



TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency
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TRUCKEE, CALIFORNIA 96161
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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

September 20, 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 a.m. Roll call and Pledge of Allegiance followed.

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

Staff Present: Richard Pallante, General Manager
Vicky Lufrano, Human Resources Administrator
Roshelle Chavez, Executive Assistant/Board Clerk
Michael Peak, Operations Manager
Paul Shouse, Maintenance Manager
Crystal Sublet, Finance & Administrative Manager
Aaron Carlsson, Interim Engineering Manager
Andrew Ramos, Agency Counsel
Michelle Mackey, Administrative Department
Dawn Davis, Administrative Department
Kayle Ohle, Administrative Department
Mike Smith, Safety Officer
Scott Fleming, Engineering Department
Trevor Shamblin, Engineering Department
Ryan Schultz, Maintenance Department
Jeff Navarrete, Maintenance Department
Jason Hays, Operations Department
Kristin Davis, Operations Department
Brandon Dimond, Operations Department
Brad Beatty, Operations Department

Public Present: Angelina Henson, Public

II. Public Comment

Public comment was received by Angelina Henson (Public) and Mike Smith (Agency staff).

No action was taken by the Board.

III. Professional Achievements, Awards, and Anniversaries

Ms. Lufrano acknowledged Agency staff, Ryan Schultz, who was promoted to E&I Supervisor, and Kayle Ohle, who was promoted to Accounting Technician. Schultz and Ohle were promoted in August.

Schultz's department manager Paul Shouse congratulated him on his promotion. 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 Tresan **SECOND** by Director Cox to approve the Consent Agenda; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

V. Regular Agenda

1. Appointment of Agency Board President and Vice President

Director Smelser chose to pass on the regular rotation in the role of Vice President of the Board of Directors, which advances Director Wilson to serve in his place.

MOTION by Director Cox **SECOND** by Director Smelser to appoint Director Tresan as Board President and Director Wilson as Vice President ; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

2. Approval of the Classification and Compensation Study Based on Review of Proposals.

Agency staff, Jeff Navarrete, provided public comment. No action was taken by the Board.

MOTION by Director Tresan **SECOND** by Director Wilson to approve the award of the Classification and Compensation Study to Koff & Associates; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

3. Consider Approving Step Increase to General Manager Salary.

Director Cox thanked Mr. Pallante for what he has brought to the Agency. President Wilkins, agreed and said to keep up the good work.

MOTION by Director Cox **SECOND** by Director Smelser for approval of Step Increase to General Manager Salary; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

4. Approval of Updated and New Classification Descriptions.

Ms. Lufrano presented a packet of updated and new job classification descriptions to the Board of Directors. She provided an updated staff report and packet of job classification descriptions that were redlined to show changes that were being implemented. There is a proposed new position of "Information Technology Supervisor" that will oversee Information Technology Specialists and CMMS/GIS Technician.

Additionally, there is a proposed new position/reclassification of "Technical Services Department Manager" that will replace/reclassify the Engineering Department Manager and will oversee Engineering and the Laboratory. Lastly, there will be no change to the "Senior Engineer" salary as that position will remain exempt.

MOTION by Director Cox **SECOND** by Director Smelser for approval of the Updated and New Classification Descriptions as presented; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

5. Approval of Updated Salary Schedule.

Ms. Lufrano presented the updated salary schedule to the Board of Directors. This update includes the new positions discussed in item V-4 of Information Technology Supervisor and Technical Services Manager. Ms. Lufrano thanked Ms. Mackey and Ms. Davis for their assistance in getting the work done on the salary schedule.

MOTION by Director Tresan **SECOND** by Director Wilson for approval of the Updated Salary Schedule; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

6. Approval of Updated Organizational Chart.

Ms. Lufrano presented the updated organizational chart to the Board of Directors. She explained that the update was made in order to accurately reflect and account for full-time equivalent (FTE) staffing, and the number of all (old/new) approved FTE positions.

With a recent retirement of the Engineering Department Manager, a department reorganization is proposed. The department will now be the Technical Services Department and consist of engineering and laboratory staff. For the new fiscal year, a few departments requested new staff. This includes Information Technology Supervisor, and an additional staff member in the Finance & Administrative department.

Ms. Lufrano credited Agency staff Mr. Scott Fleming for his assistance with the formatting of the updated organizational chart.

MOTION by Director Cox **SECOND** by Director Wilson for approval of the Updated Organizational Chart; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

7. Approval of Ordinance No. 3-2023 Repealing Ordinance No. 3-2015.

MOTION by Director Cox **SECOND** by Director Wilson to approve Ordinance No. 3-2023 Repealing Ordinance No. 3-2015; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

8. Approval of Agency Purchasing Policy Resolution No. 14-2023.

Mr. Pallante returned to the Board of Directors with the final approval of Agency Purchasing Policy Resolution No. 14-2023. At the August meeting the Board stated they would approve higher procurement approval limits. As such, the limits were updated to a reasonable amount.

Section 6b. Procurement value between \$5,000-\$50,000 (five thousand and fifty thousand dollars), are not required to follow a formal bid process. Section 6c. Procurement greater than \$50,000 (fifty thousand dollars), must follow a formal bid process. All of the specific details can be found within Resolution No. 14-2023.

MOTION by Director Smelser **SECOND** by Director Wilson for approval of Agency Purchasing Policy Resolution No. 14-2023 as proposed; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

9. Approval of Ordinance No. 4-2023 Prohibiting After Hours Use of Agency Property.

MOTION by Director Cox **SECOND** by Director Tresan to approve Resolution No. 4-2023 Prohibiting After Hours Use of Agency Property; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

10. Consider Approving Resolution Declaring Real Property Subject to Pending 2019 Land Exchange with Truckee Tahoe Airport District to be Surplus Exempt Land.

MOTION by Director Wilson **SECOND** by Director Smelser to approve Resolution No. 15-2023 Declaring Real Property Subject to Pending 2019 Land Exchange with Truckee Tahoe Airport District to be Surplus Exempt Land; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

11. Discussion and Approval to Receive and File Recommended Changes to the Annual Financial Audit for Fiscal Year 2021-2022.

Ms. Sublet addressed the Board of Directors and explained that the Agency Annual Financial Audit for Fiscal year 2021-2022 that was approved at the 4/19/23 Board of Directors meeting, was later identified to have the incorrect year on the Independent Auditor's Report. Ms. Sublet continued that additionally, the Fair Market Value unrealized loss on L.A.I.F was incorrectly grouped with the Interest Expense grouping and should have been in the Investment Income (Loss) grouping.

There is no impact to net position in the Income Statement, nor is there any impact to the Independent Auditor's report. The Board of Directors reviewed the Auditors corrections and had follow up questions and discussion.

MOTION by Director Wilson **SECOND** by Director Tresan to approve to Receive and File Recommended Changes to the Annual Financial Audit for Fiscal Year 2021-2022; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

12. Approval of 2023 Roof Repair Project Change Order No. 1 with CentiMark Corporation.

MOTION by Director Cox **SECOND** by Director Smelser to approve the 2023 Roof Repair Project Change Order No. 1 with CentiMark Corporation; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

13. Approval to Award Procurement of Three (3) Chemical Storage Tanks.

MOTION by Director Tresan **SECOND** by Director Cox to Award Procurement of Three (3) Chemical Storage Tanks to MISCO Water to include (1) their bid price of \$205,915.00, and (2) a change order to include local Nevada County Sales Tax for \$16,987.99; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

14. Discussion and Review of 2024 Administration Parking & Landscaping Improvements project.

At the August Board of Directors meeting, an inquiry was made by a director to possibly add additional parking spaces to the proposed layout. Mr. Carlsson provided an update to the Board of Directors that transitioned the parking lot design into a rectangular shape allowing for twenty three (23) additional parking spaces, and enhanced snow removal efficiency.

No action was taken by the Board.

The Board took a short recess from 10:33 AM to 10:39 AM.

15. Discussion and Review of Agency “No Trespassing” and “No Parking” Signage project.

Mr. Carlsson provided a review of proposed Agency “No Trespassing” and “No Parking” signage to the Board of Directors. Signs will be strategically placed at all roads and trails that lead into the property owned by the Agency, and on the fence line of the wastewater treatment plant and retention ponds. The placement and design of the signs factor in all applicable legal stipulations and local ordinances.

No action was taken by the Board.

16. Approval of Annual Employee Appreciation Luncheon.

MOTION by Director Cox **SECOND** by Director Wilson for approval of the Annual Employee Appreciation Luncheon; unanimously approved.

The Board approved the motion by the following vote:

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

Motion passed.

17. Discussion of Board Calendar through February 2024.

Mr. Pallante and Ms. Chavez discussed the availability of the Board of Directors through the winter months in order to prepare for upcoming events and meetings.

No action was taken by the Board.

VI. 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.

VII. Board of Directors Comment

Director Cox was concerned with staff public comment regarding Agency Health Benefits coverage and inquired when the Board would be readdressing the issue of staff coverage. President Wilkins stated that sometimes it is the nature of the insurance industry that one year they do not have a contract for services with one hospital and the following they do. However, it was decided that the Board would revisit Health Benefits coverage after the completion of the Class and Comp study so it can all be taken into account for employees as they requested.

Director Tresan inquired if the Health Benefits discussion was available to staff. Director Wilson inquired on the status of some of the CIP Projects that appeared to be from previous years.

Mr. Pallante explained that with one senior engineer it can get more difficult to funnel multiple projects out at once, especially if they are on a larger scale. Director Tresan explained that projects may be given names during their design years and are not given approval until a year or more after. That does not necessarily mean they were pushed back on the budget schedules.

VIII. Closed Session

1. Closed session for public employee discipline/dismissal/release (Gov. Code §54957).
2. Closed session for consultation with Agency safety staff and counsel concerning security of public buildings and essential public services (Gov. Code §54957).

IX. Closed Session Report

There was no reportable action from Closed Session.

X. Adjournment

There being no further business, the meeting was adjourned at 12:25 P.M.

By:



Richard Pallante, General Manager

Date:

Approved: 10/18/2023