, and answers the Board gave direction to staff for modification of change order resolution to include authority for service related contracts/agreements with additional verbiage to include unforeseen conditions.

8. Discussion on landscape improvement and provide plans for review.

Mr. Pallante provided the Board of Directors with updated landscaping plans. After discussion, questions, and answers the Board gave direction to staff to move forward with plans and contract documents to return with for authorization for bid solicitation.

9. Approval of the Annual Employee Appreciation dinner.

MOTION by Director Cox **SECOND** by Director Smelser to approve the Annual Employee Appreciation Dinner; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

10. Discussion of Finance Committee appointment to replace vacancy.

MOTION by Director Cox **SECOND** by Director Smelser to approve the appointment of Director Wilson to the Finance Committee filling the vacant seat; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

11. Discussion and possible vote to select a Placer County LAFCO Alternate Special District Commissioner.

MOTION by Director Tresan **SECOND** by Director Cox to approve the vote Mr. Earl Wilson as Placer County LAFCO Alternate Special District Commissioner; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed.

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

The Board of Directors agreed that the October 2022 regular Board of Directors meeting would be held in person.

V. 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.

VI. Board of Directors Comment.

Director Cox inquired about the status of the TTAD Land Exchange Agreement. Mr. Pallante and Mr. Shanahan advised Director Cox and the Board that the agreement was signed and is pending final approval from the FAA.

Director Tresan welcomed Director Wilson to the Board and thanked Mr. Pallante and staff for putting together the Lucity User Group.

Director Wilson thanked staff for their work and information put together during his tour of plant facilities.

Director Wilkins inquired as to when the next Board election was for President and Vice President. Ms. Chavez stated

There was no action taken by the Board.

VII. Adjournment.

There being no further business, the meeting was adjourned at 12:09 PM.



Richard Pallante
Interim General Manager

Approved: 10/19/22