

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on December 9, 2022**

Operations & Maintenance

There were no major operational issues to report this month.

Upgrade Funding Options

We are pushing forward with the phasing of project and paying for phase I with the grant funding awarded by the County/State. There is another path that we have discussed before, but I want to have one more discussion before we are too far down the road to change direction. The other option is to apply for a low interest loan through WIFIA (Water Infrastructure Finance and Innovation Act), if we did this, we could build the complete project now.

Influent Pump Station

We are still on pace for completion in March of 2023.

Special Meeting in January

We might need a special meeting in January, there are some time sensitive actions that we wanted to bring to December meeting but did not receive all the information to report to the Board, those being:

- Selecting an Engineering firm to do the NEPA (environmental Document) for Phase I of the upgrade project.
- Closed Session with Legal Counsel

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

(Held at the Commission office on November 16, 2022 at 5:00 p.m.)

1. Call to Order ❖

Chairwoman Mastelotto called the meeting to order at 5:00 p.m.

2. Roll Call ❖

Commissioners present were Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, and Taggart and Wristen from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant and Plant Supervisor Salsi. Attorney Huber attended by Zoom. Commissioner Thomson from the City of Oroville arrived at 5:04 p.m.

3. Salute to the Flag ❖

Chairman Mastelotto 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 October 25, 2022 ❖

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and second by Chairwoman Mastelotto, the minutes of the October 25, 2022 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes held on November 8, 2022 ❖

Chairwoman Mastelotto asked if we get credits for our safety meetings. Manager Sturdevant said we have to meet certain criteria to get credits on our workers' compensation invoice, which we try to meet each year. Commissioner Thomson asked if the biggest safety danger at the plant was chemical risk or physical. Manager Sturdevant said that the biggest day-to-day risk is trips and falls, but the most dangerous is the chemicals. Our operators do not deal with chemicals unless they are in full SCBA's. We do quarterly chemical leak training. Chairman Mastelotto asked if everyone has a responsibility in an emergency situation, such as a chlorine leak? Manager Sturdevant said that the two operators that find a leak stay and try to fix it, as they are already geared up; the Safety Manager will supervise the scene. He will look at the wind-sock and then evacuate personnel away from the direction the wind is blowing. Once everyone is safely evacuated, then 911 will be called. When the City was in charge of the fire department, our crew were the first responders for hazmat. We will find out if that is the same now that Cal Fire is in charge of the fire department.

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and second by Chairwoman Mastelotto, the minutes of the November 8, 2022 employee safety meeting were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Taggart met with Manager Sturdevant and reviewed the warrants, and having found everything to be in order made a motion for their approval. The motion was seconded by Commissioner Salvucci. Warrants 27797-27831 in the total amount of \$1,964,033.69 from October 25 to November 16, 2022, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

8. Fiscal Reports ❖

Manager Sturdevant reported that the fiscal reports for October were in the packets. There were no questions, and nothing further to report. Commissioner Wristen made a motion to approve the fiscal reports for October, which was seconded by Commissioner Salvucci, and passed by unanimous consensus.

9. Fiscal Year 2021/2022 Audit ❖

Manager Sturdevant said that staff reviewed the audit and found it to be correct. A motion was made by Commissioner Wristen to adopt the 2021/2022 fiscal year audit. The motion was seconded by Chairwoman Mastelotto, and the motion was unanimously approved.

10. Jacobs General Consulting Contract ❖

Manager Sturdevant reported that this contract handles all of our process engineering needs, or capacity studies that must be done. The last funding of this contract was for \$25,000, and lasted about a year and a half. With rising costs we are asking for an additional \$40,000. Commissioner Wristen asked if Manager Sturdevant if that seemed to be a reasonable amount. Manager Sturdevant said that he felt it is, and each item is still approved prior to the work being done, invoiced individually, and paid from this contracted budget.

A motion was made by Chairwoman Mastelotto to approve an amount not to exceed \$40,000 for the general consulting contract. The motion was seconded by Commissioner Taggart, and passed by unanimous consensus.

11. Award Contract to Jacobs Engineering for Splitting Upgrade Project into Two Phases ❖

Manager Sturdevant stated that we have been awarded a minimum of \$10.5 to \$24.6 million dollars in grant funding from the County. It does not appear that the State will back off of the LMI requirements, which determines where that money can be used, so we should receive the \$24.6 million. We are asking the board to approve a contract for an amount not to exceed \$236,000 for Jacobs to split our upgrade project into two phases so that we can pay for phase I solely out of the grant monies and/or savings. If the project isn't split, we won't have the money to fund the entire project.

Commissioner Taggart made a motion to award a contract to Jacobs Engineering for splitting the upgrade project into two phases at a cost not to exceed \$236,000. The motion was seconded by Commissioner Thomson, and passed by the following vote: Wristen – Aye, Mastelotto – Aye, Thomson – Aye.

12. Authorize the Purchase of Two Tanks for the Sodium Bisulfite/Future Calcium Hypo Station ❖

Manager Sturdevant said that we have been discussing switching away from our chlorine gas to liquid sodium bisulfite. This will be no additional cost to SC-OR as we were going to pay for these tanks and pumps during the upgrade anyway. We will use them now for the sodium bisulfite, and once we get rid of the chlorine gas we won't have to dechlorinate anymore, and will repurpose the equipment for Calcium Hypo process control. We are asking for \$40,000 to purchase the two tanks.

Commissioner Taggart made a motion to authorize the purchase of two tanks for sodium bisulfite and the future calcium hypo station for an amount not to exceed \$40,000. The motion was seconded by Commissioner Thomson, and passed by the following vote: Wristen – Aye, Mastelotto – Aye, Thomson – Aye.

13. Review of Regional Facilities Charge (RFC) ❖

Manager Sturdevant said that this a review of our connection fee, but since we are going through a rate study, he believes this should item should be tabled until that study is complete. The item was tabled by consensus.

14. Request to Proceed with Request for Proposals (RFP) for Services Related to Receiving CDBG Funding ❖

Manager Sturdevant said that the County has strongly recommended that we do not manage the grant we will receive from them ourselves. It is extremely difficult to keep everything in order, and they would feel more comfortable with a professional service managing the grant. We are asking for approval to proceed with a Request for Proposals to find an agency to manage the grant for us. Attorney Huber said there are firms that do nothing but this type of service. One of the dangers is if the paperwork is not filled out correctly and/or reported correctly, the State may make you return some of the money, and that would be a disaster. Commissioner Taggart asked if the firm would be liable if anything was done incorrectly on the paperwork they submit. Attorney Huber said they carry insurance to cover any errors, and he and Manager Sturdevant will make sure that any proposal contract specifies that they do.

Commissioner Wristen made a motion to approve the request to proceed for Request for Proposals for services related to receiving the DDBG funding. The motion was seconded by Chairwoman Mastelotto, and passed by unanimous consensus.

15. Authorize Staff to Enter into an Agreement for Energy Efficient Lighting and Fixtures with EcoGreen Solutions ❖

Manager Sturdevant reported that we had an energy audit by a company that PG&E is contracted with, EcoGreen Solutions. They audited our light fixtures and determined that we can save \$16,000 if we change all of our light fixtures. The cost would be \$41,724.15, but they would take the payment out of the savings on our PG&E invoice. It would be a 2.8 year pay-back, and after the 2.8 years we will realize a \$16,000 savings. Commissioner Taggart asked how long it will take for them to make the replacements. Manager Sturdevant said they believe they can accomplish the job in two days.

Commissioner Thomson made a motion to authorize entering into an agreement with EcoGreen Solutions for energy efficient lighting and fixtures for an amount not to exceed \$41,724.15. The motion was seconded by Commissioner Taggart, and passed by the following vote: Wristen – Aye, Mastelotto – Aye, Thomson – Aye.

16. Attorney's Report ◆

Attorney Huber reported that he has received interest from four firms to provide legal counsel to SC-OR, and he gave them a deadline to the end of this week to get proposals to him. As soon as he receives those, he will send them to all of the board members and to Manager Sturdevant. We can have a special meeting or wait until the next meeting to determine how to proceed.

17. Manager's Report ◆

Manager Sturdevant wished the board happy holidays. He said that everything is running well at the plant.

18. Visitor Comments ❖

None

19. Commissioner and Staff Comments ❖

The Commissioners wished one another happy holidays.

20. Adjournment ❖

There being no further business, the meeting was adjourned at 5:30 p.m. to the regular meeting scheduled for December 20, 2022 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

Draft

SEWERAGE COMMISSION - OROVILLE REGION
BUDGETARY SUMMARY - FISCAL YEAR 2022/2023

DESCRIPTION	Adopted Budget 2021/22	Expended This Month	Expended Through 11.30.2022	Balance of Funds Remaining	Time Left 58%
SALARIES & WAGES	882,200	105,976.61	362,643.63	519,556.37	59%
EMPLOYEE BENEFITS	683,820	37,069.67	428,116.47	255,703.53	37%
COMMISSIONERS' FEES	43,200	3,600.00	18,000.00	25,200.00	58%
CMSNRS FICA & MEDICARE	3,305	275.40	1,377.00	1,928.00	58%
GAS, OIL & FUEL	30,000	1,282.61	7,110.21	22,889.79	76%
INSURANCE	97,000	0.00	98,915.76	(1,915.76)	-2%
MEMBERSHIPS	10,000	0.00	0.00	10,000.00	100%
OFFICE EXPENSES	8,500	323.25	5,400.46	3,099.54	36%
OPERATING SUPPLIES	195,000	6,890.42	137,699.24	57,300.76	29%
PROFESSIONAL SERVICES	144,500	2,420.00	22,921.63	121,578.37	84%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	115,000	10,864.24	36,015.81	78,984.19	69%
BIOSOLIDS DISPOSAL	40,000	0.00	0.00	40,000.00	100%
MONITORING & COMPLIANCE	75,000	10,688.66	50,062.24	24,937.76	33%
TRAINING & MEETINGS	16,000	246.16	4,041.73	11,958.27	75%
UTILITIES	550,000	61,361.20	218,888.44	331,111.56	60%
TOTAL OPERATING	2,896,525	240,998.22	1,391,192.62	1,505,332.38	52%
Engineering Fees	0.00				
Legal Fees	2,420.00				
Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>2,420.00</u>				

**SEWERAGE COMMISSION - OROVILLE REGION
ACTIVE & INACTIVE CASH - MONTHLY RECAP
FISCAL YEAR 2022/2023**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	3,287,557.54	3,042,050.72	6,319,399.51	6,911,539.48	6,514,449.85							
Cash - Restricted												
WCRF	744,395.95	744,395.95	736,181.46	755,662.46	755,662.46							
R&CA	2,664,141.19	2,664,141.19	2,665,181.28	2,984,474.38	2,984,474.38							
Cap. Outlay	8,609,543.11	8,609,543.11	7,283,090.41	7,303,004.41	6,565,424.01							
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00							
Fines&Pen	8,504.76	8,504.76	8,540.12	8,540.12	8,540.12							
TOTAL CASH	15,614,142.55	15,368,635.73	17,312,392.78	18,263,220.85	17,128,550.82							
INTEREST ALLOCATED:												
Unrestricted			12,124.62									
Reserve/WCRF			3,385.66									
Reserve/CO			34,473.36									
Reserve/M&O			0.00									
Reserve/F&P			35.36									
Reserve/RCA			9,914.86									
CONSISTING OF:												
Checking Account	569,455.64	323,948.82	61,346.87	977,241.08	67,571.05							
L.A.I.F. Account	15,044,686.91	15,044,686.91	17,251,045.91	17,285,979.77	17,060,979.77							
TOTAL CASH	15,614,142.55	15,368,635.73	17,312,392.78	18,263,220.85	17,128,550.82							
% of Funds Invested	95.35%	97.89%	99.65%	94.65%	99.61%							

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2022/2023

DESCRIPTION	Received This Month	Received Through 11.30.22	Unrestricted Funds	Restricted W.C.R.F. Funds	Restricted Regulatory & Capital Acct. Funds	Restricted Annl. M&O Funds	Restricted Fines&Pen. Funds
SERVICE CHARGES	56,706.00	765,325.00	765,325.00				
SEPTAGE DUMPERS	11,067.76	29,990.92	29,990.92				
EX. PEAK FLOWS	0.00	0.00					
EX. MO. FLOWS	0.00	0.00					
OTHER AGENCIES	2,560.00	7,680.00	7,680.00				
RFC CHARGES	33,190.00	537,678.00			537,678.00		
INTEREST	0.00	59,933.86	12,124.62	3,385.66	9,914.86	34,473.36	35.36
RCA (Regulatory & capital ac	0.00	320,045.00			320,045.00	0.00	
WCRF	0.00	19,481.00		19,481.00			
TOTALS	103,523.76	1,740,133.78	815,120.54	22,866.66	329,959.86	572,151.36	35.36

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2023

BALANCE PER BANK

Ending Balance on Bank Statement	30-Nov-22	93,101.79
Less Outstanding Warrants		(25,530.74)
Equals Adjusted Bank Balance at	30-Nov-22	<u>67,571.05</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	31-Oct-22	<u>977,240.85</u>
Deposits		1,227,984.34
Less Warrants Written		(2,067,817.21)
Less Net Payroll Warrants		(69,836.93)
Equals Adjusted Checkbook Balance	30-Nov-22	<u>67,571.05</u>

RESOLUTION 06-22

SEWERAGE COMMISSION – OROVILLE REGION

RESOLUTION DESIGNATING GLEN STURDEVANT, PLANT MANAGER/SUPERINTENDENT OF THE SEWERAGE COMMISSION – OROVILLE REGION AS THE AUTHORIZED REPRESENTATIVE AND AUTHORIZING THE SUBMITTAL OF A STATE REVOLVING LOAN FUND APPLICATION

WHEREAS, Glen Sturdevant was appointed as the Manager/Superintendent of SC-OR on October 1, 2020, and is the authorized representative for SC-OR, and

WHEREAS, SC-OR has plans to construct a \$50 million dollar wastewater treatment plant upgrade project designed to meet regulatory requirements and expected growth within the JPA, and

WHEREAS, SC-OR is actively searching for grant funds to help pay for the wastewater treatment plant upgrade project, and

WHEREAS, SC-OR needs additional funding to pay for the wastewater treatment plant upgrade project.

NOW, THEREFORE, BE IT RESOLVED, that SC-OR will apply for state revolving loan funds for the construction of the wastewater treatment plant upgrade project, and Glen Sturdevant is the authorized representative to sign the SRF application and represent SC-OR on said application.

PASSED AND ADOPTED the 12th of December 2022 at a special meeting of the Sewerage Commission - Oroville Region by the following vote:

AYES:

NOES:

ABSENT:

Angie Mastelotto, Chairwoman

ATTEST:

Glen Sturdevant, Clerk



GATEWAY PACIFIC CONTRACTORS, INC.

November 3, 2022

Mr. Glen Sturdevant
Sewerage Commission – Oroville Region (SC-OR)
2880 S. 5th Avenue
Oroville, CA 95965

RE: **Primary Influent Pump Station No. 2
SHS Structure**

Dear Glen:

Gateway Pacific Contractors, Inc. is pleased to provide a price for your Sodium Hypochlorite Structure.

The total cost for this structure is **\$ 193,489.**

Our pricing includes / excludes:

1. Underslab conduit & piping supply and installation only.
2. 3'x3' Drop Inlet
3. Concrete Structure as shown on Dwg. 770-S-2001
4. Pre-engineered Metal Canopy
5. Final Coating of Metal Structure in the Field
6. No Coating of Concrete
7. No above ground piping, or equipment
8. No storage tanks
9. No valves
10. Sleeve for Dbl Containment pipe only. Inner Tubing by others.
11. No Bonds
12. No electrical

If any further questions arise, please contact me.

Sincerely,

Jay Hall

Proposal for:
SCOR RENDERING METAL BUILDING
 from
Duke Sherwood Contracting Inc.
 495 Stimpson Rd, Oroville, CA 95965
 (530) 533-2710
 License: 327827 Type: A



Bid Date: 12/07/2022
 Time: 12:00PM

Quote Number: 142-22

SCOR

Item	Description	Quantity	Unit	Unit Price	Total Price
01	MOBILIZATION	1.00	LS	1,827.0000	1,827.00
02	28' X19' 4" METAL BUILDING	1.00	LS	39,464.0000	39,464.00
03	BUILDING FOUNDATION	1.00	LS	66,310.0000	66,310.00
04	UNDERSLAB DRAIN AND WATER PIPING	1.00	LS	22,335.0000	22,335.00
05	3'X3'X4' CATCH BASIN	1.00	LS	10,573.0000	10,573.00
				Total:	140,509.00

√ = Locked Bid-Item

! = Zero Total Price

Attachment Enclosed

Run by: Doug Sherwood
 Estimator: Donald Sherwood

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

December 12, 2022

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for November 2022. RCBS has continued suspending discharge from their tumbling line until they can maintain the BOD under their limit. Due to a decline in production, RCBS has not had the flow to pull samples to test for BOD. Their production has since picked up slightly and they are hoping to provide more frequent samples. All other dischargers and lines appear to be in compliance with their permits.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

We are still in coordination with California State Parks on their application for a P2 permit. We have received their Sanitary Sewer User Screening Forms for each of their four locations (Bidwell Canyon, Loafer Creek, Northern Buttes District Headquarters, and Thermalito North Forebay) and they are under review.

The sludge/biosolids have been tested twice, and the laboratory results have been sent to the Neal Road facility for review. They have tentatively approved our sludge for disposal at their facility and are currently preparing a Generator Waste Profile for disposal approval. Upon final approval of the results, the dried sludge/biosolids will be trucked to the waste facility for disposal.

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

Sewerage Commission - Oroville Region

Monthly Flows Report - Nov-22

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
<i>SC-OR Plant Total</i>	73.211	2.440	6.80	11/8/2022
<i>Lake Oroville Area P.U.D.</i>	22.336	0.745	1.50	11/8/2022
<i>Thermalito Water and Sewer</i>	12.554	0.418	1.08	11/8/2022
<i>City of Oroville</i>	38.321	1.277	4.22	11/8/2022

Septage Pumpers

0.1006 Million Gallons/Month

Monthly Rainfall

1.7 Total Inches/Month