

Thermalito Water and Sewer District  
Minutes of the Regular Board Meeting  
March 16, 2021 – 2:00 pm

**1. CALL TO ORDER**

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

**1.1 Flag Salute**

Director Taggart led the flag salute

**1.2 Roll Call**

Present were President Hatley, Vice President Wristen, Director Taggart and Director Latulippe. Also present were Attorney Carter, Office Manager Padilla, Manager Boucher and Engineer Heindell. Director Reynolds was absent.

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

None

**3. CONSENT AGENDA**

**3.1** Minutes of the Special Meeting held on February 4, 2021

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**3.2** Financial Statement – February 2021

**3.3** Water Warrants – Check Number 18563-18622 Total \$225,570.18

Water LAIF Deposit - \$57,290.17

Sewer Warrants – Check Number 7273-7280 Total \$43,268.71

Sewer LAIF Deposit - \$22,709.83

Secretary Revolving Account – Check Number 2660 Total \$37.50

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

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

**4. ITEMS REMOVED FROM CONSENT AGENDA**

None

**5. GENERAL ADMINISTRATION BUSINESS**

**5.1 Amendments to the Employee Handbook**

Manager Boucher mentioned that he and staff have been working on the employee benefit section of the employee handbook and once completed will be doing a wage comparison. He mentioned that staff has rewritten some of the benefit sections such as the health insurance and vacation time off to better accommodate new hires. In hiring new employees, the District looks for candidates with years of experience. The employee handbook currently reads that a new hire must wait six-months before qualifying for any benefits. After doing some research, staff has found that most Districts have benefits that begin on the

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first day of the month following the month in which they are hired. He mentioned that once the benefit section of the handbook is completed, he would like for staff to do a salary comparison to see if we are in range with other Districts. Consensus of the Board is to have Manager Boucher and staff work on the benefit portion of the employee handbook and to meet with the Admin Committee for their review and approval.

**5.2 Election of a Special District Regular “Non-Enterprise” Member and a Special District Alternate “Enterprise/Non-Enterprise” Member**

Manager Boucher reported that the two nominees running for the Special District Regular “Non-Enterprise” Member position are Dave Donnan – Chico Area Recreation & Park District and Al McGreehan – Paradise Recreation & Park District. The two nominees running for the Alternate “Enterprise/Non-Enterprise” Member position are Larry Bradley – Durham Recreation & Park District and Bruce Wristen – Thermalito Water & Sewer District. Motion made by Director Hatley; seconded by Director Taggart and unanimously carried to vote for Al McGreehan for the Regular “Non-Enterprise” and Bruce Wristen for the Alternate “Enterprise/Non-Enterprise”.

**5.3 Shutoff Account List**

Office Manager Padilla informed the Board that on March 1<sup>st</sup>, the District had \$42,000.00 in past due amounts and as of today, there is \$33,000.00. She mentioned that staff would like to handle the delinquent accounts with three types of letters being mailed to the customers:

- 1) Reach out to customers who are in arrears and have not made a payment in over three months to discuss a Payment Arrangement Plan.
- 2) Reach out to customers who have zero usage for three months and request a Payment Arrangement Plan and request to put the account on standby.
- 3) Review accounts of delinquent customers to see if reversal fees can be made.

Consensus of the Board is to allow staff to reach out to customers who are past due and setup a Payment Arrangement Plan and to also review accounts for reversal of late and delinquent fees.

**6. WATER BUSINESS**

None

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7. **ATTORNEY REPORT**

None

8. **SEWER BUSINESS**

8.1 **SC-OR Report**

Commissioner Hatley reviewed over the February 24, 2021 Regular Meeting of the Sewerage Commission – Oroville Region:

9. **WYANDOTTE CREEK GSA**

9.1 **Wyandotte Creek GSA Report**

Vice President Wristen reviewed over the February 25, 2021 Regular Meeting of the Wyandotte Creek GSA.

10. **MANAGER REPORT**

**Form 700:** Reminder – Form 700 is due by April 1, 2021 for the calendar year 2020.

**Request for Minutes and Tapes:** The District has received a request for the February 4, 2021 Special Board Minutes and Tapes. Per the request, the District has supplied an electronic copy of the recording. Once the Board minutes have been approved, staff will contact Mr. Kerns so that he may pick up a copy.

**Jacob McClellan:** Utility Worker Jacob McClellan's last day with the District is on March 12, 2021. Jacob has taken on a position as a Utility Worker for South Feather Water and Power. We wish him the best of luck in his future endeavors.

**Village at Ruddy Creek Proposed Annexation:** The District provided comment to LAFCO regarding the annexation of the proposed subdivision named the Village at Ruddy Creek. The District commented that it has no issues regarding the annexation, however it would be a good time to enter into an agreement with the City of Oroville naming TWSD as the sole provider of water and sewer services within its service area.

**Lake Concow Campground:** The District received an update from Jenny Lowrey regarding the Lake Concow Campground.

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

None

12. **BOARD COMMENTS**

None

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**13. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 3:25 pm.



Secretary of the Board



President of the Board