

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

January 18, 2023

**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  
                               Dale Cox, OVPSD  
                               David Smelser, ASCWD  
                               Scott Wilson, NTPUD

Staff Present:           Richard Pallante, 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  
                               Andrew Ramos, Agency Counsel  
                               Brandon Dimond, Operations Department  
                               Jessie Denham, Operations Department  
                               Joel Oberly, Operations Department  
                               Bradley Beattie, Operations Department  
                               Michael Ramos, Operations Department  
                               Jason Hays, Laboratory Department  
                               Paul Shouse, Maintenance Department  
                               Tanner McGinnis, Maintenance Department  
                               Soraya Bedout-Morz, Maintenance Department  
                               Luke Swan, Information Technology Department  
                               Michelle Mackey, Administrative Department  
                               Celeste Graves, Administrative Department

Public:                     Shawn Koorn, HDR Engineering, Inc.  
                               Mark Wasley, TSD  
                               Sven Leff, TDRPD  
                               Steven Gortler, Public

## II. AB 361 Action

**MOTION** by Director Smelser **SECOND** by Director Tresan 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 authorized; 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.

## III. Public Comment.

Public comment was provided by Sven Leff. No action was taken by the Board.

## IV. Professional Achievements, Awards and Anniversaries.

Ms. Vicky Lufrano welcomed new staff Bradley Beattie (Operator in Training I) to the Agency and Board of Directors. She also acknowledged Agency staff who received Safety awards. The Board welcomed Mr. Beattie and congratulated staff on their achievements.

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

## V. Consent Agenda.

### 1. Ratify approval of payment of general fund warrants.

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve consent agenda item 1, to Ratify approval of general fund warrants; 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. Ratify approval of financial statements.

This item was pulled for discussion and further review.

## VI. Regular Agenda

### 1. Ratify approval of financial statements.

This item was pulled for discussion and further review. November and December Financial Statements will not be approved until further notice.

### 2. Approval of the minutes of the regular Board meeting on November 30, 2022.

**MOTION** by Director Tresan **SECOND** by Director Wilson to approve the minutes of the regular Board meeting on November 30, 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.

### 3. Discussion and approval of the updated Maintenance Manager job description.

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve the updated Maintenance Manager job description; 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.

### 4. Discussion and approval of the Military Leave Policy.

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve the Military Leave Policy; 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.

5. Presentation and discussion of the Sewer Charge Rate Study Draft.

Shawn Koorn of HDR Engineering provided a PowerPoint presentation of the Sewer Service Charge Study draft to the Board of Directors. There was extensive discussion, questions, and answers. Direction was given to return to the February Board meeting with the final Sewer Service Charge study and draft public notice. At that time, they will finalize a rate for the notice of a Proposition 218 public hearing.

6. Presentation and discussion of the Connection Fee Rate Study Draft.

Shawn Koorn of HDR Engineering provided a PowerPoint presentation of the Connection Fee Rate Study draft to the Board of Directors. There was discussion, questions and answers. Direction was given to return with a revised final that would keep the existing Connection Fee at the same rate and realign the fee structure to mirror that of Sewer Service Charges.

7. Approval of Agency Debt Management Policy

**MOTION** by Director Tresan **SECOND** by Director Wilson to approve the Agency Debt Management Policy; 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.

8. Discussion and approval of Agency Investments.

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve the investment of (i) up to \$8 million of unrestricted funds into a 12-month short term ladder portfolio in US Treasury Securities, (ii) up to \$10 million of restricted funds into 2 year FDIC insured CD's, and (iii) authorizing the expense of \$28,750 for associated fees; 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.

9. Approval of Agency purchases in excess of General Manager authority.

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve Agency purchases in excess of General Manager authority for payments to (i) Cashman Equipment \$18,432.73, (ii) Blue-White Pumps \$17,362.23, and (iii) Thatcher \$22,000; 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. Approval of contract for legal services with Bartkiewicz, Kronick & Shanahan.

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve the contract for legal services with Bartkiewicz, Kronick & Shanahan; 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. Presentation of the Laboratory Information Management Software (LIMS) Program.

Agency Laboratory Director, Jason Hays, provided a PowerPoint presentation to the Board of Directors to review the Laboratory Information Management Software (LIMS) program. The T-TSA Laboratory chose to implement the LIMS software to both mitigate additional workload caused by the California Environmental Laboratory Accreditation Program (ELAP) updated compliance TNI Standards, and to provide the most dependable and defensible data possible.

12. Review and discussion of Agency owned property for current and future use.

**MOTION** by Director Tresan **SECOND** by Director Wilson to table the review and discussion of Agency owned property for current and future use for a future meeting; 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 tabled.

13. Discussion of in-person Board of Directors meeting for February.

The Board of Directors agreed that the February regular Board of Directors meeting would be held via Zoom teleconference.

VII. Management Team Reports.

1. Department Reports.

Mr. Peak provided an update on current and past projects for the operations department.

Mr. Shouse 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.

VIII. Board of Directors Comment.

Director Cox stated that Mr. Pallante was doing a great job for the last several months and he has seen an improvement in morale. To continue this trend, he would like to see the return of the annual safety award program. Additionally, several Board Directors had attended a holiday luncheon at the plant and had time to interact on a personal level with staff. He would like to see quarterly luncheons like this in the future to help the Board connect with staff.

There was no action taken by the Board.

The Board went into Closed Session at 1:42 PM

IX. Closed Session

1. Conference with General Manager, as Agency real property negotiator, concerning price and terms of payment relating to potential to real property exchange with Truckee Tahoe Airport District concerning Nevada County APN 019-440-81, APN 049-040-24, and APN 049-040-25 pursuant to Government Code Section 54956.8.

X. Adjournment.

There being no further business, the meeting was adjourned at 2:19 PM.

Richard Pallante  
General Manager

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