



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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Directors

Blake Tresan: President
Scott Wilson: Vice President
Dale Cox
Dan Wilkins
David Smelser
General Manager
Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING MINUTES

January 17, 2024

I. Call to Order

President Tresan called the special 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: Blake Tresan, TSD
Scott Wilson, NTPUD (via teleconference)
Dan Wilkins, TCPUD
Dale Cox, OVPSD (via teleconference)
David Smelser, ASCWD

Staff Present: Richard Pallante, General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Vicky Lufrano, Human Resources Administrator
Michael Peak, Operations Manager
Paul Shouse, Maintenance Manager
Jason Hays, Technical Services Manager
Andrew Ramos, Agency Counsel (via teleconference)
Greg O'Hair, Chief Plant Operator
Luke Swann, IT Supervisor
Michelle Mackey-Adams, Accounting Supervisor
Celeste Graves, Administration Department
Scott Fleming, Engineering Department
Ryan Schultz, Maintenance Department
Tanner McGinnis, Maintenance Department
Jaime Garcia, Maintenance Department
Soraya Bedout-Morz, Maintenance Department

II. Public Comment

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

III. Professional Achievements, Awards, and Anniversaries

Ms. Lufrano acknowledged Agency staff who received promotions in the month of December; Brad Beattie, who achieved his Operator III Certification. Luke Swann was promoted to IT Supervisor, and Jason Hays who was promoted to Technical Services Department Manager. Ms. Lufrano also congratulated Jaime Garcia, who was celebrating his five (5) year employment anniversary.

Additionally, there were several staff members who received fourth quarter safety awards; Zeb Snyder, Dean Haines, Brad Beattie, and Scott Wilcox. The Board acknowledged and congratulated staff for their achievements.

IV. Consent Agenda

1. Approval of the minutes of the Special Board meeting on December 5, 2023
2. Ratification of approval of General Fund Warrants
3. Ratification of approval of Financial Statements

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

The Board approved the motion by the following vote:

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

Motion approved.

V. Regular Agenda

1. Discussion and Update on the Classification and Compensation Study

Ms. Lufano provided an update on the Classification and Compensation Study to the Board of Directors. Staff selected a peer observation group to review study information with management and Gallagher (formerly Koff & Associates) and in turn report back to their select staff groups. Gallagher will be joining the February Board of Directors meeting via Zoom to review two topics for discussion; (1) Selecting which employee basis to use as a reference point for salary compensation, Classic or PEPRA, and (2) Finalizing a list of comparable agencies.

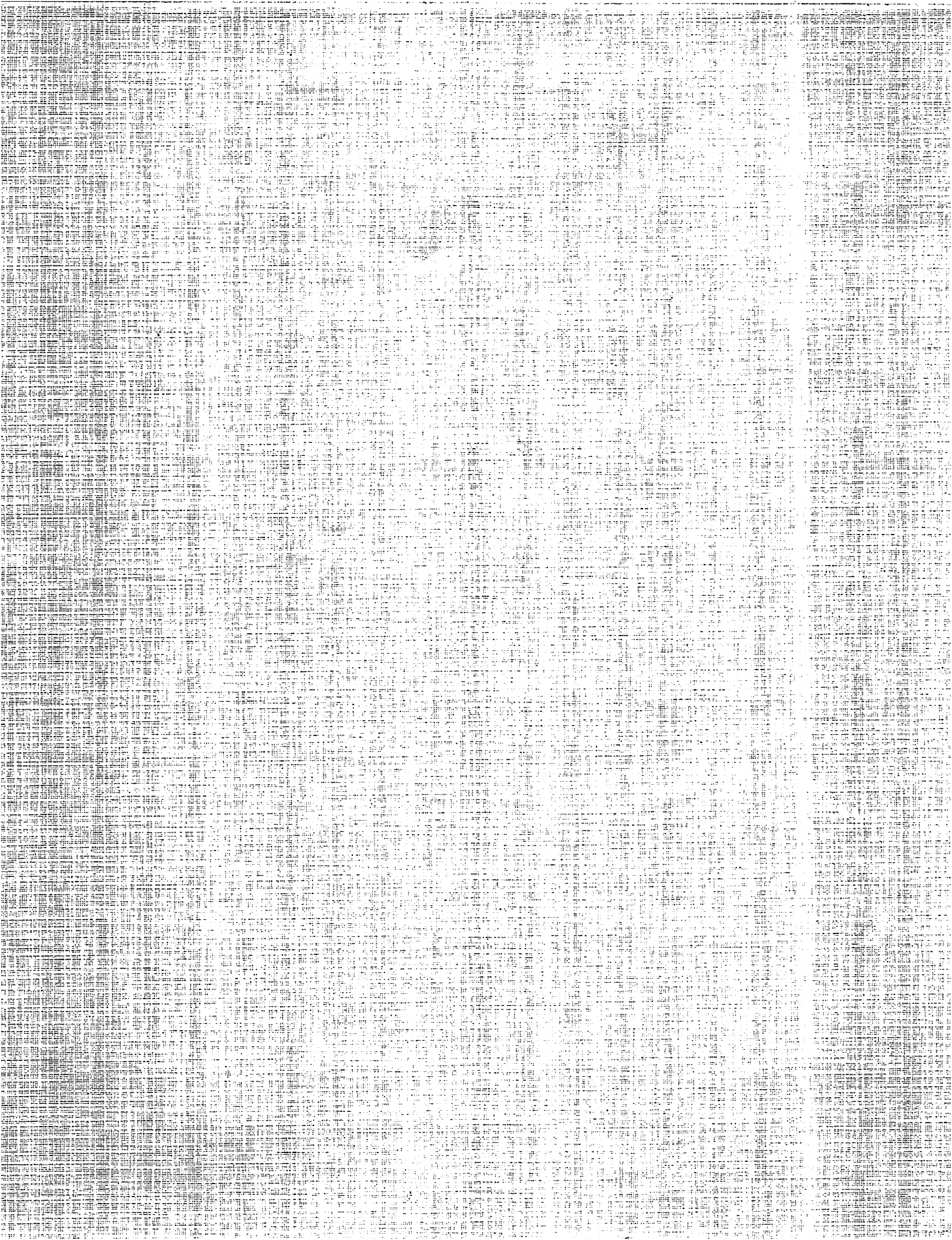
The employee observation group submitted a list of comparable agencies to Gallagher for the compensation portion of the study. Those agencies are; Delta Diablo, Monterey One Water, Union Sanitary District, Central Contra Costa Sanitary District, Dublin San Ramon Sanitary District, Fairfield Suisun Sewer District, Oro Loma Sanitary District, Napa Sanitation District, Silicon Valley Clean Water, West County Wastewater District, Carmel Area Wastewater District, Mammoth Community Wastewater District, El Dorado Wastewater District, North Tahoe PUD, Tahoe City PUD, and Truckee Sanitary District.

Gallagher will make suggestions on the list of comparable agencies. Additionally, Director Wilkins requested to have a copy of the list used in the previous Comp/Class study as a point of reference. Ultimately, the Board will review the list to make a final selection so that Gallagher can proceed with the study following the February Board meeting. The completion of the study remains to be July 2024, therefore they are working on a tight deadline.

A majority of staff left the meeting following this item.

2. Presentation on Suitability of Standard EDU Assumptions

Mr. Hays provided a PowerPoint presentation to staff and the Board of Directors regarding Suitability of Standard EDU Assumptions. Historically, T-TSA has used a value of 200 gallons per day to estimate the hydraulic impact of each equivalent dwelling unit (EDU) to the facility. Empirical data has indicated that the facility rarely reaches this level of hydraulic loading from committed EDUs.



Staff was tasked with assessing the hydraulic and nutrient load impact of each EDU on the facility to determine the suitability of using the 200 gal/day value for purposes of billing, planning, and emergency preparedness. Data dating from the mid-1980s was assessed to correlate flows and individual nutrient constituents and compare them to plant design criteria.

After reviewing plant data, it was clear that wastewater flow to the plant has remained steady with seasonal flow spikes typically appearing late winter and early spring, which is likely related to I&I events. Nitrogen and BOD loading to the plant, likewise, has steadily increased with seasonal peaks aligning in the summer months to represent higher occupancy.

The plant design calls for a max BOD loading of 17,300lbs/day and Nitrogen max of 3,440lbs/day (or 0.072 lbs/EDU). When you compare the Nitrogen lbs/day for each EDU the data has remained relatively steady. The Agency (plant) permit is at a max of 9.6MGD; 22,400 lbs/day BOD; 200 gpd = 48,000 EDU. The plant will reach Max design BOD leading capacity at 48,000 EDUs regardless of changes in gallons per EDU. In the wastewater treatment industry although Nitrogen loading is a more mathematically accurate measurement, it is not widely used as the 200 gpd/EDU measurement standard is.

3. Presentation and Discussion of Agency Sewer Connection Fee Study by HDR Engineering, Inc

Mr. Shawn Koorn of HDR Engineering, Inc. provided an update of the Agency Connection Fee Study with a PowerPoint presentation. Since the previous meeting with the entire Board of Directors at the October 18, 2023 Board meeting Mr. Koorn has been meeting with Agency staff and the Finance Committee to further refine data within the study. There was discussion and questions for clarification. The Board had additional questions regarding actual values of existing and future capacity that was clarified by the previous EDU assumption presentation. These assumptions will be added to the Sewer Connection Fee Study for additional transparency for all constituents.

Mr. Koorn will provide the updated and final Sewer Connection Fee Study to staff and the Board prior to the February Finance Committee meeting and Board of Directors meeting for review. At the February Board of Directors meeting the Board will review and consider approving the Sewer Connection Fee Study and management will provide a recommendation to the Board of Directors for implementation.

The Board took a five minute recess and returned at 10:48 A.M.

4. Presentation and Discussion on Request to Update Waste Discharge Requirements (WDR)

Mr. O'Hair provided staff and the Board of Directors with a PowerPoint presentation regarding the current status on the update to the Agency Waste Discharge Requirements (WDR) permit. Staff and management submitted the request for revision cover letter for legal review prior to submitting to Lahontan Regional Water Quality Control Board.

Requests for the revision included:

1. WDR, Section C-4: Ground water pH as measured at well 31, consider eliminating or revising pH limits for well 31 due to fluctuations in ground water chemistry and biology.
2. WDR, Section C-1 and C-2: Receiving Water Limitations, consider removal of receiving water limits as this can be directly influenced by other upstream sources outside of T-TSA's control.
3. MRP, Treatment Plant Monitoring: Effluent Monitoring, consider using Fecal Coliform instead of Total Coliform for effluent monitoring (as well as discharge requirements).

Additional revisions include:

- Add definition to Arithmetic Mean of Monthly Means and provide a defined time frame.
- Provide more direction of on flow measurements for each district.

- For example: How to calculate “Daily Peak flow rate” for calculations.
- Change semi-annual TRI Q meter calibration to an annual calibration.
- Change the specific day of the week (Sun and Wed) of reporting requirement for Influent COD, BOD, TSS, TN and TP to 2/week or weekly.
- Change reporting frequency of Temperature and Nitrate on Truckee River and Martis Creek from 2/month to Monthly.
- Removal of Periphyton and Benthic Invertebrates testing. If not removed, provide method of procedure to be used in place.
- Removal of the annual Trend Analysis Report requirement.
- General updates to wording, plant processes, lab procedures, typos, etc.

Staff was advised to expect a response as early as six months but it could take longer and new plant applicants receive responses sooner than updated plant applicants. As soon as the new permit was approved and received it would be relayed to the Board.

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. Hays provided an update on the Technical Services department.

Mr. Pallante 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 additional action by the Board.

VII. Board of Directors Comment

Director Cox inquired about what year it was that the \$5,000 Sewer Connection Fee rate was instated. Mr. Pallante said he would inquire with staff and forward that information to the Board.

President Tresan thanked the Administration staff for their work with the recent and sudden exit of their department manager.

VIII. Adjournment

There being no further business, the meeting was adjourned at 11:41 A.M.

By: 
 Richard Pallante, General Manager

Date:
 Approved: 02/21/24