



TAHOE-TRUCKEE SANITATION AGENCY

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Board Directors
Blake Tresan - President
Scott Wilson - Vice President
Dale Cox
Dan Wilkins
Albert Clement
General Manager
Richard Pallante

BOARD OF DIRECTORS REGULAR MEETING MINUTES

March 19, 2025

I. **Call to Order**

President Tresan called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:03 a.m., followed by a Roll Call and the Pledge of Allegiance.

Directors Present: Blake Tresan, TSD
Scott Wilson, NTPUD
Dan Wilkins, TCPUD
Dale Cox, OVPSD
Albert Clement, ASCWD

Staff Present: Richard Pallante, General Manager
Roshelle Chavez, Executive Assistant/Board Clerk
Michael Peak, Operations Manager
Paul Shouse, Maintenance Manager
Jason Hays, Technical Services Manager
Lizz Cook, CFO/Risk Manager
Michelle Mackey, Accounting Supervisor
Luke Swann, IT Supervisor
Lucas Talbot, IT Specialist
Scott Fleming, Senior Engineer
Tanner McGinnis, Maintenance Supervisor
Ryan Schultz, I&E Supervisor
Matt Nitz, Operations Department
Nate Lyons, Operations Department

Consultants Present: Josh Horowitz, Agency Counsel
Richard Gutierrez, Carollo Engineering
Tim Loper, Carollo Engineering
Steven Gortler, Municipal Advisor

Public Present: Sven Leff, Truckee-Donner Recreation & Park District

II. **Public Comment** ([00:00:27 - 00:00:51](#))

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

III. **Review and Adopt Agenda** ([00:00:57 - 00:01:13](#))

MOTION by Director Wilkins, **SECOND** by Director Cox, to approve the Agenda as written; unanimously approved.

The Board approved the motion by the following roll vote:

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

IV. **Professional Achievements, Awards, Anniversaries, and Staff Acknowledgements** ([00:01:13 - 00:02:04](#))

Ms. Lufano acknowledged agency staff member Matt Nitz of the Operations Department. Matt is an Operator III and celebrated his ten (10) year work anniversary. The Board acknowledged Matt for his achievement and thanked him for his service.

V. **Consent Agenda** ([00:02:04 - 02:54:00](#))

1. Approval of the February Board Meeting Minutes.
2. Ratification of the Payment of General Fund Warrants.

3. Notification of filing CEQA Notice of Exemption for TRI Rehabilitation Project.

The February Board meeting minutes were pulled from the Consent Agenda and moved to the Regular Agenda.

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

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

VI. Regular Agenda

1. Approval of the February Board Meeting Minutes. (0:02:54- 0:03:47)

The Approval of the February Board Meeting Minutes were pulled from the Consent Agenda as each had items to amend. The Regular Board Meeting minutes for February 19, 2025, listed Director Smelser in two locations that should be replaced with Director Clement. The Special Meeting minutes from February 25, 2025, had Director Smelser listed in one area, which should be replaced with Director Clement.

MOTION by Director Cox, **SECOND** by Director Wilson to approve the February Board Meeting Minutes as Amended; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

2. Review and Possible Action on Land Use Policy Ad Hoc Committee Update and Legal Counsel Presentation. (0:03:55- 1:13:56)

Director Wilkins updated the Board of Directors as a representative of the Land Use Policy Ad Hoc Committee. He believes the "Land Use Guiding Principles," developed by the Committee, would be a little more flexible and less rigid than a policy. The Committee and Staff also reviewed maps of Agency property, which will soon be updated with the finalization of the TTAD property agreement. Updated maps will give the best idea of what areas the Agency intends to sell as surplus land.

Agency Counsel, Mr. Horowitz, reviewed the rules for surplusizing Agency land under Section 140 of the Tahoe-Truckee Sanitation Agency Act and the additional legal requirements of the Surplus Lands Act (SLA) found in Government Code sections 54220 through 54234.

After extensive discussion, the Board and Committee gave direction to: (1) update the "Land Use Guiding Principles" to include a "DRAFT" watermark until the board approves a final version; (2) include the updated agency-owned property map; return to member agencies to share this information and bring back concerns to the Board.

3. Approval of the Financials for the Month Ending February 28, 2025. (0:1:13:56 – 0:01:18:44)

Ms. Cook reviewed the Financial Statements for the month ending February 28, 2025, with the entire Board, including updated chart reporting.

MOTION by Director Cox, **SECOND** by Director Wilson for approval of the financial results for the month ending February 28, 2025; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

4. Approval to Award the 2025 Digital Scanning of Sewer Lines Project. [\(01:18:50 – 01:34:53\)](#)

MOTION by Director Wilson, **SECOND** by Director Wilkins for Approval to Award the 2025 Digital Scanning of Sewer Lines Project to Pro-Pipe, Inc.; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

The Board took a ten-minute recess at 10:38 AM. Open Session continued at 10:48 AM. [\(01:35:10\)](#)

5. Review and Approval to Support CSDA on SB 496 (Hurtado) Advanced Clean Fleets Reform. [\(01:35:21 - 01:36:04\)](#)

MOTION by Director Wilkins, **SECOND** by Director Cox for Approval to Support CSDA on SB 496 (Hurtado) Advanced Clean Fleets Reform; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

6. Review and Ballot Selection of Special District Representation for Placer County LAFCO. [\(01:36:04 - 01:36:41\)](#)

MOTION by Director Cox, **SECOND** by Director Wilkins to vote Judy Friedman as Agency Ballot Selection of Special District Representation for Placer County LAFCO; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

7. Presentation and Acceptance of the Nutrient Removal Alternative Study Project. [\(01:36:49 - 02:41:37\)](#)

Mr. Gutierrez, with Carollo Engineers, presented the findings of the Nutrient Removal Study to the Board of Directors and Staff. The presentation covered the key aspects of the study, including the evaluation criteria, how they came to the selected Membrane Bioreactor (MBR) alternative, the proposed plant design, life cycle, and recommendations for implementation. There was extensive discussion and clarifying questions from the Board.

MOTION by Director Cox, **SECOND** by Director Wilkins to Accept the Nutrient Removal Alternative Study Project; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

8. Staff Recommendation and Board Direction on the Nutrient Removal Alternative Study. [\(02:41:45 - 03:32:55\)](#)

With the Secondary Nutrient Removal Alternative Study now completed, Staff recommended that the Board provide staff direction to proceed with the study's primary recommendation, the MBR (Membrane Bioreactor) removal process, and to draft an RFP for the project design. Ms. Cook and Mr. Steve Gortler reviewed the

Financial Modeling to provide recommendations for funding over the course of the project. Staff believes this recommendation will take the Agency progressively into the future as the most effective alternative.

MOTION by Director Clement, **SECOND** by Director Wilkins to Approve Direction to Proceed with Alternative 2, the MBR (Membrane Bioreactor) as the Secondary Nutrient Removal Alternative Project Design, Draft an RFP for Design of the "Project," and Proceed with Financial Modeling; unanimously approved.

The Board approved the motion by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

Motion approved.

9. Update on the Recruitment for the General Manager and Appointment of GM Recruitment Ad Hoc Committee.
[\(03:32:55 - 03:45:50\)](#)

At the March 12, 2025, Special Board of Directors Meeting, a GM Recruitment Ad Hoc Committee was appointed to work with the Human Resources Administrator to hire a consultant to perform the recruitment of the upcoming General Manager vacancy due to the planned retirement of the current General Manager. The GM Recruitment Ad Hoc Committee consists of Director Wilson and Director Clement, who updated the Board on their recent meeting.

The Committee plans to move forward and pursue a contract with CPS HR Consultants for the T-TSA General Manager Recruitment Contract. In conjunction with staff, the committee will finalize the scope of work for CPS HR, and the General Manager will sign the contract. Pamela Derby will lead the recruitment at CPS HR, assisted by Travis Fox and Sean Garcia.

The Committee and Board acknowledged Mr. Hays, who has been working as Assistant Manager for the last six months. They will keep him in the position until further notice. The current GM will be leaving the office the beginning of June, putting pressure on the CPS timeline.

The Committee will review and assist with updating the GM job description, salary range, and brochure and will bring them back for review and complete Board approval at the April Board meeting.

10. Staff Department Reports [\(03:45:55 - 03:46:15\)](#)

The Board thanked staff for submitting their reports.

No action was taken by the Board.

11. General Manager Report

The Board thanked Mr. Pallante for submitting his report.

No action was taken by the Board.

VII. Board of Directors Comment [\(03:46:15\)](#)

There were no comments from the Board.

VIII. Adjournment

There being no further business, the meeting was adjourned at 12:58 P.M.

By:



Richard Pallante, General Manager

Date:

Approved: 04/16/2025