

Thermalito Water and Sewer District  
Minutes of the Regular Board Meeting  
April 20, 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**

President Hatley 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 Regular Board Meeting held on March 16, 2021

**3.2** Financial Statement – March 2021

**3.3** Water Warrants – Check Number 18623-18694 Total \$342,089.74

Water LAIF Deposit - \$69,290.17

Sewer Warrants – Check Number 7281-7286 Total \$169,458.86

Sewer LAIF Deposit - \$22,709.83

Health Reimb Account – Check Number 2841-2848 Total \$5,124.52

**3.4** Superintendent’s Monthly Report of Maintenance and Operations and Solar Power Generation for March 2021

It was moved by President Hatley, seconded by Director Taggart 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**

Office Manager Padilla met with the Administration Committee on March 31<sup>st</sup> to review over the revisions to the Employee Handbook. It was explained that the reason for the changes is to have a better benefit packet to offer to new hires. The Employee Handbook currently reads that a new hire has a six-month probation period in which they receive no benefits and no vacation time off. In reviewing what other Districts offer, most offer benefits up front and vacation time is allowed after the probation period. The following sections of the Employee Handbook have been amended.

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Section 2.215 – Employee Classifications  
Section 2.220 - Office Hours and Work Schedules for Non-Exempt Employees  
Section 2.600 - Introductory Period  
Section 2.705 – Vacation  
Section 2.715 – Paid Sick Leave

In making changes to the sections, it will allow a new hire to 1) have a shorter probation/introductory period; 2) benefit packet starts up the first day of the month following the month in which they are hired and 3) allow new hires to use vacation after completion of their probation period.

District staff was advised of the revisions to the Employee Handbook and all employees were receptive to the changes. Motion made by Director Hatley; seconded by Director Wristen and unanimously carried to approve the amendments to the Employee Handbook.

**5.2 Vehicle Approval for FY21/22 Budget**

Manager Boucher mentioned that a new truck will be needed for Engineer Heindell as the truck that he is currently driving will be used by the Treatment Plant operators for backflow testing. Staff has received a quote from Oroville Ford for a 2021 F-150 4X2 SC model in the amount of \$33,428.46. He mentioned that the new truck will be placed in the FY21/22 budget and purchased after July 1, 2021 but that approval will be needed today in order to lock in the price. He stated that Oroville Ford is willing to lock this price in if the order is placed by April 30, 2021. Should the order be placed after April 30<sup>th</sup>, the price will increase by \$800.00. Motion made by Director Taggart; seconded by Director Latulippe and unanimously carried to approve the purchase of the 2021 F-150 4X2 SC model truck not to exceed \$35,000.00 for the FY21/22 Budget.

**6. WATER BUSINESS**

None

**7. ATTORNEY REPORT**

None

**8. SEWER BUSINESS**

**8.1 SC-OR Report**

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

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- SC-OR adopted Resolution 03-21 authorizing an increase of the monthly sewer service charge for fiscal year 2021/2022. Increase will go from \$15.85/EDU to \$17.85/EDU per month beginning July 1, 2021.
- A contract has been drafted with Provost and Pritchard Consulting Group to complete the plant expansion. The original budget amount of \$184,200 has been depleted and Provost and Pritchard has requested an additional \$48,765 to complete the project.
- SC-OR has hired two candidates for the O-I-T position. One candidate will start on April 1<sup>st</sup> and the second candidate will start after the fiscal year end. Both candidates worked in emergency medical services.
- Budget increase of \$88,000 for Jacob Engineering for Task Order 21 - the Auxiliary Influent Pump Station.

9. **WYANDOTTE CREEK GSA**

9.1 **Wyandotte Creek GSA Report**

Engineer Heindell reviewed over the March 25, 2021 Regular Meeting of the Wyandotte Creek GSA.

- April 30<sup>th</sup> is the deadline in which to submit ideas for potential projects and management actions (PMA) that could be evaluated and ultimately be included in the Wyandotte Creek Subbasin Groundwater Sustainability Plan.

10. **MANAGER REPORT**

- **Rate Stabilization Refund Check:** The District received a check in the amount of \$3,870.74 from ACWA/JPIA.
- **Kenneth Douglass:** Treatment Plant Operator Kenneth Douglass resigned from the District on April 1, 2021. Kenneth has taken on a position as a logging truck driver. We wish him the best of luck in his future endeavors.
- **Ruddy Creek Liftstation Replacement:** Last week the District, the City of Oroville and SCOR had a meeting with Jacobs Engineering to discuss replacing and upgrade the Ruddy Creek Liftstation. Had an initial site meet and information is being sent over to Jacobs Engineering regarding the place of the lines and manhole.
- **Table Mountain & County Center Drive Pipeline Replacement Project:** Engineer Heindell reported that he has had some correspondence with DWR and is waiting for the notice to proceed so that the project can get started sometime next week.
- **Lake Concow Campground:** The District has sent out another request to Jenny Lowrey asking about meeting up at the Lake Concow Campground and to go over some ideas. The Concow Committee agreed to go up to the Concow Campgrounds and have a meeting with Jenny on April 26<sup>th</sup> at 9:00 am. Manager Boucher will confirm the date and time with Jenny via e-mail.

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

None

**12. BOARD COMMENTS**

Happy anniversary to Director Latulippe

**At 3:05 pm, the meeting recessed to go into Closed Session and reconvened at 5.34 pm.**

**13. CLOSED SESSION**

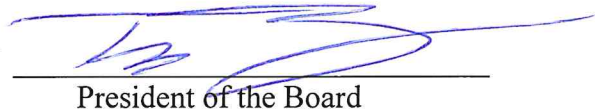
**13.1** The Board discussed Public Employees Separations and gave direction to the Manager to review and make changes to the Employees Handbook.

**13.2** The Board gave direction to the Manager to move forward with Real Property Negotiations.

**14. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:35 pm.

  
Secretary of the Board

  
President of the Board