



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

August 16, 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

Directors Absent: Scott Wilson, NTPUD

Staff Present: Richard Pallante, General Manager
Vicky Lufrano, Human Resources Administrator
Roshelle Chavez, Executive Assistant/Board Clerk
Michael Peak, Operations Manager
Jay Parker, Engineering Manager
Paul Shouse, Maintenance Manager
Crystal Sublet, Finance & Administrative Manager
Andrew Ramos, Agency Counsel
Aaron Carlsson, Engineering Department
Luke Swann, Maintenance Department
Jeff Navarrete, Maintenance Department
Jason Hays, Operations Department
Kristin Davis, Operations Department

II. Public Comment

Mr. Jay Parker gave public comment. Mr. Pallante read a public comment submitted by Director Scott Wilson.

No action was taken by the Board.

III. Professional Achievements, Awards, and Anniversaries

Ms. Lufrano acknowledged Agency staff, Kristin Davis, who celebrated her fifteen (15) year employment anniversary in July. She also acknowledged Jay Parker for his nineteen (19) year employment anniversary and retirement effective August 17th.

The Board acknowledged and congratulated staff for their achievements.

IV. Consent Agenda

1. Approval of the minutes of the Special Board meeting on July 19, 2023.
2. Ratify payment of General Fund Warrants.
3. Ratify approval of Financial Statements.

MOTION by Director Cox **SECOND** by Director Tresan to approve the Consent Agenda; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Discussion and approval of RFP for Compensation and Limited Classification Study.

Ms. Lufrano provided the Board of Directors with review of the 2018 Classification and Compensation Study that was enacted in January 2020 and included an updated salary schedule, organizational chart, and job classification descriptions. Since employee benefits were a consideration in the total compensation package that was surveyed during the 2018 study, the current Request for Proposal (RFP) to receive bids for a future classification(limited) and compensation study.

An observation group was organized for the study, consisting of four employees chosen by the eligible group of employees. There was discussion, questions, and answers. The Board gave direction to staff to finalize and release the RFP for Compensation and Limited Classification Study.

2. Approval to enter into an agreement with Carollo Engineers, Inc. to conduct a Land Use Risk Analysis Study.

Mr. Pallante reviewed the Land Use Risk Analysis Study prepared by Carollo Engineers, Inc. After further discussion the Board gave direction to utilize Carollo Engineers, Inc. for title searches on Agency property instead of Agency legal services as discussed at a previous meeting.

MOTION by Director Cox **SECOND** by Director Tresan for approval to enter into an agreement with Carollo Engineers, Inc. to conduct a Land Use Risk Analysis Study; unanimously approved. The Board approved the motion by the following vote:

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

Motion passed.

3. Discussion and Review of Agency Purchasing Policy Resolution.

Mr. Pallante reviewed the history of the Agency Purchasing Policy with Resolution No. 3-2015 as well as the proposed changes within the draft update with the Board of Directors. Mr. Pallante explained that the revised draft had been vetted by Agency staff and the Finance Committee prior to the Board of Directors. There was discussion, questions, and answers.

This item was for discussion only. No action was taken by the Board.

4. Waive First Reading and Introduce Ordinance No. 3-2023 Repealing Ordinance No. 3-2015.

MOTION by Director Cox **SECOND** by Director Smelser to waive the First Reading and Introduce Ordinance No. 3-2023 Repealing Ordinance No. 3-2015; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Waive First Reading and Introduce Ordinance No. 4-2023 Prohibiting After Hours Use of Agency Property.

MOTION by Director Smelser **SECOND** by Director Tresan to waive First Reading and Introduce Ordinance No. 4-2023 Prohibiting After Hours Use of Agency Property, as amended to state that the ordinance does not apply to areas in possession of others such as the Truckee River Legacy Trail, unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of Resolution No. 12-2023 Investment of Monies in the Local Agency Investment Fund (LAIF).

MOTION by Director Tresan **SECOND** by Director Smelser to approve Resolution No. 12-2023 Investment of Monies in the Local Agency Investment Fund (LAIF); unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Approval of Agency Reserve Fund Policy.

This item was returned to the Finance Committee and tabled for a future Board meeting.

8. Approval of Agency Debt Management Policy.

MOTION by Director Cox **SECOND** by Director Tresan to approve the Agency Debt Management Policy; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

9. Ratify Notice of Insufficiency of Claim to Cari McCormick and Delegate Action to Deny the Claim to General Manager.

MOTION by Director Tresan **SECOND** by Director Cox to (1) Ratify Notice of Insufficiency of Claim to Cari McCormick, and (2) Delegate Action to Deny the Claim to General Manager; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

10. Approval to purchase Progressive Cavity Pumps.

MOTION by Director Smelser **SECOND** by Director Cox to purchase Progressive Cavity Pumps; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

11. Concept freeze for 2024 Administration Parking & Landscaping Improvements project.

Agency Staff, Mr. Aaron Carlsson, presented a review of the Concept freeze for the 2024 Administration Parking & Landscaping Improvements project to the Board of Directors.

12. Approval of Resolution No. 13-2023 Commending Jason “Jay” Parker for his dedicated service to the Agency.

MOTION by Director Cox **SECOND** by Director Tresan to approve Resolution No. 13-2023 Commending Jason “Jay” Parker for his dedicated service to the Agency; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

VI. Recess

The Board took a short break at 11:08 A.M. and resumed with Manager reports at 11:20 A.M.

VII. Management Team Reports

1. Department Reports

Mr. Peak 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. 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 commented on employees who attended the last Board meeting that were uncertain and came together to show a presence. Director Cox stated that the last several years there was a morale issue at the Agency and it was two fold, with leadership less than desirable which was corrected with Richard hired as GM. Director Cox continued, that the other item is what they do as a Board and he believes they are doing a good job, but, they can do better. He wants to make sure that employees are the greatest asset and that when they drive through the gate they want to be here. Director Cox stated that he has talked to several staff and Richard is doing a great job.

Director Tresan asked if there was a change in Board leadership coming up and staff acknowledged that it was on the Agenda in September, to be effective in November. Additionally, Director Tresan mentioned that Water Professionals Appreciation Week was coming up and TSD has contacted TDPUD who has an active outreach that others do not. TSD has seeded the idea of getting something in the Sierra Sun and Moonshine Ink to inform the public how active water treatment and collection are in the community. It would be nice to educate the community about what we do.

President Wilkins stated that he continues to update Tahoe City PUD on TTSA activities and the land swap. TCPUD might be interested in TTSA land for storage purposes.

IX. Closed Session

1. Closed session for public employee performance evaluation of the General Manager position (Government Code §54957).

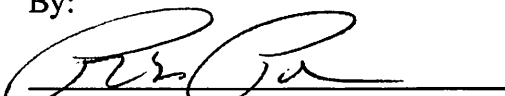
X. Closed Session Report

There was no reportable action from Closed Session.

XI. Adjournment

There being no further business, the meeting was adjourned at 12:30 P.M.

By:


Richard Pallante, General Manager

Date:

Approved: 09/20/2023