

Minutes of the Regular Board Meeting

Thermalito Water and Sewer District
Minutes of the Regular Board Meeting
December 15, 2020 – 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 Latulippe and Director Wristen. Also present were Attorney Carter, Office Manager Padilla, Manager Boucher and Engineer Heindell. Director Taggart participated via conference call. Director Reynolds was absent.

2. PERSONS DESIRING TO ADDRESS THE BOARD

Attorney Carter mentioned that it has come to staff's attention that it overlooked placing an item on the agenda that requires action before the next regular meeting. He stated that it can be done under the Brown Act if 1) The matter arose after the posting of the agenda and cannot await addressing until the next regularly scheduled meeting; 2) It will require a 2/3rd's vote of the members and if approved, is added to the end of the agenda. He mentioned that the item is the Appointment of Officers for the Calendar Year 2021. Motion made by Director Hatley; seconded by Director Taggart and unanimously carried to add the Appointment of Officers for the Calendar Year 2021 to the end of the agenda on the basis that the matter arose after the posting of the agenda and requires action before the next regular board meeting. Roll Call was taken.

3. CONSENT AGENDA

3.1 Minutes of the Regular Board Meeting held on November 17, 2020

3.2 Financial Statement – November 2020

3.3 Water Warrants – Check Number 18377-18435 Total \$337,062.02

Water LAIF Deposit - \$166,086.02

Sewer Warrants – Check Number 7257-7259 Total \$35,642.67

Sewer LAIF Deposit - \$38,913.98

Health Reimb Arrangement – Check Number 2817-2821 Total \$1,190.75

3.4 Superintendent's Monthly Report of Maintenance and Operations and Solar Power Generation for November 2020

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

4. ITEMS REMOVED FROM CONSENT AGENDA

None

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5. GENERAL ADMINISTRATION BUSINESS

5.1 AB1234 and AB1825 Training

Manager Boucher reminded the Board that the training for AB1234 and AB1825 that was originally scheduled for November 17th needed to be rescheduled. It was decided to schedule the training for Tuesday, January 19th at 10:00 am. The presentation will be given by Carter Law Office at the District office. Roll call was taken.

6. WATER BUSINESS

6.1 CalOES Form 130 – Designation of Applicant’s Agent Resolution for Non-State Agencies

Engineer Heindell reported that last year, the District filed a claim form with CalOES for Public Assistance for the CDAA 2018-09. He mentioned that the California Governor’s Office of Emergency Services received and reviewed the form and is requesting a revised CalOES Form 130 be submitted. The revised CalOES Form 130 needs to have an Authorized Agent listed and there needs to be a minimum of 3 Governing Body Representatives in the “passed and approved” section of the form. Once the revised CalOES Form 130 is approved by the Board, it will allow Manager Boucher to act on behalf of the District. Motion was made by Director Hatley, seconded by Director Taggart and unanimously carried to have Manager Boucher act as the Authorized Agent for the District and to approve Form CalOES 130 – Designation of Applicant’s Agent Resolution for Non-State Agencies. Roll Call was taken.

7. ATTORNEY REPORT

None

8. SEWER BUSINESS

8.1 SC-OR Report

Commissioner Hatley reviewed over the November 18, 2020 Regular Meeting of the Sewerage Commission – Oroville Region that was included in the Board packet.

8.2 2020 Sanitary Sewer Maintenance Plan Update

Engineer Heindell reported that the Sanitary Sewer Maintenance Plan that was completed back in 2017 has been updated for 2020. He stated the reason to update it this years is so that it will be on the same schedule as the Urban Water Management Plan which both plans will be due every five years. He mentioned that there are no drastic changes, just an update to the most current District information. He mentioned that the on-call staff will be trained on the procedures that are in place for them to follow should there be an overflow.

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9. **WYANDOTTE CREEK GSA**
 - 9.1 **Wyandotte Creek GSA Report**

None

10. **MANAGER REPORT**

Brazil Pipe Leak: Manager Boucher reported that back in June 2020, an employee was called out after hours to Kathy Brazil's property as she stated that there was water in her meter box. The employee found that there was a leak on the customer's side of the meter and placed an orange cone over the area of the leak. He mentioned that the District did not follow through with informing Ms. Brazil of the leak. On December 3rd, staff received a call from Ms. Brazil inquiring about her usage and the orange cone near her meter box. Staff generated a work order and upon its return, a call was place to Ms. Brazil and a message was left that the leak is on her side of the property where the puddle of water is. Informed her that the worker shut off the valve in the box and the meter stopped spinning. On December 8th, Ms. Brazil sent a lengthy e-mail referencing the orange cone placed near the meter box and the water usage. Manager Boucher and Ms. Brazil have been corresponding via e-mail regarding the water leak. The morning of December 14th, he and Foreman McIntosh met with Ms. Brazil and her husband to explain that there is a pipe leak which is located on their side of the meter box and is their responsibility to repair. He mentioned to them that because the District marked the location but did not follow through with informing them of the leak in a timely manner, the District, as a one-time courtesy is willing to repair the leak at no cost and is also willing to adjust their account for the excess water usage during the months of June through December. Manager Boucher mentioned that he has captured the repair and adjustment to the account in a letter which he sent to Ms. Brazil via e-mail on the morning of December 15th. In order for the District to move forward, Ms. Brazil will need to sign and date the letter and return it to the District. He mentioned that as of now, he has not yet received back a signed copy of the agreement.

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

None

12. **Appointment of Officers**

Nominations for President were opened. Director Latulippe nominated Director Hatley, for President for the Calendar Year 2021. With no more nominations being made, nominations were closed by Director Hatley. Motion was unanimously carried. Roll Call was taken.

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Nominations for Vice President were opened. Director Hatley nominated Director Wristen for Vice President for the Calendar Year 2021. With no more nominations being made, nominations were closed by Director Hatley. Motion was unanimously carried. Roll Call was taken.

13. BOARD COMMENTS

Happy Birthday to Manager Boucher and Engineer Heindell.

14. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:41 pm.


Secretary of the Board


President of the Board