



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 SPECIAL MEETING MINUTES

December 5, 2023

I. Call to Order

President Tresan called the special meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 1:00 P.M. Roll call and Pledge of Allegiance followed.

Directors Present: Blake Tresan, TSD
Scott Wilson, NTPUD
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
Crystal Sublet, Finance & Administrative Manager
Andrew Ramos, Agency Counsel
Aaron Carlsson, Senior Engineer
Greg O'Hair, Chief Plant Operator
Luke Swann, IT Supervisor

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, Chad Bentley, who was celebrating his twenty (20) year employment anniversary. The Board acknowledged and congratulated staff for his achievement.

IV. Consent Agenda

1. Approval of the minutes of the Regular Board meeting on October 18, 2023 and Special Board meeting on October 31, 2023.
2. Approval of General Fund Warrants
3. Approval of Financial Statements

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

The Board approved the motion by the following vote:

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

Motion approved.

V. Regular Agenda

1. Report from October 31, 2023 Closed Session Report.

Nothing to report from the October 31, 2023 Closed Session.

2. Approval to Declare the 1995 Cat 950F Loader as Surplus Equipment for Auction.

MOTION by Director Smelser **SECOND** by Cox for approval to declare the 1995 Cat 950F Loader as Surplus Equipment for Auction; unanimously approved.

The Board approved the motion by the following vote:

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

Motion approved.

3. Approval to Award the Procurement of Wheel and Skid Steer Loaders.

MOTION by Director Smelser **SECOND** by Director Wilkins for approval to award the procurement of Wheel and Skid Steer Loader from Empire Caterpillar in the amount of 412,680.49 with an additional \$10,000 contingency; unanimously approved.

The Board approved the motion by the following vote:

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

Motion approved.

4. Approval to Award the Emergency Launder Repair Project.

MOTION by Director Wilkins **SECOND** by Director Smelser to award the ratification of the Emergency Launder Repair Project to Q&D Construction in the amount of \$19,500; unanimously approved.

The Board approved the motion by the following vote:

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

Motion approved.

5. Approval of Resolution No. 16-2023 Updating the Signatory Authorization for Agency Depository Accounts, Checks and General Fund Warrants.

MOTION by Director Wilkins **SECOND** by Director Smelser to approve Resolution No. 16-2023 Updating the Signatory Authorization for Agency Depository Accounts, Checks and General Fund Warrants; unanimously approved.

The Board approved the motion by the following vote:

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

Motion approved.

6. Approval of Bartkiewicz, Kronick, and Shanahan (BKS) Legal Services Rate Increase.

MOTION by Director Wilkins **SECOND** by Director Wilson to approve the Bartkiewicz, Kronick, and Shanahan (BKS) Legal Services Rate Increase; unanimously approved.

The Board approved the motion by the following vote:

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

Motion approved.

7. Consideration for Approval of Board Attendance at the 2024 CASA Winter Conference.

MOTION by Director Tresan **SECOND** by Director Wilkins for approval of Board attendance at the 2024 CASA Winter Conference; unanimously approved.

The Board approved the motion by the following vote:

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

Motion approved.

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 additional action by the Board.

VII. Board of Directors Comment

No comments from the Board of Directors.

The Board took a five minute recess and went into closed session at 2:22 P.M.

VIII. Closed Session

1. Closed session for public employee discipline/dismissal/release (Gov. Code §54957).
2. Closed session for public employee performance evaluation of the General Manager (Gov. Code §54957).

IX. Adjournment

There being no further business, the meeting was adjourned at 4:00 P.M.

By:


Richard Pallante, General Manager

Date:

Approved: 01/17/2024