

1. CALL TO ORDER

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

1.1 Flag Salute

Director Pulley led the flag salute

1.2 Roll Call

Present were President Taggart, Vice President Reynolds, Directors Pulley, Hatley and Thompson. Also present were Recording Secretary Padilla, Attorney Carter, Engineer Heindell and Manager Boucher.

2. PERSONS DESIRING TO ADDRESS THE BOARD

None

3. CONSENT AGENDA

3.1 Minutes of the Regular Board Meeting held on August 15, 2017

3.2 Financial Statements – August 2017

3.3 Water Warrants – Check Number 16070-16136 Total \$302,519.01

Water LAIF Deposit - \$164,045.66

Water LAIF Withdrawal - \$90,000.00

Health Reimb Arrangement – Check Number 2670-2673 Total \$2,164.81

Sewer Warrants – Check Number 7029-7035 Total \$35,226.65

Sewer LAIF Deposit - \$19,954.34

Secretary Revolving – Check Number 2637-2638 Total \$296.91

3.4 Summary of District Operation and Solar Power Generation – August 2017

It was moved by Director Hatley, and seconded by Director Thompson to approve consent agenda item 3.1 - 3.4. Motion carried.

4. ITEMS REMOVED FROM CONSENT AGENDA

None

5. GENERAL ADMINISTRATION BUSINESS

5.1 District Issued Credit Cards – Policy 2275

Manager Boucher submitted for Board review Policy 2275 – Internal Controls for Management of District Credit Cards. He explained to the Board that staff would like to update the policy by removing the Compliance Supervisor and adding the Engineer and the Chief Plant Operator. He informed the Board that the Chief Plant Operator, David McInturf would need a credit card issued to him with a \$5,000 limit to be able to make purchases for repairs to the plant as needed on weekends. Motion made by Director Hatley; seconded by Director Reynolds and

unanimously carried to amend Policy 2275 – Internal Controls for Management of District Credit Cards and to authorize a District Credit Card to David McInturf with a \$5,000 credit limit.

5.2 Update Policy 1.100

Manager Boucher submitted for Board review Policy 1.100 – Billing and Payment of Bills. He reminded the Board that the District changed its business hours from 5:00 pm to 4:00 pm and that it needed to be reflected in Policy 1.100. He stated that the only change to this policy is the hours. Motion made by Director Hatley; seconded by Director Pulley and unanimously carried to amend Policy 1.100 - Billing and Payment of Bills reflecting the change of business hours.

5.3 Request to Change October Board Meeting Date

Manager Boucher is requesting to have the October Board meeting date changed from October 17th to October 24th as he will be on vacation. Consensus of the Board is to change the October Board meeting date to October 24, 2017.

6. WATER BUSINESS

None

7. ATTORNEY REPORT

None

8. SEWER BUSINESS

8.1 SC-OR Report

Commissioner Taggart reported that the following items were discussed:

- **CH2M Hill Engineering-Review of the Updated Master Planning and Financial Capacity Study:** CH2M Hill presented the purpose of the update, recommended improvements, phasing of the project and costs and financing of the Master Planning and Financial Capacity Project. There are three phases projected in this plan for a total cost of \$26 million dollars. 10 years ago, the Master Study cost \$50 million dollars. The Commissioners asked if grant funds might be available. CH2M Hill will look into it. Manager Koch was given direction to have CH2M Hill revise the plan to do the construction all at once instead of three phases which will be presented at the October meeting.
- **CCP Power Solutions EDU's and Sewer Service Fee Waiver Request:** CCP Power Solutions was to attend the meeting but never showed. They were to make a request to retain 409 EDU's and to not pay the sewer service charges. Manager Koch was directed to write CCP a letter stating that their EDU's have been revoked and returned to SC-OR.

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- **Attorney's Report:** Attorney Battle spoke on the primary pump station building which was built in 1958 and is at the end of its life. It was rehabbed in 1975. Manager Koch said the proposed primary pump station will cost \$3.4 million dollars to build.

Attorney Battle reported that BP sent a letter offering to buy all of the solar panels for \$1.10/watt for a total of \$619,000 which does not include the labor to remove the panels.

- **Outfall Diffuser Update:** Finally received approval for emergency permits from all of the governmental agencies to get into the river to remove debris from the diffusers.
- **Update was given on the following:**
 - Primary sludge pumps have been replaced and the electrical upgraded.
 - Ruddy Creek Pump Station – The pumps have been replaced and are ready for winter.
 - Air conditioners in the office and lab have been replaced.
 - Proposed Primary Pump Station – Applied for grant funding but the funding is not available until November.

8.2 **Sanitary Sewer Maintenance Plan**

Engineer Heindell reported that the Sanitary Sewer Master Plan was first adopted back in 2010 and was eligible for review in 2015. He mentioned that he has been in contact with the State in letting them know what the District's plans were, and that staff was doing a full rehab of the document. He mentioned that the document has been completely rewritten and included in each section is the State requirement followed by the District's answer. He stated that there should not be any major updates to the document in the future, it will be minor changes such as a policy change, or if anything new has been implemented, it can be swiftly brought into the document, reviewed and then approved. Motion made by Director Reynolds; seconded by Director Thompson and unanimously carried to approve the Sanitary Sewer Master Plan.

8.3 **Adopt Policy 3.365 – Fat, Oils & Grease**

Engineer Heindell reported that the Board approved the Fat, Oils & Grease Policy back in 2011 but it had never been completed into a written policy format and issued a policy number. He mentioned that this policy will need to be included with the SSMP and submitted to the State. Motion made by Director Taggart; seconded by Director Hatley and unanimously carried to adopt Policy 3.365 - Fat, Oils & Grease.

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9. MANAGER'S REPORT

24" Main Line Replacement: Manager Boucher reported that as of Monday, September 18th, Sherwood Contracting has started the 24" Main Line Replacement Project from Table Mtn. up to the railroad tracks. He mentioned that he, Attorney Carter and Engineer Heindell have a conference call with the railroad tomorrow regarding the easement issues.

Smoke Testing: Manager Boucher informed the Board that starting on October 23rd, the District will start smoke testing. He mentioned that smoke testing notices will be mailed out with the October billing. He reminded the Board that in the past, if the District came across simple repairs such as a screw cap which has a value of around \$5.00, instead of notifying the customer by mail it was more cost efficient for the District to just make the repairs. If it is a major repair, the District will notify the customer by mail and then follow-up to make sure that the repairs are handled in a timely manner. Consensus of the Board is to allow staff to make simple repairs as needed.

Concow Caretaker Residence: Manager Boucher reported that there has been a lot of work done to the mobile over the years and it is finally to a point where it is really bad. Staff has gone up and has worked on the mobile trying to get it through another winter. He pointed out that the pictures show a lot of dry wrought, interior floor damage, etc. Items from previous caretakers over the years had to be thrown away. He mentioned that both he and Foreman McIntosh have looked into purchasing another mobile home around springtime, a doublewide mobile with the same square footage. He stated that once he receives more information and pricing, he will present it to the Board.

Capra Environmental Services: Manager Boucher handed out a proposal/contract from Capra Environmental Services. Capra Environmental Services provides fire control grazing and vegetation management using goats. In place of summer help for weed eating the Concow area, this company will provide services for \$500.00 per acre. If the goats covered 15 acres, total price for the District would be \$7,500.00. The Board asked to have pictures of previous areas that the goats have provided services to which will be brought back to the Board at a later date.

10. HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

None

11. BOARD COMMENTS

- New mobile home up is Concow would be good as it represents the District.
- Engineer Heindell did a good job on the SSMP Document.

Attorney Carter requested that the Board stay in session as he has a personal matter to discuss with them. He requested to have Manager Boucher and Engineer Heindell step out of the room.

It was brought to the Directors attention that Manager Boucher just celebrated 25-years of service with the District back in June 2017. Office Manager Padilla requested from the Board suggestions on what to purchase the General Manager for his 25-years of service. A lengthy discussion ensued appointing President Taggart and Office Manager Padilla to work on the purchase of a service award for the General Manager.

Attorney Carter mentioned that this item will require a motion for the business matter that arose after the posting of today's Agenda as it will require action before the next board meeting. Motion made by Director Hatley; seconded by President Taggart and unanimously carried to approve adding to the agenda - Recognition of Manager Boucher for his 25 years of service with the District.

Motion was made by Director Hatley; seconded by Director Reynolds and unanimously carried to appoint President Taggart and Office Manager Padilla to be the committee to purchase Manager Boucher's 25-year Service Award with an amount not to exceed \$2,500.00.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 3:11 pm.

Secretary of the Board

President of the Board