

Manager's Report

To the **SC-OR Commissioners** by **Glen Sturdevant**
on **September 22, 2023**

Operations & Maintenance

There were no major operational issues to report this month. SC-OR staff is wrapping up "Sludge Season"; we are about to begin hauling our dry biosolids to the Neal Road Landfill for disposal.

Influent Pump Station

The remaining parts that are needed to finish the Influent Pump Station project are scheduled to be shipped October 11. Hopefully this leads to a completed project in November.

Closed Session

We will have a closed session meeting to discuss the issues of the RCPS property purchase.

Hourly Wage Scale Cost-of-Living Adjustment

By policy, SC-OR staff receives an annual cost-of-living adjustment based upon the CPI (Consumer Price Index) on August 31st. We use the all-urban areas CPI, and it was 3.7% for August. We are asking the board to adopt the new wage scale as required by CalPERS.

Resolution 06-23 (Fixing the Time and Place of Regular Meetings) and Policy 6000 update

This resolution and policy update our meeting day to the fourth Tuesday of each month. This was overlooked when we originally made the change of day the meetings are held from Wednesday to Tuesday.

Resolution 07-23 (Fixing the Regional Facility Charge) and policy 7260 update

We recently completed a rate study to adhere to the Prop 218 rules and regulations, and there was no recommended change to the **base rate for the RFC**. However, we will need to eventually use the same multi-family weighting factor that will be applied to the new *Monthly Sewer Service Fee*. With that said, that will be addressed during the Prop 218 process that will take place before next summer (date depending on the pending Litigation). At this time, myself and SC-OR staff are recommending to keep the RFC unchanged until the Prop 218 process takes place, at which time we will apply the weighting factor.

Annual Financial Statement (Audit)

We received the draft financial statement from our auditor. A copy will be given to each commissioner at the meeting to take, review, and ask any questions that you may have. If I cannot answer them or get an answer at that time, we will ask our auditor to be at our next meeting to answer any questions. We will hold a vote to adopt the financial statement (audit) once we receive the final copy from the auditor, hopefully at the October meeting.

SC-OR's Future

SC-OR will host State Assemblyman James Gallagher for a tour and meeting on Thursday September 28th to ask for his support and guidance on some projects that we hope will propel SC-OR into the future as a leader and innovator in the North State.

Funding Search

Plant Supervisor Salsi is constantly on the lookout for funding options that will help us move forward with upgrading the plant, as well as finding new ways to serve our community. We are currently seeking funding, partially or fully, to fund a feasibility study on the Small Hydro Project that we have inquired DWR about. We have also been looking into grant funding opportunities to study the feasibility of recycling and selling SC-OR's effluent and biosolids.

Operator Recruitment

Staff has started the process to fill the operator position that is currently open. We have advertised locally in the newspaper, and through the California Water Environment Association (CWEA), for an OIT/III/III. This strategy, in my opinion, gives SC-OR more flexibility to hire the best fit regardless of certification level. We have built SC-OR's staffing level to a point where we can hire based on the applicant's overall ability and potential, not necessarily their current certification or educational level.

Pond Repair and Rehabilitation

SC-OR has an exchange agreement with Neal Rd landfill; we take their leachate (runoff water) for a pre-determined charge, which offsets the disposal fee for our Bio-Solids. Since I became manager, we have taken far more liquid than we have disposed of solids, which has led to a nice source of "extra" revenue for SC-OR. I would like to recommend that we earmark all or part of that money for pond repair and resurfacing. These are one-time monies that are not guaranteed on an annual basis but, with that said, I believe we would be able to put enough funds away over the next couple of years to really help offset the cost of repairing the ponds. Currently, since July 25th, we have generated almost \$167,000.00 of "extra" revenue, and I believe we will probably more than double that amount before the end of the fiscal year. I am in the process of gathering quotes on how much this type of repair/rehab may potentially cost. We would also likely need to get an engineered plan to be sure it is done in a manner that will last the longest.

SEWERAGE COMMISSION - OROVILLE REGION
BUDGETARY SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 07.31.2023	Balance of Funds Remaining	Time Left 92%
SALARIES & WAGES	997,600	69,848.43	69,848.43	927,751.57	93%
EMPLOYEE BENEFITS	717,922	285,674.34	285,674.34	432,247.66	60%
COMMISSIONERS' FEES	43,200	3,600.00	3,600.00	39,600.00	92%
CMSNRS FICA & MEDICARE	3,305	275.40	275.40	3,029.60	92%
GAS, OIL & FUEL	30,000	960.32	960.32	29,039.68	97%
INSURANCE	120,000	124,171.69	124,171.69	(4,171.69)	-3%
MEMBERSHIPS	10,000	0.00	0.00	10,000.00	100%
OFFICE EXPENSES	10,000	349.21	349.21	9,650.79	97%
OPERATING SUPPLIES	345,000	18,749.79	18,749.79	326,250.21	95%
PROFESSIONAL SERVICES	160,000	2,130.00	2,130.00	157,870.00	99%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	125,000	5,066.40	5,066.40	119,933.60	96%
BIOSOLIDS DISPOSAL	40,000	0.00	0.00	40,000.00	100%
MONITORING & COMPLIANC	100,000	13,840.41	13,840.41	86,159.59	86%
TRAINING & MEETINGS	20,000	345.99	345.99	19,654.01	98%
UTILITIES	652,150	39,994.58	39,994.58	612,155.42	94%
TOTAL OPERATING	3,377,177	565,006.56	565,006.56	2,812,170.44	83%

Engineering Fees	0.00	The benefits paid include the annual Worker's Compensation Premium of \$49,180, and annual unfunded accrued liability for PERS of \$200,722
Legal Fees	1,650.00	
Auditing Fees	0.00	
Permits	0.00	
Miscellaneous	480.00	
Total Professional Services	<u>2,130.00</u>	

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Received	Received	Restricted	Restricted	Restricted	Restricted	Restricted	Restricted
	This Month	Through 07.31.23	Unrestricted Funds	W.C.R.F. Funds	Regulatory & Capital Acct. Funds	Cap. Outlay Funds	Annl. M&O Funds	Fines&Pen. Funds
SERVICE CHARGES	0.00	0.00	0.00					
SEPTAGE DUMPERS	0.00	0.00	0.00					
EX. PEAK FLOWS	0.00	0.00						
EX. MO. FLOWS	0.00	0.00						
OTHER AGENCIES	0.00	0.00	0.00					
RFC CHARGES	0.00	0.00						
INTEREST	0.00	0.00						
RCA (Regulatory & capital	0.00	0.00					0.00	
WCRF	0.00	0.00						
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2024

BALANCE PER BANK

Ending Balance on Bank Statement	31-Jul-23	1,229,507.40
Less Outstanding Warrants		(27,924.75)
Equals Adjusted Bank Balance at	31-Jul-23	<u>1,201,582.65</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Jul-23	<u>396,305.43</u>
Deposits		1,361,536.64
Less Warrants Written		(509,821.19)
Less Net Payroll Warrants		(46,438.23)
Equals Adjusted Checkbook Balance	31-Jul-23	<u>1,201,582.65</u>

SEWERAGE COMMISSION - OROVILLE REGION
BUDGETARY SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 08.31.2023	Balance of Funds Remaining	Time Left 83%
SALARIES & WAGES	997,600	68,650.46	138,498.89	859,101.11	86%
EMPLOYEE BENEFITS	717,922	15,631.98	301,306.32	416,615.68	58%
COMMISSIONERS' FEES	43,200	3,600.00	7,200.00	36,000.00	83%
CMSNRS FICA & MEDICARE	3,305	275.40	550.80	2,754.20	83%
GAS, OIL & FUEL	30,000	803.60	1,763.92	28,236.08	94%
INSURANCE	120,000	0.00	124,171.69	(4,171.69)	-3%
MEMBERSHIPS	10,000	513.84	513.84	9,486.16	95%
OFFICE EXPENSES	10,000	426.72	775.93	9,224.07	92%
OPERATING SUPPLIES	345,000	20,581.43	39,331.22	305,668.78	89%
PROFESSIONAL SERVICES	160,000	5,249.89	7,379.89	152,620.11	95%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	125,000	3,678.47	8,744.87	116,255.13	93%
BIOSOLIDS DISPOSAL	40,000	0.00	0.00	40,000.00	100%
MONITORING & COMPLIANCE	100,000	7,956.78	21,797.19	78,202.81	78%
TRAINING & MEETINGS	20,000	7,878.16	8,224.15	11,775.85	59%
UTILITIES	652,150	43,609.39	83,603.97	568,546.03	87%
TOTAL OPERATING	3,377,177	178,856.12	743,862.68	2,633,314.32	78%
Engineering Fees	0.00				
Legal Fees	1,750.00				
Auditing Fees	0.00				
Permits	3,179.49				
Miscellaneous	320.40				
	<u>5,249.89</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Received This Month	Received Through 08.31.23	Unrestricted Funds	Restricted W.C.R.F. Capital Acct.		Restricted Cap. Outlay Funds	Restricted Annl. M&O Funds	Restricted Fines&Pen. Funds
				Funds	Funds			
SERVICE CHARGES	0.00	0.00	0.00					
SEPTAGE DUMPERS	11,459.78	0.00	0.00					
EX. PEAK FLOWS	0.00	0.00			0.00			
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	0.00	0.00					
RFC CHARGES	0.00	0.00			0.00			
INTEREST	0.00	0.00			0.00			
RCA (Regulatory & capital acct)	0.00	0.00			0.00		0.00	
WCRF	0.00	0.00						
TOTALS	11,459.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**SEWERAGE COMMISSION - OROVILLE REGION
ACTIVE & INACTIVE CASH - MONTHLY RECAP
FISCAL YEAR 2023/2024**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	7,214,794.29	7,042,009.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24	0.24	
Cash - Restricted												
WCRF	812,806.77	812,806.77										
R&CA	4,000,212.02	4,000,212.02										
Cap. Outlay	5,098,836.17	5,084,730.57										
Ann. M & O	300,000.00	300,000.00										
Fines&Pen	8,739.21	8,739.21										
TOTAL CASH	17,435,388.46	17,248,497.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24	0.24	
INTEREST ALLOCATED:												
Unrestricted												
Reserve/WCRF												
Reserve/CO												
Reserve/M&O												
Reserve/F&P												
Reserve/RCA												
CONSISTING OF:												
Checking Account	1,201,582.65	49,692.03										
L.A.I.F. Account	16,233,805.81	17,198,805.81										
TOTAL CASH	17,435,388.46	17,248,497.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
% of Funds Invested	93.11%	99.71%										

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2024

BALANCE PER BANK

Ending Balance on Bank Statement	31-Aug-23	68,255.41
Less Outstanding Warrants		(18,563.38)
Equals Adjusted Bank Balance at	31-Aug-23	<u>49,692.03</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Aug-23	<u>1,201,582.65</u>
Deposits		54,968.54
Less Warrants Written		(1,161,018.08)
Less Net Payroll Warrants		(45,841.08)
Equals Adjusted Checkbook Balance	31-Aug-23	<u>49,692.03</u>

MINUTES OF THE REGULAR MEETING OF THE SEWERAGE COMMISSION - OROVILLE REGION

(Held at the Commission office on August 22, 2023 at 5:00 p.m.)

1. Call to Order ❖

Chairman Taggart called the meeting to order at 5:00 p.m.

2. Roll Call ❖

Commissioners present were Commissioners Salvucci from the Lake Oroville Area Public Utility District, Pittman and Thomson from the City of Oroville, Taggart and Koch from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant, Plant Supervisor Mikah Salsi, and Attorneys Danielle Williams from Jones Mayer and Meghan Wharton from Colantuono, Highsmith & Whatley's office both attending by Zoom. Commissioner Mastelotto was absent.

3. Salute to the Flag ❖

Chairman Taggart led the commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

None

5. Board Meeting Minutes of the Regular Meeting held on July 25, 2023❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Vice-Chair Pittman, the minutes of the July 25, 2023 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes held on August 16, 2023❖

Upon motion by Vice-Chair Pittman to approve the minutes of the meeting, and seconded by Chairman Taggart, the minutes of the August 16, 2023 employee safety meeting were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Thomson met with Manager Sturdevant and reviewed the warrants earlier: Warrants included check numbers 28290-28358 for a total amount of \$1,387,175.78 from July 26, 2023 to August 22, 2023, including Commissioner fees and electronic fund transfers. The warrants were ordered paid.

8. Fiscal Reports ❖

Manager Sturdevant stated there were no fiscal reports for July due to the annual audit. They will be presented at the September meeting along with the August fiscal reports.

9. Closed Session ❖

The Commissioners adjourned to closed session at 5:04 pm and reconvened to open session at 5:13 pm. Chairman Taggart stated that there was only information received in closed session, and no direction was given.

10. Amendment No. 5 to Task Order No. 34 – Wastewater Treatment Plant Upgrade Final Design ❖

Manager Sturdevant stated that we had to ask Jacobs to change the design plan a couple of times since we were awarded grant monies. Originally, we were going to get \$20M, and we approved an amendment to their contract for phasing a \$20M project. Then the County came back and said we were only going to get a \$10M grant, so we had to re-phase the project design. This amendment is after the fact, as Jacobs has already done most of the work. They are done designing the phased project, but we still need to get the bid language that is part of this package and a cost estimate. They are asking for \$175,000 to finish this final design repackaging project.

Vice-Chair Pittman asked what this upgrade will get us. Manager Sturdevant said we will gain 1,800 connections, an increase to a maximum flow of 15MGD from 12MGD. It will not upgrade the technology, but is for capacity, as that is what is required in the grant.

A motion was made by Chairman Taggart to approve the amendment #5 to task order no. 34 for an amount not to exceed \$175,000. The motion was seconded by Commissioner Pittman, and passed by the following vote: Pittman – Yes, Taggart – yes, Salvucci – Yes.

11. Amendment of Policy #2310 – Compassion Leave ❖

Manager Sturdevant reported that the State of California passed a law effective January 1, 2023 granting 5 days of bereavement leave to employees. We need to adjust our current policy from 3 days of paid leave to 5 days of paid leave. Attorney Jones had his employment attorney look over the policy who made some changes to the language.

A motion was made by Commissioner Koch, and seconded by Commissioner Salvucci to approve the amendment to SC-OR Policy No. 2310 to increase the bereavement leave from 3 days paid to 5 days paid. The motion passed by unanimous consensus.

12. Attorney's Report ❖

None

13. Manager's Report ❖

Manager Sturdevant asked for direction on the Ruddy Creek Pump Station property purchase. He asked if the board was considering using eminent domain on that property. The property owner just will not respond to any calls or letters. Commissioner's Koch and Mastelotto, who both know her personally, called her but received no response from her. Eminent domain isn't the optimal way to go for either entity. Verbally she was good with our offer when originally presented to her, so we don't know what changed. He said he doesn't want to threaten her. Commissioners Taggart and Pittman suggested sending a certified letter stating we needed a response by a certain date, otherwise we will need to move to the next step. Chairman Taggart directed Manager Sturdevant to put this on next month's agenda to move forward.

Manager Sturdevant reported and he and Mikah went to Sacramento and met with seven staff members of Department of Water Resources' (DWR) Regulatory Department to discuss the miniature hydro facility on the Butte-Sutter canal that we are interested in pursuing. This was previously pursued by Ray Sousa and Scott Koch when they were managers of SC-OR, and he and Mikah looked at the 2013 correspondence and they saw no red flags, or any reasons not to pursue this project. It seems like a win-win project. DWR said they don't see any reason why this project cannot proceed. They did mention the FERC license, and that could be an obstacle. DWR said there may be ways around FERC. DWR is doing their due diligence inside DWR, and are supposed to report back to us. He will then follow up with the Commission and see if we want to invest more money into this project with an updated feasibility study. We were also made aware that there are grant monies for these types of projects, so we will pursue those if we proceed with this project.

14. Visitor Comments ❖

None

15. Commissioner and Staff Comments ❖

Commissioner Pittman asked Commissioner Salvucci about the housing project at Ophir and Lincoln, and if it was going to start. Commissioner Salvucci stated that at LOAPUD's last board meeting the developers were there telling them that they were eager to begin their development. He said that LOAPUD will put in a new lift station at Ophir and Lincoln, and will then take two other lift station off-line. Manager Sturdevant said that the developer will need to do another capacity study prior to beginning their project. Commissioner Koch stated that he had requested a new capacity study when he was still manager because the original was so old. Commissioner Pittman asked how many units they were talking about. Commissioner Salvucci said 120 units, but it could expand.

Commissioner Pittman asked Manager Sturdevant about the EDU audit that had been discussed at the last meeting. Manager Sturdevant said he's talked with the JPA managers, and this Thursday they will all meet the new City Public Works and Community Service Development Directors, and all sit down to discuss our ideas of how to proceed

with the audit. He made it clear to Manager's Boucher and Goyer that he does not want to give a "witch hunt" vibe. He wants as accurate of information as he can get, and doesn't want anyone to think they could get in trouble if their numbers don't add up.

Commissioner Thomson said that the clock that we run the meeting by is faster than cell phone clocks. He mentioned that because we were waiting on the attorneys to join the meeting by Zoom and they may have seemed late, but there were a few minutes of lag time. Glen will buy another clock to put in its place.

Chairman Taggart asked the city commissioners what was going in next to Riebes. Vice-Chair Pittman said that Tractor Supply was building a new store and will be moving there once it is done.

16. Adjournment ❖

There being no further business, the meeting was adjourned at 5:38 p.m. to the regular meeting scheduled for September 26, 2023 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

DRAFT

MINUTES OF THE EMPLOYEE SAFETY MEETINGS FOR THE SEWERAGE COMMISSION – OROVILLE REGION

(Held at the Plant on September 12 and September 19, 2023)

On September 12, 2023, a safety meeting was held led by lead plant operator Mitchell Maxwell. The meeting was called to order at 2:04 p.m. In attendance were: Plant Operators Joe Battaglia, Mike Klemm, Josh Sorenson and Manager Glen Sturdevant, as well as Supervisor Mikah Salsi and Mitchell Maxwell

The subject of the meeting was to overview the new Updated Chlorine "B" kit for CL2 ton containers and the newest edition of the Instruction pamphlet. Mitch called for discussion of the previous month's minutes, answering some of the questions asked from the previous meeting. He also informed those in attendance of the safety items that were replaced, such as: Life jackets, blower/vent bag, chemical PPE, and life rings. He asked if all issues from the previous meeting had been addressed. Joe Battaglia mentioned making the primary catwalk repair a priority.

A video entitled "The Chlorine Institute Emergency Kit "B" Instructional Video" was viewed. It covered how and when to use the appropriate tools and devices for different ton container leaks, along with the proper PPE to wear, as well as where to find more training information and parts.

Mitch said next week the crew will do hands-on training with the new and old kit. He then asked if there were any safety concerns or needs, but none were expressed.

The meeting was adjourned at 2:59 p.m.

On September 19, there was chlorine leak hands-on training held. In attendance were Mike Klemm, Joe Battaglia, Josh Sorenson, Mitch Maxwell and Mikah Salsi.

APPENDIX II
Bi-Weekly Payroll
HOURLY WAGE SCHEDULE
Effective for September 1, 2023

POSITION	1 Base	2 6 Mos.	3 1 Yr.	4 2 Yrs.	5 3 Yrs.	6 4 Yrs.	7 5 Yrs.
O. I. T.	25.70	26.82	27.85	29.20			
Admin. Assistant	29.78	30.95	32.18	33.56	34.92	36.39	38.12
Grade I Operator	29.45	30.70	32.01	33.39	34.75	36.36	38.10
Grade II Operator	32.73	34.22	35.70	37.00	38.81	40.58	42.52
Grade III Operator	33.65	35.18	36.65	38.27	39.91	41.71	43.72
Plant Supervisor	43.57	45.55	47.60	49.79	52.04	54.41	56.92
ECS	37.02	38.68	40.30	42.19	44.06	46.18	48.50
Lead Operator	37.02	38.68	40.30	42.19	44.06	46.18	48.50
Manager/Superintendent	63.22		66.54	70.05	73.73	77.61	

As of September 1, 2023 employees are at the following steps:

Sturdevant Step 4 - Manager/Plant Superintendent
Salsi Step 7 - Plant Supervisor
Maxwell Step 7 -Lead Operator
Morgan Step 7 - Environmental Compliance Supervisor
Sorenson Step 5 - Grade III Operator
Wright Step 5 - Grade III Operator
Battaglia Step 4 - Grade III Operator
Klemm Step 4 - Grade III Operator
Pittman Step 7 - Administrative Assistant

RESOLUTION 06-23

SEWERAGE COMMISSION - OROVILLE REGION

**A RESOLUTION FIXING THE TIME AND PLACE OF
REGULAR MEETINGS**

BE IT RESOLVED by the Commissioners of the Sewerage Commission – Oroville Region that, commencing with the Month of September 2023, the regular meetings of the Commission shall be held at 5:00 p.m., on the fourth Tuesday of each month at the Commission office, 2880 South 5th Avenue, Oroville, California.

Resolution 02-98 is hereby rescinded and shall have no further force or effect.

PASSED AND ADOPTED this 26th day of September 2023 at the regular meeting of the Sewerage Commission - Oroville Region, duly noticed and conducted in the SC-OR offices, by the following vote:

AYES:

NOES:

ABSTAIN:

Brad Taggart, Chairman

ATTEST:

Glen E. Sturdevant, Clerk

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Board Meetings

NUMBER 6000

ADOPTION DATE: 31 October 1973

AMENDMENT DATE: 26 September 2023

1. Regular meetings of the Board of Commissioners shall be held on the fourth Tuesday of each calendar month at 5:00 p.m. in the Commission office at 2880 South Fifth Avenue in Oroville, California. This regulation was set by Resolution 06-23, adopted by the Sewerage Commission - Oroville Region on 26 September 2023.

2. Special meetings (non-emergency) of the Board of Commissioners may be called by the Board Chairman.

a. All Commissioners, the Manager/Superintendent, Commission Counsel, and Commission Engineer shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

b. Newspapers of general circulation in the Commission area, radio and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code ' 54950 through ' 54962) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

c. An agenda shall be prepared as specified for the regular Board meetings, and shall be delivered with the notice of the special meeting to those specified above.

d. Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

3. Special meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Commissioners may hold an emergency special meeting without complying with the twenty-four (24) hour notice required. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Manager/Superintendent, Board Chairman or

required. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Manager/Superintendent, Board Chairman or Vice-Chairman in the Chairman's absence.

a. Newspapers of general circulation in the Commission area, radio and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54962) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Manager/Superintendent or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

b. No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager/Superintendent or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the Commission office as soon after the meeting as possible.

4. Adjourned meetings. A majority vote by the Board of Commissioners may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Commissioners are present at any regular or adjourned regular meeting, the Manager/Superintendent may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified above.

5. Annual Elections Meeting. The Board of Commissioners shall hold an annual elections meeting at its regular meeting in June. At this meeting the Board will elect a Chairman and Vice-Chairman from among its members to serve during the coming fiscal year.

6. The Chairman of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

RESOLUTION 07-23

SEWERAGE COMMISSION - OROVILLE REGION

RESOLUTION FIXING THE REGIONAL FACILITY CHARGE IN ACCORDANCE WITH RESOLUTION 6-77

WHEREAS, the Sewerage Commission - Oroville Region (SC-OR) is a Joint Powers Agency (JPA) formed in 1973 and comprised of three member entities: The City of Oroville, Thermalito Water and Sewer District, and Lake Oroville Area Public Utilities District; and operates pursuant to a Joint Powers Agreement executed the 31st day of October 1973 and amended from time to time; and

WHEREAS, the Sewerage Commission - Oroville Region provides wastewater treatment and disposal for the greater Oroville area; and

WHEREAS, the Sewerage Commission - Oroville Region has determined that the Regional Facility Charge (RFC) shall be set annually in accordance with the JPA; and

WHEREAS, Jacobs (formerly CH2M Hill) has updated the Master Planning and Financial Assistance Study, and determined that the projected growth rates, which are based on historical growth rates and amended as needed, along with continued increases in inflow and infiltration (I&I), will require a treatment plant upgrade/expansion for the purpose of higher peak and daily flow capacities; and

WHEREAS, Jacobs determined that additional regulatory requirements may be imposed by the State of California upon issuance of SC-OR's NPDES permit renewal, and addresses such impacts in the upgrade/expansion study; and

WHEREAS, the study also addresses the financial needs to meet the costs of the upgrade/expansion in accordance with Exhibits A, B & C, which are attached hereto and incorporated herein by this reference as set forth in full.

NOW, THEREFORE, BE IT RESOLVED by the Sewerage Commission - Oroville Region as follows:

1. The Regional Facility Charge will to be calculated at \$6,638 per EDU. Accordingly, the rate of the Regional Facility Charge shall be adjusted annually as set forth in Item No. 2 below.

2. The adjustment of the Regional Facility Charge (RFC) shall be made on an annual basis each September, and will become effective the following November of each year. Any adjustment to the RFC shall be based on a review by SC-OR staff and consultants, which will base any changes to the RFC on the issues of growth rates and/or construction cost indexes, the guidelines for which are set forth in Exhibits A, B & C.

This Resolution supersedes Resolution 04-22.

PASSED AND ADOPTED this 26th day of September 2023 at the regular meeting of the Sewerage Commission - Oroville Region, duly noticed and conducted in the SC-OR offices, by the following vote:

AYES:

NOES:

ABSTAINED:

Brad Taggart, Chairman

ATTEST:

Glen E. Sturdevant, Clerk

**Exhibit A
Caltrans Index**

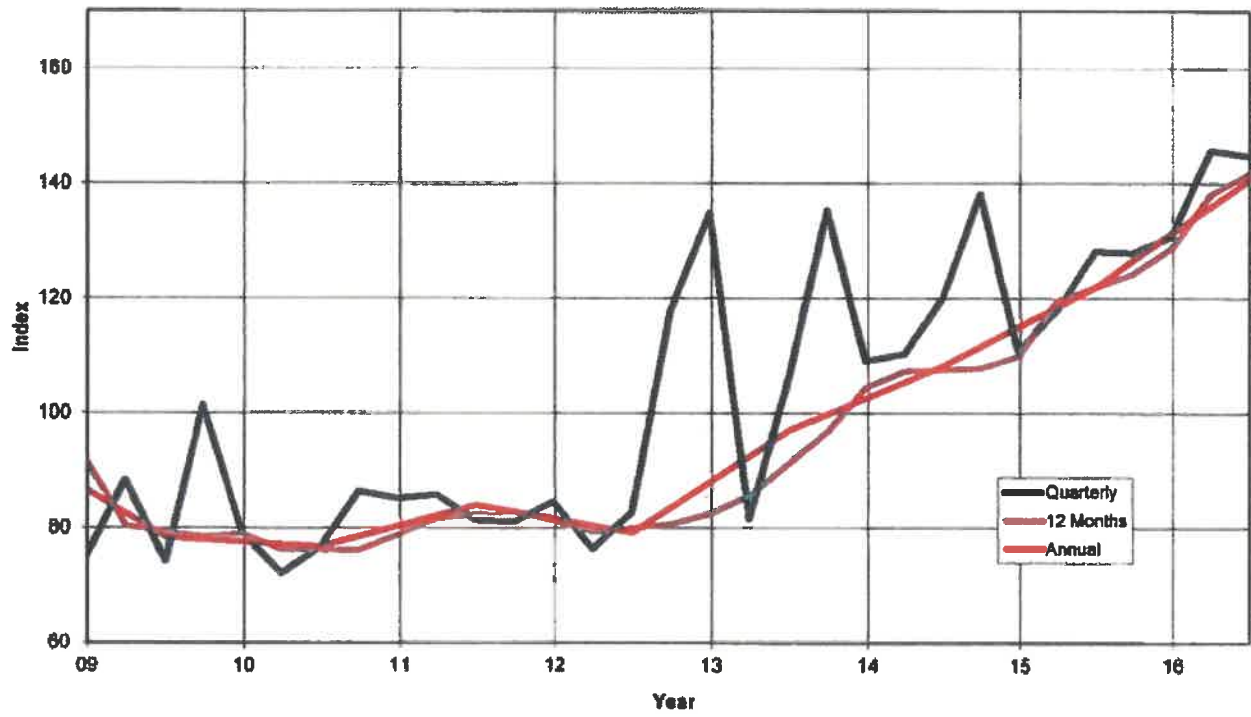


Exhibit B
Sewerage Commission - Oroville Region
Proposed Projects
Preliminary Cost Estimates (2018 Dollars)

Project Year	UNIT PROCESS	PROJECT COST (2018 DOLLARS)		% Upgrade	% Expansion	Cost for Upgrading Existing Facilities
2019	Influent Pumping	\$	3,380,000	100%	0%	\$3,380,000
	Rag Removal (Headworks)	\$	810,000	100%	0%	\$810,000
	Primary Treatment	\$	2,507,000	100%	0%	\$2,507,000
	Aeration Basins	\$	3,275,000	100%	0%	\$3,275,000
	Secondary Clarifier	\$	2,178,000	100%	0%	\$2,178,000
	Return Sludge Pump Station	\$	2,368,000	100%	0%	\$2,368,000
	Filtration	\$	4,617,000	100%	0%	\$4,617,000
	Disinfection	\$	1,218,000	100%	0%	\$1,218,000
	Solids Handling	\$	750,000	100%	0%	\$750,000
	Storage Ponds Flow Equalization	\$	674,000	100%	0%	\$674,000
	Septage Receiving Station	\$	380,000	100%	0%	\$380,000
	Electrical	\$	4,084,000	100%	0%	\$4,084,000
	SCADA System	\$	2,850,000	100%	0%	\$2,850,000
	Site Civil/Yard Piping	\$	2,750,000	100%	0%	\$2,750,000
	Subtotal (2018 dollars)					\$ 31,617,680
	Subtotal with escalation to midpoint of construction (January 2022)*					\$ 34,706,060
	Legal, Admin, Services During Construction					14%
	Engineering Services	\$	3,080,236	100%	0%	\$3,080,236
	Total					\$ 42,866,060

* Escalation take from Schematic Design cost estimate

Exhibit C (Resolution 10-09)
Sewerage Commission - Oroville Region
Connections to Sewer System by Agency (EDUs)
Present and Projected through FY 2049

Fiscal Year	City of Oroville			Lake Oroville Area PUD			Thermalito Water and Sewer District			Industrial			Total		
	Number of EDUs ^a	Yearly Change	Percent Change	Number of EDUs ^a	Yearly Change	Percent Change	Number of EDUs ^a	Yearly Change	Percent Change	Number of EDUs	Yearly Change	Percent Change	Number of EDUs	Yearly Change	Percent Change
2019	9,023		1.0%	6,125		1.0%	2,768		1.0%	437		0.0%	18,353		0.75%
2020	9,092	90	1.0%	6,173	61	1.0%	2,789	28	1.0%	437	0	0.0%	18,491	138	0.75%
2021	9,162	91	1.0%	6,220	62	1.0%	2,811	28	1.0%	437	0	0.0%	18,630	139	0.75%
2022	9,233	92	1.0%	6,268	62	1.0%	2,832	28	1.0%	437	0	0.0%	18,770	140	0.75%
2023	9,304	92	1.0%	6,316	63	1.0%	2,854	28	1.0%	437	0	0.0%	18,911	141	0.75%
2024	9,375	93	1.0%	6,365	63	1.0%	2,876	29	1.0%	437	0	0.0%	19,053	142	0.75%
2025	9,447	94	1.0%	6,414	64	1.0%	2,898	29	1.0%	437	0	0.0%	19,196	143	0.75%
2026	9,520	94	1.0%	6,463	64	1.0%	2,920	29	1.0%	437	0	0.0%	19,340	144	0.75%
2027	9,593	95	1.0%	6,512	65	1.0%	2,943	29	1.0%	437	0	0.0%	19,485	145	0.75%
2028	9,666	96	1.0%	6,562	65	1.0%	2,965	29	1.0%	437	0	0.0%	19,631	146	0.75%
2029	9,740	97	1.0%	6,613	66	1.0%	2,988	30	1.0%	437	0	0.0%	19,778	147	0.75%
2030	9,815	97	1.0%	6,663	66	1.0%	3,011	30	1.0%	437	0	0.0%	19,926	148	0.75%
2031	9,890	98	1.0%	6,714	67	1.0%	3,034	30	1.0%	437	0	0.0%	20,075	149	0.75%
2032	9,966	99	1.0%	6,766	67	1.0%	3,057	30	1.0%	437	0	0.0%	20,226	151	0.75%
2033	10,043	100	1.0%	6,818	68	1.0%	3,081	31	1.0%	437	0	0.0%	20,378	152	0.75%
2034	10,120	100	1.0%	6,870	68	1.0%	3,104	31	1.0%	437	0	0.0%	20,531	153	0.75%
2035	10,197	101	1.0%	6,923	69	1.0%	3,128	31	1.0%	437	0	0.0%	20,685	154	0.75%
2036	10,275	102	1.0%	6,976	69	1.0%	3,152	31	1.0%	437	0	0.0%	20,840	155	0.75%
2037	10,354	103	1.0%	7,029	70	1.0%	3,176	32	1.0%	437	0	0.0%	20,996	156	0.75%
2038	10,433	104	1.0%	7,083	70	1.0%	3,200	32	1.0%	437	0	0.0%	21,153	157	0.75%
2039	10,513	104	1.0%	7,137	71	1.0%	3,225	32	1.0%	437	0	0.0%	21,312	159	0.75%
2040	10,594	105	1.0%	7,192	71	1.0%	3,250	32	1.0%	437	0	0.0%	21,472	160	0.75%
2041	10,675	106	1.0%	7,247	72	1.0%	3,274	32	1.0%	437	0	0.0%	21,633	161	0.75%
2042	10,756	107	1.0%	7,302	72	1.0%	3,299	33	1.0%	437	0	0.0%	21,795	162	0.75%
2043	10,838	108	1.0%	7,358	73	1.0%	3,325	33	1.0%	437	0	0.0%	21,958	163	0.75%
2044	10,921	108	1.0%	7,414	74	1.0%	3,350	33	1.0%	437	0	0.0%	22,123	165	0.75%
2045	11,005	109	1.0%	7,471	74	1.0%	3,376	34	1.0%	437	0	0.0%	22,289	166	0.75%
2046	11,089	110	1.0%	7,528	75	1.0%	3,402	34	1.0%	437	0	0.0%	22,456	167	0.75%
2047	11,174	111	1.0%	7,586	75	1.0%	3,428	34	1.0%	437	0	0.0%	22,624	168	0.75%
2048	11,259	112	1.0%	7,644	76	1.0%	3,454	34	1.0%	437	0	0.0%	22,794	170	0.75%
2049	11,345	113	1.0%	7,702	76	1.0%	3,480	35	1.0%	437	0	0.0%	22,965	171	0.75%

^aProjection of EDUs estimated using approximate growth rate of 0.75%.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Current Regional Facility Charge
ADOPTION DATE: September 24, 2003

NUMBER 7260
RESOLUTION 07-23
AMENDMENT DATE: September 26, 2023

The regulations contained herein regarding fixing the Regional Facility Charge in accordance with Resolution 6-77 for the Sewerage Commission - Oroville Region were enacted by Resolution 07-23.

1. The Sewerage Commission-Oroville Region has, by Resolution 03-85, determined that the Regional Facility Charge shall be set annually after analyzing the yearly updated data. Said data has been set forth in the revised 2009 Exhibits A, B & C attached as exhibits to Resolution 04-22.

2. The projected plant upgrade/expansion costs and projected revenues were considered, analyzed, and reviewed by the Plant Engineer, CH2M Hill, and the Commission in September 2015.

3. The Regional Facility Charge will be calculated at \$6,638.00 per EDU according to Resolution 07-23. Accordingly, the rate of the Regional Facility charge shall be set at the determined rate per EDU effective on the 1st day of November annually.

4. The adjustment of the Regional Facility Charge (RFC) shall be based upon an annual review performed by SC-OR's engineer, with recommendations set forth to the Commission each September.



Primary Influent Pump Station No. 2 Monthly Progress Report – August 2023

To: Glen Sturdevant – SC-OR
Cc: Mikah Salsi – SC-OR
From: Jess Bonham – Coleman Engineering
Cody Tom – Coleman Engineering
Date: September 14, 2023
Project: Sewerage Commission of Oroville Region – Primary Influent Pump Station #2
Subject: Construction Phase Monthly Progress Report – August 2023

This monthly progress report summarizes construction activity and progress for the Primary Influent Pump Station No. 2 Contract during the month of August. The Contractor was on site for a total of 6 days in August.

1. Construction Contract Details

- Contract Title: Sewerage Commission – Oroville Region: Primary Influent Pump Station No.2
- Contractor: Gateway Pacific Contractors, Inc.
- Original Contract Price: \$7,171,451.00
- Executed Change Orders (1 - 7) to Date: \$34,216.43
- Current Contract Price: \$7,205,667.43
- Notice-to Proceed: Monday August 23, 2021
- Original Substantial Completion: Thursday August 18, 2022.
- Current Substantial Completion: October 2023 (Due to the VFDs being postponed for delivery in October).

2. Construction Activity and Progress Against Schedule During the Month

The table below shows tasks from the Contractor's Construction Schedule up to and during August 2023. Scheduled items shown below are based on an updated construction schedule prepared on January 30, 2023 by Gateway Pacific. Substantial Completion will be delayed until at least October 2023 due to supply chain issues with the production and delivery of the VFDs.

Task	Scheduled	Completed	Notes
Test Generator	Mar-22 through Mar-24		Not complete.
Asphalt Paving	May-3	August-11	Complete.
HVAC (Elect. Building)	Feb-1 through Feb-7		Not complete.

Green = Completed

Red = Not Completed/Behind Schedule

3. Construction Issues Resolved During the Month

Blackburn Consulting performed an anchor pull test on the Switchgear since no special inspector was present for the installation of the anchors. The Switchgear anchoring passed. Blackburn attempted to perform an anchor pull test on the generator as well, but they did not have a ram head that could fit in the required space. They are planning to complete the pull test once they acquire a horseshoe ram head that will work for this application.

Central Sierra Electric anchored the MCC and the PLC in the electrical building.

4. Construction Expenditures vs. Current Contract Price

The Contractor submitted its Application and Certificate for Payment No. 11 on August 31, 2023 in the sum of \$269,617.35. Payment was claimed for demobilization, bypass pumping, slide gates, electrical work, and three change orders relating to relocating the LCP panel for the screening structure. The Application was sent to SC-OR on September 13, 2023 for approval. All applications for payment represent payment of 93% of the current contract price.

Seven Change Orders have been executed. There is a net increase in the Contract Price from these change orders, resulting in a final out-turn construction cost of \$7,205,667.43.

5. Contractor's Lookahead Schedule

Per the construction schedule prepared on January 30, 2023 by Gateway Pacific, the Contractor plans to complete the following construction activities through the rest of the project:

Task	Scheduled Completion	Notes
<i>Civil/Mechanical</i>		
Install Submersible Pumps	N/A	Not listed on January 30, 2023 schedule.
Install Safety Grating on Vault Hatches	N/A	Not listed on January 30, 2023 schedule.
Coating Pipe in Vaults and Wet Well	N/A	Gateway mentioned this has not yet been completed.
<i>Electrical</i>		
VFD Delivery	Apr-10	Estimated delivery is now October.
Test & Start-Up	May-18	Delayed until October.

These scheduled completion dates may change pending an updated Construction Schedule.

6. Engineering Expenditure vs. Budget

Coleman Engineering has expended 100% of the original Engineering Services During Construction budget of \$731,051 as of July 2023. The original budget assumed 12-months of full-time representation and Substantial Completion in August 2022. However, full-time site representation was needed for all of January 2023, half of February 2023, half of March, all of April, part of May, half of July, and 6 days in August.

Additional Services 1 for Contract Extension was approved on May 23, 2023 for a total budget of \$65,000. Coleman Engineering has expended \$15,427 to date for construction contract administration, construction management, project management and construction observation and resident engineer inspection, including subconsultant expenses. This represents 24% of the Additional Services 1 budget. Full-time site representation is assumed to be needed intermittently until at least the end of October, depending on the Contractor's work schedule.

Construction Photos



Contractor sawcuts edges of existing pavement to prepare for asphalt paving.



The Contractor cleans up sawcut edges of existing pavement.



Central Sierra installs PLC and MCC anchors in electrical building.



Edges of existing pavement were coated in tack coat and Contractor began to lay asphalt.



The Contractor lays asphalt paving the south side of the site near the wet well and vaults.



End of Day 1 for asphalt paving. Contractor finished northwest end of the site by the Auxiliary Headworks and the electrical building.



End of Day 1 for asphalt paving. Contractor paved driveway and around vaults.



Paving Day 2 – Contractor paves remainder of site. Paving was completed around the north side of the electrical building as well.

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

September 26, 2023

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for August 2023. RCBS has continued suspending discharge from their tumbling line until they can maintain the BOD under their limit. All other dischargers and lines appear to be in compliance with their permits.

Recology has seemed to put a halt on their application until they can get sufficient funding again for their potential connection project.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

We have sent the biosolids off for our annual priority pollutant testing. We have received preliminary results from the laboratory, which have been sent to Neal Road for review. We are waiting for three (3) more results, and then we will receive the final report. Once the final reports have been received, these will be sent to Neal Road for approval of the biosolids disposal.

All other operations continued as normal in the laboratory and environmental areas.

Sewerage Commission - Oroville Region

Monthly Flows Report - Aug-23

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
SC-OR Plant Total	75.487	2.435	5.00	8/13/2023
Lake Oroville Area P.U.D.	22.109	0.713	1.30	8/22/2023
Thermalito Water and Sewer	/	/	/	/
City of Oroville	/	/	/	/

Septage Pumpers 0.0544 Million Gallons/Month

Monthly Rainfall 0 Total Inches/Month