

1. CALL TO ORDER

The meeting was called to order by President Hatley at 2:04 pm

1.1 Flag Salute

Manager Boucher led the flag salute

1.2 Roll Call

Present were President Hatley, Vice President Wristen, Director Latulippe and Director Taggart (via phone). Also present were Attorney Carter, Engineer Heindell and Manager Boucher. Director Reynolds was absent.

2. PERSONS DESIRING TO ADDRESS THE BOARD

Nicole Ledford from NorthStar Engineering was here to address Agenda Item 6.1

3. CONSENT AGENDA

3.1 Minutes of the Regular Board Meeting held on December 14, 2021

3.2 Financial Statement – December 2021

3.3 Water Warrants – Check Number 19184-19250 Total \$339,765.77
Water LAIF Deposit - \$6,000.00

Sewer Warrants – Check Number 7325-7327 Total \$179,820.13
Sewer LAIF Deposit - \$21,000.00

Health Reimb Account – Check Number 2874-2880 Total \$1,607.42

3.4 Superintendent's Monthly Report of Maintenance and Operations and Solar Power Generation for December 2021

It was moved by Director Latulippe, seconded by Director Hatley to approve Consent Agenda Items 3.1 - 3.4. Motion carried. Roll call taken.

4. ITEMS REMOVED FROM CONSENT AGENDA

None

5. GENERAL ADMINISTRATION BUSINESS

5.1 Election of Officers

Nominations for President were opened. Director Hatley nominated Director Wristen, seconded by Director Taggart. With no more nominations being made, nominations were closed by Director Hatley. Motion was unanimously carried. Roll call taken.

Nominations for Vice President were opened. Director Hatley nominated Director Taggart, seconded by Director Wristen. With no more nominations being made, nominations were closed by Director Hatley. Motion was unanimously carried. Roll call taken.

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At this time, the gavel was passed over to the newly elected President Wristen.

At this point, it was suggested by President Wristen to move Item 6.1 forward in the agenda to accommodate Nicole Ledford from NorthStar Engineering.

6.1 Draft 2020 Urban Water Management Plan

Engineer Heindell reported that NorthStar Engineering has been working on completing the updates for the 2020 Urban Water Management Plan. He mentioned that a draft copy of the UWMP is included in the Board packet for their review. Nicole Ledford from NorthStar Engineering asked the Board if there were any questions regarding the UWMP. The Board had no questions at this time. Engineer Heindell mentioned that the District will need to have a public hearing to approve the final copy of the UWMP. The Board decided to hold the public meeting at 7:00pm on March 15, 2022. Motion made by Director Hatley; seconded by Director Taggart and unanimously carried to accept the draft version of the 2020 Urban Water Management Plan. Roll call taken.

5.2 The President will appoint the Administration Committee for the Calendar Year 2022

President Wristen appointed the following Administration Committee for the Calendar Year 2022.

COMMITTEE

Administration/Inter-departmental/
Personnel

DIRECTORS

Wristen and Latulippe

5.3 Current Board Committees

President Wristen asked the Board if they would like to make any changes to the Concow Committee for the Calendar Year 2022. It was decided to leave President Wristen and Director Latulippe on the Concow Committee for Calendar Year 2022.

5.4 2022 LAIF Annual Information Update – Resolution 01-22

Manager Boucher submitted for Board review Resolution 01-22, Authorizing Investment of Monies in the Local Agency Investment Fund. He stated that this Resolution is done annually indicating who is authorized to make monthly deposits and withdrawals authorized by the Board from the LAIF accounts. Motion was made by Director Hatley, seconded by Director Latulippe and unanimously carried to adopt Resolution 01-22, “Authorizing Investment of Monies in the Local Agency Investment Fund”. Roll call taken.

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5.5 Revisions to District Personnel Job Descriptions

Manager Boucher reported that a draft copy of the job descriptions for Policy 2859-Utility Worker I, Policy 2860-Utility Worker II, Policy 2861-Meter Reader/Backflow Technician, Policy 2865-Laborer/Summer Help, Policy 2866-Operations Maintenance Worker and Policy 2867-Leadworker is included in the Board packet. He mentioned that the Treatment Plant Operator and the Office Manager will be rewriting the job descriptions for their department and will submit it to the Board for its approval at the February Board meeting. Director Taggart mentioned that in each of the Physical Requirement section of the policies, it states that a person “Must be able to push, pull, carry reach and lift equipment and parts weighing up to 50 lbs. or greater”. He mentioned that the State has a cap on individual lifting and that staff should check into what the State weight limit is. Director Taggart asked about the “Minimum of four years of experience at a Utility Worker position at the District”. He asked what would happen if the qualified candidate did not have the minimum of four years of experience. Manager Boucher mentioned that in these kinds of situations, “Manager’s Discretion” would need to be added at the end of the policy. Manager Boucher mentioned that he will meet and confer with the employees regarding the job description changes to see if anyone wants to make any changes. This item will be brought back to the February Board meeting for approval.

5.6 D-2 Certification/Class A Driver’s License

Manager Boucher informed the Board that back in May 2018, the Board in Closed Session “Unanimously approved an increase of five percent in wages and salaries of those District employees who are required to be on call. Noting that only District employees who possess a D2 Certification or higher as well as Class A driver’s license are eligible to serve on call.” He mentioned that due to COVID, the State has made it difficult to schedule employees to take the test for their D-2 Certification. He mentioned that currently the District has two new employees, one has a D-2 Certification but does not hold a Class A Drivers License; the other employee has a Class A Drivers License but is still waiting to take his test for a D-2 Certification. Currently the District has three Distribution employees who are on the on call rotation. It is undetermined when the District will be able to have it’s employees take their test. Manager Boucher mentioned that he would like to bring this item back to the February Board meeting as he would like to have this item captured in the Employee Handbook as well as adding “Manager’s Discretion” to be able to make a decision if an employee is ready to be placed on call even if they do not yet have a D2 Certification.

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5.7 Certificate of Insurance – Winter Party

Attorney Carter reported that the Gray Nurse Hardware requires that the District provide them with a Certificate of Insurance for \$1,000,000.00 listing LRA Properties Gray Nurse Hardware as additional insured. He mentioned that when requesting this information from ACWA/JPIA, it was asked if the event would be catered and if any alcohol will be served or sold. It was mentioned that events with alcohol are deemed high risk and that the District would need to have a risk management plan in place and would need to hire a security guard. He mentioned that after contacting the ACWA/JPIA, and receiving some risk management best practices, he drafted a policy which covers, that the District will not have an open bar, or allow each person two voucher tickets and should there be an open bar, the person requesting the drink would need to submit a voucher. Limit to beer and wine. Alcoholic beverages shall only be served only for a period of time commencing 30 minutes before lunch or dinner is actually served and only for a period of 15 minutes immediately following commencement of service of dinner or lunch. Under no circumstances shall alcoholic beverages be available or provided at any time after 15 minutes following service of dinner or lunch. At any time prior to the meal being served that alcoholic beverages are being served, the District shall provide appetizers. TWSD shall provide transportation, e.g. rideshare, taxi, etc, to any and each employee and/or his or her guest who request such or in the absence of such request who the District employee supervising the event feels requires such. He mentioned that a copy of this Policy will be presented at the February Board meeting for approval.

Manager Boucher mentioned that he would like to move the date from January 25th to February 25th as he has several employees and Board members who will not be able to attend. Consensus of the Board is to move the date out to February 25th and to look for an offsite venue which would include having a bartender.

6. WATER BUSINESS

6.1 Draft 2020 Urban Water Management Plan

This item was moved forward in the agenda and has already been discussed.

7. ATTORNEY REPORT

None

8. SEWER BUSINESS

8.1 SC-OR Report

Commissioner Hatley reviewed over the December 15, 2021 Regular Meeting of the Sewerage Commission – Oroville Region.

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9. **WYANDOTTE CREEK GSA**

9.1 **Wyandotte Creek GSA Report**

Engineer Heindell mentioned that there will be no meetings held until March 2022. He reported that the GSA is currently being reviewed by DWR. Until such time DWR comment period is completed, they will not be holding any meetings.

10. **MANAGER REPORT**

Golden Feather MHP Wastewater Consolidation: Engineer Heindell reported that he had a meeting with Jacob's Engineering regarding the completion for the plan of study that will be submitted this month to the State. He mentioned that we are submitting for grant funding to connect the Golden Feather MHP to our collection system and SC-OR. The District was approached by the State as this is an ongoing problem as they have been having multiple violations for their onsite wastewater system. The grant funding would cover the construction and the connection fees.

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

None

12. **BOARD COMMENTS**

None

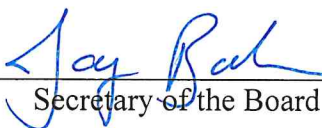
At 3:45 pm, the meeting recessed to go into Closed Session and reconvened at 4:00 pm.

13. **CLOSED SESSION**

13.1 President Wristen reported that matters were discussed and that no action was taken.

14. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 4:00 pm.


Secretary of the Board


President of the Board