



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

General Manager

Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING MINUTES

May 17, 2023

I. Call to Order:

Dan Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 a.m. 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: Michael Peak, Operations Manager
Vicky Lufrano, Human Resources Administrator
Paul Shouse, Maintenance Department
Crystal Sublet, Finance & Administrative Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Andrew Ramos, Agency Counsel
Michelle Mackey, Administrative Department
Aaron Carlsson, Engineering Department
Luke Swann, Maintenance Department
Greg O'Hair, Operations Department
Brandon Dimond, Operations Department
Dawn Davis, Administrative Department
Angelina Henson, Administrative Department

Public: Shawn Koorn, HDR Engineering, Inc.

II. Public Comment

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

III. Professional Achievements, Awards, and Anniversaries

Ms. Lufrano acknowledged agency staff, Angelina Henson, who celebrated her five (5) year employment anniversary. Ms. Lufrano herself also celebrated her five (5) year employment anniversary.

The Board acknowledged and congratulated staff for their achievements.

IV. Consent Agenda

1. Approval of the minutes of the regular Board meeting on March 15, 2023 and April 19, 2023
2. Ratify approval of payment of general fund warrants
3. Ratify approval of financial statements.
4. Approval to award bids for the procurement of hydrated lime, liquid oxygen, methanol, hydrochloric acid, ferric chloride, and sodium hypochlorite.

MOTION by Director Smelser **SECOND** by Director Wilson to approve the Consent Agenda; unanimously approved.

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

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

Motion passed.

Consent Item IV-2, "Waive First Reading and Introduce Ordinance 2-2023 Amending Ordinance 2-2015, As Amended, Making Conforming Changes To Agency Connection Charges," was pulled from the Consent Agenda to be heard as the first item on the Regular Agenda.

V. Regular Agenda

1. Waive First Reading and Introduce Ordinance 2-2023 Amending Ordinance 2-2015, As Amended, Making Conforming Changes To Agency Connection Charges.

MOTION by Director Tresan **SECOND** by Director Cox to approve the Waive First Reading and Introduce Ordinance 2-2023 Amending Ordinance 2-2015, As Amended, Making Conforming Changes To Agency Connection Charges; unanimously approved.

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

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

Motion passed.

2. Public hearing to receive public comments and protests concerning proposed sewer rates for 2024 through 2028.

Public Hearing opened by President Wilkins at 9:12 A.M.

Ms. Sublet introduced Mr. Shawn Koorn with HDR Engineering, who reviewed the Sewer Service Charge Study PowerPoint Presentation to the Board of Directors. The study recommended rates be increased approximately 30%, 18.5%, 13.5%, 8.5%, and 3.5% over the next five year billing period from FY 2024 through FY 2028.

In accordance with Proposition 218 regulations, the Agency mailed Proposition 218 Hearing Notices to all 27,804 customers notifying them of the proposed increase. Of those notices mailed, 377 (1%) opposing protests were returned to the Board Clerk. After deliberation and discussion, The Board concurred with the recommended rate increase.

There was no public present and there was no public comment.

President Wilkins closed the Public Hearing at 9:31 A.M.

3. Consider approval of Ordinance No. 1-2023 adopting Sewer Rates for 2024 through 2028.

MOTION by Director Tresan **SECOND** by Director Wilson to approve Ordinance No. 1-2023 adopting Sewer Rates for 2024 through 2028; unanimously approved.

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

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

Motion passed.

4. Approval of cost-of-living adjustment and salary schedule for fiscal year 2023-2024.

MOTION by Director Smelser **SECOND** by Director Tresan to approve cost-of-living adjustment and salary schedule for fiscal year 2023-2024; unanimously approved.

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

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

Motion passed.

5. Discussion and Review of the 2023-2023 Budget Highlights.

Ms. Sublet reviewed the Fiscal Year 2023-2024 (FY24) draft summary of the Budget. This is the first pass through of the Budget for staff to review with the entire Board of Directors to get a better idea of what they can expect and for them to provide any additional input.

After further discussion and input from the Board of Directors, Ms. Sublet had the information necessary for an additional level of detail to report to the Finance Committee and also to return to the Board of Directors at the next Board meeting with the complete and final Budget for approval.

VI. Management Team Reports

1. Department Reports

Mr. O'Hair provided an update on the operations department.

Mr. Shouse provided an update on the maintenance department.

Mr. Carlsson provided an update on the engineering department.

Ms. Sublet provided an update on the administration department.

No action was taken by the Board.

2. General Manager Report

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

VII. Board of Directors Comment

Director Tresan thanked staff for helping TSD staff with water quality monitoring. He will not be in attendance for the June Board meeting. Director Tresan was contacted by the Town of Truckee West River Street Revitalization Steering Committee and was not sure if they were interested in him as a Board member at T-TSA or GM at TSD. He was concerned and wanted input from the Board.

President Wilkins stated he was aware of the committee and perhaps it could be a discussion for the next meeting.

Director Smelser stated that he would not be in attendance for the June meeting.

Director Cox stated he should be in attendance for the June meeting.

President Wilkins gave direction to hold a Special Board of Directors meeting on Thursday, June 15, 2023 and cancel the regular Board of Directors meeting on Wednesday, June 21, 2023.

Director Smelser expressed his concern with adding any businesses as neighbors to the Agency.

President Wilkins stated that he and Mr. Peak recently attended the TTAD Board meeting. The airport GM discussed the land exchange with their Board. They were in debate on whether to proceed with the T-TSA land exchange agreement.

The Board took a short break at 11:07 a.m. and went into Closed Session at 11:15 a.m.

VIII. Closed Session

1. Closed session conference with legal counsel concerning significant exposure to litigation. (Government Code, §54956.9(d)(2)) – one case.

Closed session ended and Open Session began at 11:48 a.m. with no reportable action coming from closed session.

IX. Adjournment

There being no further business, the meeting was adjourned at 11:48 a.m.

MOTION by Director Smelser **SECOND** by Director Cox to adjourn meeting; unanimously approved.

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

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

Motion passed.



Richard Pallante
General Manager

Approved: 06/26/2023