

**1. CALL TO ORDER**

The meeting was called to order by President Hatley at 2:00 pm

**1.1 Flag Salute**

Director Pulley led the flag salute

**1.2 Roll Call**

Present were President Hatley, Vice President Taggart, Directors Pulley and Latulippe. Also present were Recording Secretary Padilla, Attorney Carter, Manager Boucher and Engineer Heindell. Director Reynolds was participating via conference call

**2. PERSONS DESIRING TO ADDRESS THE BOARD**

None

**3. CONSENT AGENDA**

**3.1** Minutes of the Regular Board Meeting held on October 29, 2019

**3.2** Financial Statements – October 2019

**3.3** Water Warrants – Check Number 17627-17685 Total \$446,689.82

Water LAIF Deposit - \$57,127.37

Water LAIF Withdrawal - \$205,000.00

Sewer Warrants – Check Number 7186-7190 Total \$20,779.55

Sewer LAIF Deposit - \$22,872.63

Health Reimb Arrangement – Check Number 2760-2762 Total \$3,398.33

**3.4** Summary of District Operation and Solar Power Generation – October 2019

It was moved by Director Pulley, seconded by Director Latulippe to approve Consent Agenda Items 3.1 - 3.4. Motion carried.

**4. ITEMS REMOVED FROM CONSENT AGENDA**

None

**5. GENERAL ADMINISTRATION BUSINESS**

**5.1 Financial Statement – Auditor’s Report for FYE 6/30/19**

Sandy Sup from Fechter & Company presented to the Board the Financial Statements for FYE 6/30/19. She mentioned that the Audit was performed back in August and their firm issued the report on October 1<sup>st</sup>. They expressed an unmodified opinion again this year which means it is a clean opinion and that the financial statements are fairly stated. She mentioned that for a brief summary of the financial statements, Page 7 of the Management’s Discussion and Analysis provides a summary of the Statement of Net Position and on Page 8, the

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Statement of Revenues, Expenses, and Changes in Net Position provides a three year comparison. Ms. Sup mentioned that the Management Report which is required is communication in writing to the Board from their firm. It states that everything went smoothly and that no such disagreements arose during the course of the audit. It also presents the adjustments which are done every year for reporting purposes. She mentioned that this is the fourth year that they have performed the audit for the District as well as the final year of the contract with the District. She stated that back in 2013, the State passed a new law stating that it is requiring mandatory auditor rotation every six years. She mentioned that Fechter & Company would be happy to extend their contract for one or two more years. Motion made by Director Taggart; seconded by Director Pulley and unanimously carried to accept the audited financials for FYE 6/30/19.

**5.2 Policy 4.140 – Code of Ethics**

President Hatley reported that Policy 4.140 – Code of Ethics is an updated version combining Policies 4.120 – Code of Conduct; 1100 – Conflict of Interest and 4.130 – Compensation and Reimbursement of Expenses. He mentioned that the draft version of Policy 4.140 was handed out at the October Board meeting for review. Motion made by Director Hatley; seconded by Director Taggart and unanimously carried to approve Policy 4.140 – Code of Ethics and to rescind Policy 4.120, Policy 1100 and Policy 4.130.

**5.3 Resolution 06-19 – Adoption of the Butte County Local Hazard Mitigation Plan 2019 Update**

Engineer Heindell reported that before FEMA can adopt the Butte County Local Hazard Mitigation Plan Update, it has to be approved by all of the jurisdiction boards that are annexing into the plan. He mentioned that the only difference between the 2014 and this plan is that he updated a lot of the eligible projects that would be covered under the local hazard mitigation plan. He mentioned that there is no requirement to do those plans to search for funding it's just that in the instance that those plans should arise, FEMA would already have all the information for it. Motion made by Director Taggart; seconded by Director Pulley and unanimously carried to adopt Resolution 06-19 – Adoption of the Butte County Local Hazard Mitigation Plan 2019 Update. Roll Call taken.

**5.4 Sale of 2008 Ford F450 4X2 Utility Truck**

Manager Boucher mentioned that the District is looking to sell the 2008 Ford F450 4X2 Utility Truck. He mentioned that staff has acquired three quotes with price ranging from \$23,000 to \$26,000. Motion made by Director Taggart;

seconded by Director Hatley and unanimously carried to surplus the 2008 Ford F450 Utility Truck in the price range of \$23,000 to \$26,000.

**5.5 Winter Party**

Manager Boucher suggested three dates in January to have the winter party; January 10<sup>th</sup>, 17<sup>th</sup> or 24<sup>th</sup>. He mentioned that staff will look into the location of where to hold the function and will report back at the December Board meeting. Consensus of the Board is to have the winter party held on January 17<sup>th</sup>.

**6. WATER BUSINESS**

**6.1 Automated Meter Reading**

Office Manager Padilla reported that on November 6<sup>th</sup>, Manager Boucher, Foreman McIntosh and she met with Kathy Richards from Badger Meters regarding automated meter reading. Ms. Richards presented two types of Orion Water Endpoints. The Migratable Endpoint which is a two-way water endpoint for mobile applications with the capability of migrating to fixed network mode to support future utility capabilities. This mobile application would require our meter reader to go out with an ipad to each location and have the software in the ipad read the meters and have it download into the utility billing software program. The Cellular LTE-M Endpoint is a two-way water endpoint for smart water applications. The endpoint utilizes existing internet cellular infrastructure to efficiently and securely deliver meter reading data to the utility via the cellular network. The cellular application would give staff real time data three times a day and does not require utility crew to go out and read the meter. It will also inform staff if there is a problem with the meter or possible water leak at service addresses. It also features an EyeOnWater mobile app that brings the power of the online portal to TWSD customer's iPhone's. She mentioned that in using Route 9 which has 62 services, the cost to replace the meter head along with installing the Cellular LTE-M Endpoint would be roughly \$15,872 along with an annual subscription for transmitting of \$55.18. She mentioned that the District has had this meter program in effect since 2005 and to-date, has collected roughly \$60,000.00. Staff is wanting to move forward on locating which Routes will be converted over to automated reading as there will be more of a discount on bulk meter pricing. Consensus of the Board is to move proceed forward with the automated meter reading.

**7. ATTORNEY REPORT**

None

**8. SEWER BUSINESS**

**8.1 SC-OR Report**

Commissioner Hatley mentioned that the October 23, 2019 Regular Meeting of the Sewerage Commission – Oroville Region was given at the October Board Meeting.

**8.2 Sewer Lateral Reconnection**

Manager Boucher reported that the District has received a letter from Tara Property Management requesting reimbursement for a plumbing bill in the amount of \$570.00. He reported that the bill is for the property located at 524-526 Grand Avenue. He mentioned that when the ETL was done back in 2015, the existing sewer lateral was connected to the previously in use sewer main on 5<sup>th</sup> Street which that sewer main is no longer in use. He mentioned that this is the Districts fault and that the customer should be reimbursed for the plumbing issues. Consensus of the Board is to reimburse Tara Property Management \$570.00 for the reimbursement of the sewer problems at 524-526 Grand Avenue.

**9. WYANDOTTE CREEK GSA**

**9.1 Wyandotte Creek GSA Report**

Engineer Heindell reviewed over the October 24, 2019 Regular Meeting of the Wyandotte Creek Groundwater Sustainability Agency that was included in the Board packet.

**10. MANAGER REPORT**

- ***CalTRUST Seminar Update:*** The seminar was very informative. Staff will be contacting a representative from CalTRUST to get more information.
- ***ACWA/JPIA President's Special Recognition Award:*** The District was presented with two awards for achieving a low ratio of paid claims and case reserves.
- ***MGT Replacement Project:*** Concrete foundation and slab have been completed. AquaStore is currently building the dome roof.
- ***Concow Sediment Removal Project:*** The field work for the sediment estimation work has been completed and the samples are being analyzed in the lab. Discussions with CalOES have been ongoing and are awaiting the results of the sediment estimation work.

**11. HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS**

None

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**12. BOARD COMMENTS**

Thanks to the staff for putting on the Thanksgiving “Fish Fry Lunch”.  
Wishing all a Happy Thanksgiving!

**At 2:55 pm, the meeting recessed to go into Closed Session and reconvened at 3:16 pm.**

**13. CLOSED SESSION**

President Hatley reported that real property negotiations were discussed and gave direction to management to move forward with those negotiations.

**14. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 3:17 pm.

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Secretary of the Board

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President of the Board