

1. CALL TO ORDER

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

1.1 Flag Salute

Director Thompson 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 May 16, 2017

3.2 Financial Statements – May 2017

3.3 Water Warrants – Check Number 15891-15953 Total \$351,216.55

Water LAIF Deposit - \$76,315.22

Health Reimb Arrangement – Check Number 2662-2663 Total \$542.35

Sewer Warrants – Check Number 7006-7012 Total \$104,783.64

Sewer LAIF Deposit - \$18,684.78

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

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

4. ITEMS REMOVED FROM CONSENT AGENDA

None

5. GENERAL ADMINISTRATION BUSINESS

5.1 Approval of Fiscal Year 2017/18 Budget – Resolution 02-17

Manager Boucher reported that the proposed 2017/2018 Water and Sewer Budget had been reviewed by the Directors in the May Board meeting. Manager Boucher mentioned that the only item in question, is the Tank Coating on the Capital Expenditures – Water Budget. He mentioned that staff has received two quotes, one for \$155,000 for just the painting of the tank and the second quote came in at \$450,000 and has since come down to \$385,000. He mentioned that staff has requested references from the second vendor and will need to do more research before making a decision. Manager Boucher asked the Board if further explanation of the Budget was needed, at which time the Board agreed that there

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were no further questions. Motion made by Director Hatley; seconded by Director Pulley and unanimous carried to adopt Resolution 02-17, Resolution Adopting the Final Thermalito Water and Sewer District Budget for Fiscal Year 2017/2018. Roll call was taken.

5.2 Change in Hours for the Front Office – Policy 2100

Manager Boucher mentioned that he has reviewed Policy 2100 - Hours of Work and has found that the items in Policy 2100 are covered in the Employee Handbook that was approved on December 16, 2014. He also mentioned that on Page 8 of the Employee Handbook, it states that the regular hours for Administrative and Customer Service Center Employees shall be from 8:00 AM to 5:00 PM with (1) hour allowed for lunch. He stated that the front office staff closes down the doors at 5:00 PM daily but that by the time all cash drawers are closed out, staff usually leaves the facility by 5:30–5:45 PM. At this time, he is requesting to rescind Policy 2100 and proposing to change the front office hours from 8:00 AM–5:00 PM to 7:30 AM–4:30 PM with a (1) hour lunch. He mentioned that the front doors will be locked daily at 4:00 PM and the phones will be turned off as well so that staff may close out their cash drawer and be able to leave the District at 4:30 PM each day. Consensus of the Board is rescind Policy 2100 and to temporarily change the front office hours to 7:30 AM–4:30 PM and lock the doors and turn off the phones at 4:00 PM Monday – Friday starting July 1, 2017.

5.3 Update and Renumber Policies 2943, 4630 and 4635

Manager Boucher mentioned that in reviewing the policies, he noted that Policy 2943 – Employee Use of TWSD Vehicles, Policy 4630 – Emergency Notification Plan and Policy 4635 – Emergency Procedures were outdated and that since they needed to be updated, to have the new policy numbers issued to them. He pointed out that on all three of these policies, staffing information as well as some of the State employees information needed to be updated. Motion made by Director Hatley; seconded by Directors Reynolds and unanimously carried to rescind Policy 4630 - Employee Use of TWSD Vehicles; Policy 4630 – Emergency Notification Plan and Policy 4635 – Emergency Policy and to adopt renumbered Policy 2.640 – Employee Use of TWSD Vehicles; Policy 2.800 – Emergency Notification Plan and Policy 2.810 – Emergency Procedures

6. WATER BUSINESS

6.1 Abandonment of Vessels and Lag Unit

Manager Boucher mentioned that SC-OR is wanting to start their improvements to the Wastewater Treatment Plant. SC-OR has pressure vessels at the plant that are similar to TWSD's vessels. Manager Koch from SC-OR is interested in the

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units that TWSD has. SC-OR needs two vessels but the final build out for SC-OR is three and TWSD has three per unit with a lead and a lag. Manager Koch has mentioned that they all willing to pay all fees to have the vessels transported to the Wastewater Treatment Plant and once there, will have them revamped like the rest of their vessels. Consensus of the Board is to allow SC-OR to have TWSD's Vessels and Lag Unit at no charge.

6.2 Election of a Special District Regular Non-Enterprise Member and Alternate Member

Manager Boucher mentioned that the Butte Local Agency Formation Commission is requesting that the District vote for two candidates for the Non-Enterprise Member position. The Board voted as follows:

Non-Enterprise Member and Alternate Member

Tom Lando – Chico Area Recreation & Park District

Al McGreehan – Paradise Area Recreation & Park District

6.3 Sustainable Groundwater Management Act

Engineer Heindell reported that the Letter of Support has been submitted to Butte County for the continued cooperation towards a sustainable subbasin. He mentioned that this letter, in conjunction with the Memorandum of Understanding entered into with the City of Oroville, resolves the overlap issues within the East Butte Subbasin. He reported that TWSD is the sole Groundwater Sustainability Agency for its respective service area.

7. ATTORNEY REPORT

None

8. SEWER BUSINESS

8.1 SC-OR Report

Commissioner Hatley reported that the following items were discussed:

- Resolution 03-15 - Approved the increase for FY 17/18 for the sewer service charge from \$11.35/per EDU to \$11.85/per EDU.
- Resolution 02-17 - Approved to keep the septage processing fees at \$71.52 per 1,000 U.S. gallons for inside the SC-OR service area and \$83.55 per 1,000 U.S. gallons for inside the SC-OR sphere of influence area for FY 16/17.
- I&I Excess Peak and Excess Monthly Flow Surcharges – December and January monthly flows were over due to the rain. SC-OR had high inflow into the plant. The only entity with high penalties was LOAPUD but there

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is a disagreement on how the policy reads so it will be reviewed and there will be further discussion on this item.

- Covanta Energy Industrial Pretreatment Permit – The plant has been purchased and the new buyers may end up forcing SC-OR to revoke their permits for EDU's as there is some kind of an agreement between the seller and the buyer about what is going to transpire as they will not have discharge abilities.

8.2 Resolution 03-15 – Establishing Monthly Sewer Service Charge Reserve in Unrestricted Account and Yearly Review of Sewer Service Charge

Manager Boucher reported that he received a reminder letter from SC-OR on May 26, 2017 reminding TWSD that the SC-OR monthly sewer service charge will increase to \$11.85 for FY 17/18 effective July 1, 2017, per SC-OR Resolution 03-15.

9. MANAGER'S REPORT

Minor Vehicle Accident: Manager Boucher reported that on June 13, 2017, Meter Reader Tracey Keith was stopped in traffic at the corner of 3rd Street and Nelson. He mentioned that the traffic moved forward a bit and as she preceded to move forward, the car in front stopped not giving her enough time to stop and she ended up bumping the vehicle in front of her. The jeep's fender was pushed in a bit and for the other vehicle, there was no visible marks. This item has been turned over to the District's insurance company for handling.

Employee Appreciation Day: Manager Boucher mentioned that the Employee Appreciation Day will need to be moved from August 4th to August 11th as he may be on vacation the first week in August.

10. HEARING OF INDIVIDUALS ON NON-AGENDA ITEMS

None

11. BOARD COMMENTS

None

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 3:05 pm.

Secretary of the Board

President of the Board