

Thermalito Water and Sewer District  
Minutes of the Regular Board Meeting  
December 14, 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**

Attorney Carter led the flag salute

**1.2 Roll Call**

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

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

Matthew Williford Sr. was here to address Agenda Item 6.1

**3. CONSENT AGENDA**

**3.1** Minutes of the Regular Board Meeting held on November 16, 2021

**3.2** Financial Statement – November 2021

**3.3** Water Warrants – Check Number 19104-19183 Total \$385,254.69  
Water LAIF Deposit - \$6,000.00

Sewer Warrants – Check Number 7321-7324 Total \$31,718.84  
Sewer LAIF Deposit - \$21,000.00

Health Reimb Account – Check Number 2871-2873 Total \$336.55

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

It was moved by Director Wristen, 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

At this point, it was suggested by President Hatley to move Item 6.1 forward in the agenda to accommodate Matthew Williford Sr. from the Konkow Valley Band of Maidu.

**6.1 Introduction of the Konkow Valley Band of Maidu**

Matthew Williford of the Konkow Valley Band of Maidu mentioned that he was notified around November 20th from a Concow Community resident that Thermalito Water and Sewer District was doing its yearly debris removal from the Hoffman Crossing in Concow. It was mentioned by the resident that the soil and ground displacement was major, not the normal displacement that takes place every year. Mr. Williford mentioned that he did follow up on the report. He stated that he surveyed the said area and came up with 31 cultural items from the

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east side of the crossing and collected 35 cultural items from the west side of the area. He mentioned that among some of the items were pestles, fish weights, arrow shaft straightener, etc. He mentioned that he is not here to complain or make any statements placing anyone or anything at fault, he is here to ask to work together with TWSD. He asked if there is major soil or ground displacement, to contact the Tribe 24 hours before to allow a tribe representative to be present. Manager Boucher mentioned to Mr. Williford that the District has had to deal with several other Maidu Tribe members in the past and that in order to have a clear understanding of the Konkow Valley Band of Maidu, he would like to setup a meeting to discuss issues and to then bring it back to the Board for discussion.

**5. GENERAL ADMINISTRATION BUSINESS**

**5.1 Resolution 07-21 – Authorizing its President and Secretary Signatory Authority**

Manager Boucher mentioned that this Resolution will allow either the District's President or Secretary to execute on behalf of the District any and all contracts, deeds, acceptances, and other such instruments which have been approved by the Board of Directors. Motion made by Director Hatley; seconded by Director Taggart and unanimously carried to approve Resolution 07-21 – Authorizing its President and Secretary signatory authority on behalf of the District to execute contracts, deeds, acceptances, or other instruments. Roll call was taken.

**5.2 Health Reimbursement Arrangement Account – Resolution 08-21**

Manager Boucher informed the Board that each year, the District deposits the sum of \$3,000.00 for each of its employees into a Health Reimbursement Arrangement account to reimburse for any outstanding medical, dental or vision expense. He mentioned that for the Calendar Year 2021, the amount reimbursed to the employees totaled \$11,305.55 leaving a remaining balance on the books of \$24,694.45. He is requesting that a Health Reimbursement Arrangement Account for each of its employees in the amount of \$3,000.00 be set up for the Calendar Year 2022. Motion made by Director Wristen, seconded by Director Hatley and unanimously carried to adopt Resolution 08-21; Maintaining Health Insurance Coverage for Calendar Year 2022. Roll call taken.

**5.3 Employee Performance Recognition**

Manager Boucher reminded the Board that this item was discussed in the October 2021 Board meeting in Closed Session. He informed the Board that as directed, staff has calculated each employees annual wage by 10% and that the total gross amount for the 13 employees comes to \$93,489.76. Manager Boucher mentioned that the bonus checks can be prepared by Thursday, December 16<sup>th</sup> and that President Hatley can hand them out to each employee at its annual Employee

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Luncheon. Motion made by Director Wristen; seconded by Director Taggart and unanimously carried to approve the employee recognition monies and to distribute the checks on Thursday, December 16, 2021. Roll call taken.

**5.4 Water Sale transfer of Funds**

Manager Boucher informed the Board that he would like to have authorization to transfer the water sale funds of \$2,475,000.00 minus the bonus amount from Bank of the West Water Account to LAIF Reserve. He mentioned that staff will need to fill out paperwork with Bank of the West to authorize the transfer. Motion made by Director Hatley; seconded by Director Wristen and unanimously carried to have staff transfer the water sale funds minus the bonus amount from Bank of the West to the LAIF Reserve. Roll call taken.

**5.5 Compensation Study**

Manager Boucher reported that Engineer Heindell has received a proposal by Bryce Consulting for a Compensation Study. He mentioned that the study would include 10 survey agencies and approximately 13 benchmark classifications. The survey would involve reviewing over salary, employer health insurance, employer life insurance, etc. Compensation study hours and cost would be \$6,120.00. Motion made by Director Hatley; seconded by Director Wristen and unanimously carried to have Bryce Consulting do a Compensation Study for an amount not to exceed \$6,120.00. Roll call taken.

**5.6 Christmas Holiday Schedule**

Manager Boucher informed the Board that per the Employee Handbook, the office would be closed down on Christmas Eve and Christmas Day. He mentioned that Christmas falls on Saturday this year and that per the Employee Handbook, if the holiday falls on Saturday, the preceding Friday shall be observed. He mentioned that staff would already be off on Friday, December 24<sup>th</sup> and instead of taking the 23<sup>rd</sup> of December off, staff is requesting to have the 27<sup>th</sup> of December off for Christmas. Motion made by Director Hatley; seconded by Director Taggart and unanimously carried to allow staff to have Monday December 27<sup>th</sup> off for Christmas. Roll call taken.

**6. WATER BUSINESS**

**6.1 Introduction of the Konkow Valley Band of Maidu**

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

**7. ATTORNEY REPORT**

None

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**8. SEWER BUSINESS**

**8.1 SC-OR Report**

Commissioner Hatley reviewed over the November 17, 2021 Regular Meeting of the Sewerage Commission – Oroville Region.

- Resolution 09-21 – Establishing the Formulas for Determining Infiltration/Inflow Surcharges and Corresponding Policy Number 7305. Minor changes were made after the October meeting and passed in the November meeting.
- Influent Pump Station Project – No Change Orders and everything is on track.

**9. WYANDOTTE CREEK GSA**

**9.1 Wyandotte Creek GSA Report**

Engineer Heindell reviewed over the November 18, 2021 Regular Meeting of the Wyandotte Creek GSA.

**10. MANAGER REPORT**

**Christmas Lunch:** Just a reminder that the annual Christmas potluck will be held on Thursday, December 16<sup>th</sup> starting at 12:00 pm.

**Winter Party:** Staff has booked the Winter Party event at the Gray Nurse Hardware for January 28<sup>th</sup>. Included in the Board packet are some suggestions for catering services. The Board reviewed over the catering list and it was decided to go with Kinders.

**TWSD Sweatshirts:** Manager Boucher mentioned that he has received several request from staff that employees as well as family members would like to purchase additional TWSD sweatshirts (with logo) for use during time off. He mentioned that staff would place the order and will then bill the employee so there would be no cost to the District. Consensus of the Board is to allow employees to purchase additional TWSD sweatshirts for themselves and family.

**Valley Water District Transfer Update:** Engineer Heindell updated the Board on this year's water transfer operations.

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

None

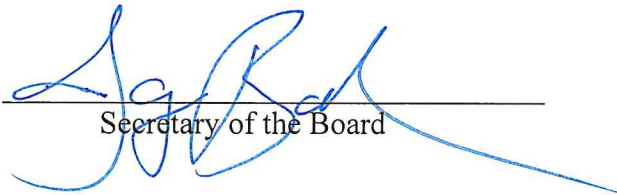
**12. BOARD COMMENTS**

- Everyone wished Manager Boucher and Engineer Heindell a Happy Birthday!
- Wishing everyone a Merry Christmas!

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**13. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 3:09 pm.



Secretary of the Board



President of the Board