

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on May 19, 2023**

Operations & Maintenance

There were no major operational issues to report this month. We are in the process of pulling our priority pollutants samples for the quarter.

Possible Litigation

The Board will hear an update on the potential litigation from Legal Counsel during the closed session.

Update to Policy 3120

At the May 2022 meeting, the SC-OR board raised the spending limit for the manager without Board approval from \$5,000.00 to \$10,000.00. We also needed to change this policy regarding signature requirements for the checks, as we now need 2 signatures for all checks over \$10,000.00. We held off on this policy update until we had exhausted our supply of the checks that required the second signature for an amount over \$5000.00. We have used all of the old checks and now need to update the policy.

Amendment to the Coleman Engineering Contract for the Primary Influent Pump Station No. 2 During Construction

Coleman Engineering has requested authorization of additional services for the Primary Influent Pump Station No. 2 During Constructions. The original services were based on a construction contract completion date of August 2022. Due to the electrical equipment supply chain issues and delivery delays, completion is now anticipated for August 31, 2023. The additional amount requested is \$65,000.

Amendment to Subrecipient Agreement Between the County of Butte and Sewerage Commission–Oroville Region for a Primary Influent Pump Station

The original contract end date on our agreement with Butte County regarding the grant funding received for the Influent Pump Station project was based on construction being completed in August of 2022, which has now been extended until August 2023 due to supply chain issues. We are asking the board to authorize staff to sign the extended agreement.

Review and Evaluation of SC-OR Policy No. 7400 (Septage Receiving Charge)

SC-OR staff has done an evaluation of the cost to treat septage received from the septic pumpers. It has been more than a decade since SC-OR raised the rate for septic dumping at our facility. The current rate is \$.07152 cents/gal within the JPA boundaries and \$.08355 cents/gal for properties outside of the JPA boundaries but inside the sphere of influence. Neal Road landfill charges \$.32 cents/gal for the septage that they take in, and they must then stabilize it and haul it to another facility where the treatment process is completed. SC-OR fully treats the septage on-site and discharges it with the rest of the effluent to the Feather River. We have been informed by legal counsel we need to go to a single rate based on treatment and capital costs. Staff will present our findings and recommend a new rate to the board to be considered for adoption at the next regular meeting of June 27, 2023 at 5pm.

RCPS Property Purchase

The offer contract for the purchase of the ¼ acre of property for the Ruddy Creek Pump Station was given to the property owner, and SC-OR is awaiting their response.

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

(Held at the Commission office on April 26, 2023 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 Commissioners Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, Pittman and Thomson from the City of Oroville, Wristen from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant, Plant Supervisor Mikah Salsi and Attorney Jones (by Zoom). Commissioner Taggart arrived at 5:05.

3. Salute to the Flag ❖

Commissioner 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 March 28, 2023 ❖

Upon motion by Commissioner Wristen to approve the minutes of the meetings, and seconded by Chairwoman Mastelotto, the minutes of the March 28, 2023 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes of April 18, 2023

Commissioner Wristen asked how many harnesses we have at the plant. Manager Sturdevant reported that we have two of the new style and two of the old style.

7. Authorization of Warrants ❖

Commissioner Salvucci met with Manager Sturdevant and reviewed the warrants, and found everything to be in order. Warrants 28073-28118 in the total amount of \$1,000,316.94 from March 29, 2023 to April 26, 2023, including Commissioner fees and electronic fund transfers, were ordered paid.

8. Fiscal Reports ❖

Manager Sturdevant stated the fiscal reports for March 2023 were in the packets for review. There were no questions expressed and nothing further to report.

9. Closed Session ❖

The Commission adjourned to closed session at 5:06 pm and reconvened to open session at 5:13 pm. Chairwoman Mastelotto stated that there was only discussion in closed session, and no direction was given.

10. Discussion to Alter Work Schedule for Select SC-OR Personnel ❖

Manager Sturdevant introduced a 4/10 work schedule as an option to save money. With all costs going up, staff was brainstorming on how to save money, and this was one of the suggestions. All of the operators would prefer the altered schedule, it will save SC-OR money, so it seems like a win-win proposal. Lead Operator Maxwell has done some legwork on this proposal, and we feel we will have fewer callouts and less overtime. Manager Sturdevant is asking for the authorization to explore this further with Attorney Jones. We will need a Compensatory Time Off (CTO) policy to go along with this. Chairwoman Mastelotto asked if this would comply with laws in the State of California. Attorney Jones stated that it is definitely legal, we would just need the policies to implement it. Commissioner Taggart asked if the operators would be on the same schedule. Manager Sturdevant said that two operators would work Monday–Thursday, two would work Tuesday–Friday, and we will have a weekend guy who would work Friday–Monday. We would be well covered. We would like to start with a trial period, and then would review it after a year to see how it is working.

Commissioner Pittman said the CTO policy would need to be specific; there should be some restrictions as it can be abused, but it is a proven positive work schedule. Commissioner Wristen said it may take a year or two for the operators to get used to a new schedule. He asked Lead Operator Maxwell if he has looked at other like type industries to see if it works for them. Mitch said he worked 4/10's at the City of Colusa, and Manager Sturdevant said he also worked at Colusa for 7 years and has experience with it, and it is just a nicer schedule. Commissioner Taggart stated that in production a 4/10 schedule is optimal.

Manager Sturdevant said that we will do more investigation on this, and will bring it back for approval next month.

11. Enter into Funding Agreement with Butte County for CDBG Monies ❖

Manager Sturdevant said the signing of this agreement is one of the final steps to receiving the CDBG grant monies from the County. Plant Supervisor Salsi said that this is the first of two agreements that we are required to enter into with the County to receive the monies. This agreement is only for the administrative portion, for which we hired Adams Ashby Group for grant administration oversight. This agreement will pay for the grant administration with Adams Ashby Group. Chairwoman Mastelotto asked if Manager Sturdevant and Supervisor Salsi were happy with the agreement. Manager Sturdevant stated Attorney Jones had reviewed it, and he made a couple of edits and sent it back to the County. The County had a couple of edits, and this is the final product.

A motion was made by Commissioner Wristen to approve entering into a Funding Agreement with Butte County for CDBG monies. The motion was seconded by Commissioner Pittman, and passed by unanimous approval.

12. Approval of Purchase Offer of Property for the New Ruddy Creek Lift Station ❖

Manager Sturdevant introduced this item, and said that Chairwoman Mastelotto had been out of the country when this purchase offer was sent to us. She has some questions regarding the offer. We are asking the board to approve the spirit of the offer while she and Attorney Jones work out some language that will protect SC-OR. Attorney Jones stated that the major contents of the agreement will not change, just some language to protect SC-OR, so the board can approve for him and Manager Sturdevant to finalize the purchase offer and to execute it. Chairwoman Mastelotto asked that she be send a final copy before it is executed. Manager Sturdevant said he will send all of the Commissioners a copy before that happens.

Commissioner Wristen said the spirit of the purchase offer is good, so he made a motion to approve the offer once protective language is included, and to approve the Manager and Attorney to execute the offer for the purchase of Property for the New Ruddy Creek Lift Station. The motion was seconded by Commissioner Pittman, and passed by unanimous approval.

13. Discussion Regarding Changing the Dates and Time of the Regular SC-OR Meetings (Resolution 04-23) ❖

At the request of Chairwoman Mastelotto, this item was tabled until we can find a date that works for all board members.

14. Adoption of City's Climate Action Plan (Resolution 05-23) ❖

Manager Sturdevant reported that we turned in our application for the State Revolving Funds Loan Program, and as part of their scoring system they would like to us to have a climate action plan. We believe that adopting the City's Climate Action Plan will benefit us twofold: 1) The City's plan states that SC-OR will aim to get recycle water and use it to irrigate City parks, roadways, etc., which is something that SC-OR would like to do, and 2) It gives us points for a more favorable position to get a loan from the State if we are to go that route. Supervisor Salsi said that the State had emailed him asking him if we had adopted the City's plan. He replied that we had not but would at the next meeting. The City's agreement only mentions SC-OR two or three times by acknowledging that SC-OR contributes to overall greenhouse gasses in the City, and states that the City would like to work with SC-OR to produce recycled water to help offset that carbon footprint.

A motion was made by Chairwoman Mastelotto to approve the adoption of the City's Climate Action Plan, which was seconded by Commissioner Taggart, and passed by unanimous consensus.

15. Amendment of the Yuba Planning Group, LLC Contract ❖

Plant Supervisor Salsi stated that in January the Commission approved an agreement with Yuba Planning Group to produce a NEPA study for the plant upgrade project as required for the federal funding we will receive. As part of that, there was a basic understanding that Yuba Planning Group would work directly with SC-OR; they would produce the environmental document and bring it to us as the lead agency, and the board would approve or reject that document to be submitted for the grant. However, after meeting with the consultant and Butte County, the HCD National Agency directed Butte County to be the lead agency on the environmental document because they are the ones entering into the master agreement with the State. Because of that, Yuba Planning Group has had a lot of extra meetings associated with that. In addition, the project boundary changed in the creation of the CEQA document, and it wasn't until we sat down with the County and Yuba Planning that we were informed the HCD wanted us to go back and renote some of the CEQA items, specifically the State Historic Preservation Office, and the Tribal Consultation contacting all of the local tribes. HCD has their own list of tribal organizations that we were required to list, which is bigger than the list that we did with the original CEQA document. These are the reasons why Yuba Planning Group has amended the contract for an additional \$6,720.

Commissioner Taggart made a motion to approve the amendment to the Yuba Planning Group, LLC contract for an amount not to exceed \$6,720. The motion was seconded by Commissioner Pittman, and passed by the following votes: Mastelotto – Yes, Pittman – Yes, Taggart – Yes.

16. Finalizing and Possible Adoption of Fiscal Year 2023/24 Proposed Budget ❖

Manager Sturdevant explained that he budgeted for a utility vehicle in the 2023/24 budget, and it had also been budgeted in the 2022/23 budget, but we didn't think we were going to be able to take possession of it in our current budget year. We have since been notified that we will get it prior to July 1st, so it has been removed from the proposed budget. The difference is \$20,000 reduction on Exhibit C (WCRF).

A motion was made by Commissioner Wristen to adopt the fiscal year 2023/24 proposed budget with the reduction on the WCRF budget for the utility vehicle. The motion was seconded by Chairwoman Mastelotto, and passed by unanimous consensus.

17. Attorney's Report ❖

Attorney Jones said that he had reported everything in the closed session.

18. Manager's Report ❖

Manager Sturdevant stated we are now in sludge season. We are currently dewatering the storage ponds, and once they are dewatered we will run our sludge equipment through the sludge to turn it into powder. Hopefully we are able to haul it to Neal Road Landfill in July or August.

Our ship date has been pushed back once again to July 17 on the VFD's for our new influent pump station. He has no confidence that they will be shipped by that date either, as the date seems to be pushed back by two months every time we near the previously promised ship date.

We are moving forward on the SRF application. We received an email from Congressman Doug LaMalfa's office saying they were looking for projects to fund. We put the upgrade project on his list for possible federal grant monies. His office selected our project for the first phase. This does not guarantee any grant funds, but it is a step in the right direction.

We sent Environmental Compliance Supervisor Kendra Morgan to a CWEA conference in San Diego last week. She learned about the new lab regulations that will go into effect in 2025, and Manager Sturdevant was pleased when she informed him that she has already implemented about 80% of the upcoming regulations. She will write a report for the packet at the May meeting.

19. Visitor Comments ❖

None

20. Commissioner and Staff Comments ❖

Commissioner Pittman was in Washington DC just over a week ago, to attend the HUD conference and the National Housing conference, and can attest to what Plant Supervisor Salsi is saying about the detailed regulations on paperwork required. An example is what should be a one-page inspection report for Section-8 housing is a 10-page inspection report.

He also said the thought that we might get money out of this Congress is a dead idea.

He stated that D.A. Ramsey gave a report to the Rotary Club on the scanner theft that is hitting our county hard. ATMs are being hit, along with EBT cards. This is something to look out for when you use credit card or ATM machine.

Commissioner Taggart asked where we are as far as Proposition 218? Manager Sturdevant said the study is still ongoing. He also asked about increasing septage pumper fees, and asked if we will we need a 218 hearing on that? Manager Sturdevant said we would need to conduct a 218 hearing at SC-OR to increase septage pumper fees. Commissioner Taggart said that our charges for Septage pumpers is way below Neal Road Landfill's charges, and we need to raise them. Manager Sturdevant responded that we will probably increase our rates by about three times of what we charge right now, which will still be about half of what Neal Road charges. Septage dumping here is only offered within our sphere of influence. Manager Sturdevant said that he will bring the plans for that increase to the board next month, and we would like to try to coordinate that 218 hearing with the hearings on the cost increase of sewer service charges that will have to be done by the entities, but may just go ahead with our own hearing rather than wait for theirs.

21. Adjournment ❖

There being no further business, the meeting was adjourned at 5:55 p.m. to the regular meeting scheduled for May 23, 2023 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

(Held at the Plant on May 16, 2023)

On Tuesday, May 16, 2023, a safety meeting was held at 2:31 p.m. In attendance were: Lead Operator Mitch Maxwell, Plant Supervisor Mikah Salsi, Environmental Compliance Supervisor Kenda Morgan, Plant Operators Chris Wright, Joe Battaglia, Mike Klemm, Josh Sorenson and Mark Roach, and Administrative Assistant Lauri Pittman.

The safety meeting subject was Heat Stress. A video entitled "*Heat Stress – Real Accidents, Real Stories*" was shown. It covered overexposure or overexertion while working in hot conditions. Lead Operator Mitch Maxwell (Mitch) stressed for the crew to drink a lot of water while working in the heat, both at work and at home.

Mitch asked all personnel to view the assigned training video on Vector Solutions entitled "*Working in Extreme Temperatures*", and stated that he wants this training completed by the safety meeting next month.

Mitch asked if there were any comments or concerns regarding heat stress. Mike Klemm stated there are ice packs in the lab freezer that can be used if necessary.

Mitch asked if there were any safety needs or concerns. Mike Klemm asked if we could buy some Liquid IV Hydration Multiplier, or something similar. Chris Wright said that Squenchers are a good thirst quencher in the heat. Employees also asked if we could purchase a water cooler. It was discussed and will be requested. Mikah Salsi will pick up some Liquid IV Hydration Multiplier from Costco.

Mitch asked if all of the equipment that was tested and documented on the Plant Safety Inspection Report was in good condition. He said to write any deficiencies on the Safety Inspection form during the inspection if any equipment is found to be deficient. He also said that the 2-water needs to be tightened up. Mikah Salsi suggested that the 2-water leak be added to the Safety Inspection sheet, and that the crew needed to find where the leak is coming from at the clarifier.

Mikah Salsi asked for suggested topics for the June 13th safety meeting. Mike Klemm suggested it be on Tractor Safety, and he will lead that training.

The meeting was adjourned at 3:05 p.m.

Draft

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

| DESCRIPTION | Adopted Budget 2022/23 | Expended This Month | Expended Through 04.30.2023 | Balance of Funds Remaining | Time Left 17% |
|------------------------------------|---------------------------------------|------------------------------------|--|---|------------------------------|
| SALARIES & WAGES | 882,200 | 70,195.50 | 715,357.04 | 166,842.96 | 19% |
| EMPLOYEE BENEFITS | 683,820 | 34,680.96 | 612,381.94 | 71,438.06 | 10% |
| COMMISSIONERS' FEES | 43,200 | 3,600.00 | 35,400.00 | 7,800.00 | 18% |
| CMSNRS FICA & MEDICARE | 3,305 | 275.40 | 2,708.10 | 596.90 | 18% |
| GAS, OIL & FUEL | 30,000 | 1,196.97 | 13,479.09 | 16,520.91 | 55% |
| INSURANCE | 100,000 | 0.00 | 98,915.76 | 1,084.24 | 1% |
| MEMBERSHIPS | 10,000 | 0.00 | 8,531.00 | 1,469.00 | 15% |
| OFFICE EXPENSES | 8,500 | 215.37 | 7,154.75 | 1,345.25 | 16% |
| OPERATING SUPPLIES | 310,000 | 7,125.16 | 261,256.14 | 48,743.86 | 16% |
| PROFESSIONAL SERVICES | 144,500 | 13,537.50 | 129,182.69 | 15,317.31 | 11% |
| PRINTING & PUBLICATIONS | 3,000 | 0.00 | 0.00 | 3,000.00 | 100% |
| REPAIRS & MAINTENANCE | 115,000 | 2,018.21 | 74,697.48 | 40,302.52 | 35% |
| BIOSOLIDS DISPOSAL | 40,000 | 0.00 | 13,087.50 | 26,912.50 | 67% |
| MONITORING & COMPLIANCE | 75,000 | 28,233.10 | 124,769.84 | (49,769.84) | -66% |
| TRAINING & MEETINGS | 16,000 | 703.72 | 6,667.85 | 9,332.15 | 58% |
| UTILITIES | 550,000 | 30,243.77 | 497,668.90 | 52,331.10 | 10% |
| TOTAL OPERATING | 3,014,525 | 192,025.66 | 2,601,258.08 | 413,266.92 | 14% |
| Engineering Fees | 0.00 | | | | |
| Legal Fees | 13,537.50 | | | | |
| Auditing Fees | 0.00 | | | | |
| Permits | 0.00 | | | | |
| Miscellaneous | 0.00 | | | | |
| | <u>13,537.50</u> | | | | |

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2022/2023

| DESCRIPTION | Received This Month | Received Through 04.30.23 | Unrestricted Funds | Restricted W.C.R.F. Funds | Regulatory & Capital Acct. Funds | Restricted Cap. Outlay Funds | Restricted Annl. M&O Funds | Restricted Fines&Pen. Funds |
|---------------------------|---------------------|---------------------------|--------------------|---------------------------|----------------------------------|------------------------------|----------------------------|-----------------------------|
| | SERVICE CHARGES | 765,627.50 | 2,296,346.25 | 2,296,346.25 | | | 0.00 | |
| SEPTAGE DUMPERS | 13,128.10 | 96,673.67 | 96,673.67 | | | | | |
| E.C. PEAK FLOWS | 0.00 | 0.00 | | | | 0.00 | | |
| E.C. MO. FLOWS | 0.00 | 0.00 | 0.00 | | | | | |
| OTHER AGENCIES | 0.00 | 8,037.30 | 8,037.30 | | | | | |
| RFC CHARGES | 6,638.00 | 597,420.00 | | | | 597,420.00 | | |
| INTEREST | 0.00 | 262,914.50 | 74,767.55 | 14,273.62 | 50,796.97 | 122,919.22 | 0.00 | 157.14 |
| ROA (Reg. & capital acct) | 320,171.50 | 960,290.25 | | | 960,290.25 | | | |
| WCRF | 19,488.70 | 58,452.45 | | 58,452.45 | | | | |
| TOTALS | 1,125,053.80 | 4,280,134.42 | 2,475,824.77 | 72,726.07 | 1,011,087.22 | 720,339.22 | 0.00 | 157.14 |

**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 | 6,560,193.76 | 7,177,125.99 | 6,611,913.18 | 6,458,001.52 | 7,060,574.52 | | |
| Cash - Restricted | | | | | | | | | | | | |
| WCRF | 744,395.95 | 744,395.95 | 736,181.46 | 755,662.46 | 755,662.46 | 760,407.34 | 779,890.09 | 779,890.09 | 786,033.17 | 805,521.87 | | |
| R&CA | 2,664,141.19 | 2,664,141.19 | 2,665,181.28 | 2,984,474.38 | 2,984,474.38 | 2,999,368.97 | 3,305,149.22 | 3,299,443.92 | 3,325,193.43 | 3,645,364.94 | | |
| Cap. Outlay | 8,609,543.11 | 8,609,543.11 | 7,283,090.41 | 7,303,004.41 | 6,565,424.01 | 6,100,762.11 | 5,974,247.86 | 5,858,708.57 | 5,780,323.37 | 4,962,878.38 | | |
| Annul. M & O | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 | 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 | 8,594.14 | 8,594.14 | 8,594.14 | 8,661.91 | 8,661.90 | | |
| TOTAL CASH | 15,614,142.55 | 15,368,635.73 | 17,312,392.78 | 18,263,220.85 | 17,128,550.82 | 16,729,326.32 | 17,545,007.30 | 16,858,549.90 | 16,658,213.40 | 16,783,001.61 | | |
| INT :REST ALLOCATED: | | | | | | | | | | | | |
| Unrestricted | | | 12,124.62 | | | 30,405.03 | | | 32,237.90 | | | |
| Reserve/WCRF | | | 3,385.66 | | | 4,744.88 | | | 6,143.08 | | | |
| Reserve/CO | | | 34,473.36 | | | 39,937.10 | | | 48,508.76 | | | |
| Reserve/M&O | | | 0.00 | | | 0.00 | | | 0.00 | | | |
| Reserve/F&P | | | 35.36 | | | 54.02 | | | 67.76 | | | |
| Reserve/RCA | | | 9,914.86 | | | 14,894.59 | | | 25,987.52 | | | |
| COEXISTING OF: | | | | | | | | | | | | |
| Checking Account | 569,455.64 | 323,948.82 | 61,346.87 | 977,241.08 | 67,571.05 | 92,310.93 | 1,012,991.91 | 58,534.51 | 69,252.99 | 983,040.96 | | |
| L.A.F. Account | 15,044,686.91 | 15,044,686.91 | 17,251,045.91 | 17,285,979.77 | 17,060,979.77 | 16,637,015.39 | 16,532,015.39 | 16,800,015.39 | 16,588,960.41 | 15,799,960.41 | | |
| TOTAL CASH | 15,614,142.55 | 15,368,635.73 | 17,312,392.78 | 18,263,220.85 | 17,128,550.82 | 16,729,326.32 | 17,545,007.30 | 16,858,549.90 | 16,658,213.40 | 16,783,001.61 | | |
| % of Funds Invested | 96.35% | 97.85% | 99.65% | 94.65% | 99.61% | 99.45% | 94.23% | 99.65% | 99.58% | 94.14% | | |

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2023

BALANCE PER BANK

| | | |
|----------------------------------|-----------|-------------------|
| Ending Balance on Bank Statement | 30-Apr-23 | 1,876,157.44 |
| Less Outstanding Warrants | | (893,116.48) |
| Equals Adjusted Bank Balance at | 30-Apr-23 | <u>983,040.96</u> |

BALANCE PER BOOKS

| | | |
|-----------------------------------|-----------|-------------------|
| Beginning Prior Checkbook Balance | 1-Apr-23 | <u>69,252.75</u> |
| Deposits | | 1,914,053.80 |
| Less Warrants Written | | (953,140.53) |
| Less Net Payroll Warrants | | (47,125.06) |
| Equals Adjusted Checkbook Balance | 30-Apr-23 | <u>983,040.96</u> |

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Authorized Signatories for Funds
ADOPTION DATE: August 22, 1984

NUMBER 3120
AMENDMENT DATE: July 27, 2011
AMENDMENT DATE: December 21, 2016
AMENDMENT DATE: May 23, 2023

The regulations contained herein regarding the amended signature authorization for the Sewerage Commission - Oroville Region were enacted by Resolution 08-16, rescinding Resolution 06-11.

1. By amendment of its Joint Exercise of Powers Agreement, the Sewerage Commission-Oroville Region has assumed its own Treasurer and Fiscal Officer functions effective July 1, 1981.

2. It is necessary for the Sewerage Commission-Oroville Region to have an account or accounts to implement the functions of Treasurer and Fiscal Officer.

3. The following persons are designated as authorized signatories to withdraw funds from said accounts by check, drafts or other items on behalf of the Commission, subject to the limitations set forth in paragraph 4, below:

Manager/ Superintendent/ Treasurer/ Fiscal Officer
Plant Supervisor
All Sewerage Commission-Oroville Region Commissioners

4. One such signature shall be required to authorize withdrawals by general checks up to \$10,000.00, or by payroll check in any amount, and two (2) such signatures shall be required to authorize withdrawals by general checks in excess of \$10,000.00.

5. Under the supervision and approval of the Treasurer/Fiscal Officer, the Administrative Assistant will have limited authorization to make transfers between accounts (savings, checking, LAIF) for the purpose of covering warrants, payroll checks, and/or electronic fund transfers for payroll taxes. The Administrative Assistant will have no authority to sign checks.

Authorization for Additional Services

This Agreement is to provide additional professional engineering services for the project identified as follows:

Project Name: Primary Influent Pump Station No. 2 – Engineering Services
During Construction

Client Project Number: _____

Consultant Project Number: SCOR21-001

Additional Services #: 1

Date of Original Contract: July 22, 2021

The Client and the Consultant are identified as follows:

| | |
|--|--|
| CLIENT: <u>Sewerage Commission – Oroville Region</u> | CONSULTANT: <u>Coleman Engineering, Inc.</u> |
| Name: <u>Glen Sturdevant</u> | Name: <u>Chad R. Coleman</u> |
| Title: <u>Plant Manager</u> | Title: <u>President</u> |
| Address: <u>P.O. Box 1350</u> | Address: <u>1223 Pleasant Grove Blvd., STE 100</u> |
| City, ST, Zip: <u>Oroville, CA 95965</u> | City, ST, Zip: <u>Roseville, CA 95678</u> |
| Phone: <u>530-534-0353</u> | Phone: <u>916-791-1188</u> |
| e-mail: <u>gsturdevant@sc-or.org</u> | e-mail: <u>chad@coleman-eng.com</u> |

The following Scope of Additional Services, Schedule, Budget, and Budget Summary are added to the existing agreement referenced above, are effective as of the date signed on the last page and are subject to all of the terms of the original agreement.

1. SCOPE OF ADDITIONAL SERVICES

These Additional Services include for continuation of the existing Engineering-Services-During-Construction Services (ESDC) for the project, including project management, construction contract administration, construction management, resident engineer and site inspection services, and geotechnical, structural and electrical engineering during construction. The original services were based on a construction contract Substantial Completion in August 2022. Due to electrical equipment supply chain issues and delivery delays, Substantial Completion is now anticipated for August 31, 2023. Although originally set for only 12 months, the budget for ESDC services is now approaching its current limit after approximately 20 months. The extended budget associated with these Additional Services is based on the anticipated Substantial Completion of August 31, 2023.

2. SCHEDULE

Coleman Engineering will provide these services in a timely and efficient manner assuming a construction contract Substantial Completion of August 31, 2023.

3. BUDGET

Engineering Services During Construction provided under this Additional Services No. 1 will be provided on a Time and Materials basis not to exceed a budget of \$65,000.00 without prior written authorization from the Client.

4. BUDGET SUMMARY

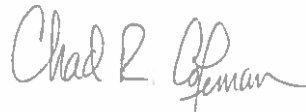
| | |
|---|--------------|
| Original Budget = | \$731,051.00 |
| Sum of Previous Changes to Budget = | \$0.00 |
| Budget of this Scope of Additional Services = | \$65,000.00 |
| New Project Budget = | \$796,051.00 |

The above is mutually agreed to this ____ day of _____, 2023.

**SEWERAGE COMMISSION – OROVILLE
REGION**

COLEMAN ENGINEERING, INC.

By: _____
Name: _____
Title: _____

By:  _____
 Name: Chad R. Coleman, P.E.
 Title: President
 CA PE #: C 56490

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**AMENDMENT TO SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF BUTTE
AND SEWERAGE COMMISSION-OROVILLE REGION FOR A PRIMARY INFLUENT
PUMP STATION**

This Amendment to the Contract identified below, between the County of Butte and the Contractor identified below, reflects the mutual agreement between the parties to amend this Contract in consideration for the mutual promises contained herein.

| | | | | | |
|--|-----------------------------------|--------------------------|-------------|-------------------------------------|---------------------|
| Amendment Number | A-01 | Date of Amendment | 05/10/2023 | | |
| Contract Number | X24420 | Date of Contract | 6/27/2020 | | |
| Contractor | Sewage Commission-Oroville Region | | | | |
| Previous Contract Price | \$3,776,154 | <input type="checkbox"/> | Fixed Price | <input checked="" type="checkbox"/> | Not-to-Exceed Price |
| Net Change This Amendment | \$0.00 | <input type="checkbox"/> | Fixed Price | <input type="checkbox"/> | Not-to-Exceed Price |
| Revised Contract Price | \$3,776,154 | <input type="checkbox"/> | Fixed Price | <input checked="" type="checkbox"/> | Not-to-Exceed Price |
| Current Completion Date | 03/01/2025 | | | | |
| Revised Completion Date | 11/01/2026 | | | | |
| <u>Description of Additional Changes:</u> | | | | | |
| <p>Amend Paragraph 2, Term of Subrecipient Agreement to read, "The term of this Subrecipient Agreement begins on June 27, 2020 through final payment plus three (3) years unless otherwise terminated or amended as provided in this Subrecipient Agreement. However, all work shall be completed by January 1, 2022 September 01, 2023, in accordance with the Schedule as set forth in Exhibit C and no funds may be requested after March 1, 2022 November 01, 2023."</p> <p>Extinguish Exhibit C, Schedule, and replace with Exhibit C, Amendment #1, Schedule, attached hereto and incorporated herein.</p> | | | | | |
| All other terms of this Contract shall remain in full force and effect and are hereby reaffirmed as originally stated or as previously amended by prior written amendment to this contract. | | | | | |

COUNTY

CONTRACTOR

Sarah MacArthur
 Deputy Director, General Services

 Date

Reviewed for Contract Policy Compliance

Approved as to Form
BRAD J. STEPHENS
 Butte County Counsel

 General Services Contracts Division Date

 By Date

**Exhibit C
Amendment #1
Schedule**

PROJECT 3: Primary Influent Pump Station

| | BUDGET CATEGORY | Start Date | End Date |
|---|---|-------------------|--------------------------|
| a | Project Administration | 06/01/2020 | 11/01/2023 03/01/2022 |
| b | Land Purchase / Easement | N/A | N/A |
| c | Planning / Design / Engineering / Environmental Documentation | 06/01/2020 | 06/01/2021* |
| d | Construction/ Implementation | 03/01/2021 | 09/01/2023 01/01/2022 |

* Overlap of schedules between Category (c) and (d) to allow for contract administration and mobilization.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Current Septage Processing Charges
ADOPTION DATE: May 23, 2023

NUMBER 7400
RESOLUTION 04-23

The regulations contained herein regarding establishing septage processing charge reserve in unrestricted account and yearly review as a part of sewer service charge for the Sewerage Commission—Oroville Region were enacted by Resolution 04-23.

1. The Sewerage Commission—Oroville Region has reviewed its financial projection as it applies to the unrestricted (M&O) fund.
2. The projections indicate that the monthly sewer service charge be set at \$23.85 per month for fiscal year 2023/2024.
3. This resolution will be reviewed and be revised annually to reflect any changes pertinent to the septage processing charge.
4. The septage processing charge for septage from within the SC-OR service area shall be \$71.52 per 1,000 US gallons.
5. The septage processing charge for septage from within the SC-OR sphere-of-influence, however, outside of the service area shall be \$83.55 per 1,000 US gallons.
6. The sphere-of-influence shall be the physical limit of service by SC-OR, and no septage from beyond the sphere-of-influence will be accepted at the SC-OR facility.
7. The septage processing charges are to be paid directly to SC-OR by the licensed septic tank pumping contractors delivering the septage.



Mr. Glen Sturdevant, Manager/Superintendent
Sewerage Commission – Oroville Region
P.O. Box 1350
Oroville, California 95965

May 17, 2023

Subject: Progress Report – General Consulting, Influent Pump Station Design, IPS Programming and Commissioning

Dear Glen,

This progress report for engineering services related to General Consulting, Influent Pump Station Design, and Influent Pump Station Programming and Commissioning covers work performed through April 28, 2023. Our invoices for services performed during this period is attached.

Work performed during this period includes the following:

- TO 20 – General Consulting
 - Bi-weekly check-in calls
 - Continued development of draft impact study for connection of Graphic Packaging Inc.
 - Development and submission of draft capacity studies for Feather Ranch, and Grand Acres
 - On-going project management and administrative tasks

- TO 29 – Auxiliary Influent Pump Station Bid Documents
 - Review of grit liner design

- TO 37 –
 - Loaded program on PLC at Tesco's facility
 - Aligned PLC I/O addressing with physical I/O assignments
 - Tested and troubleshot program and fixed any issues

If you have any questions regarding this progress report, please call me at 650-644-5948.

Regards,

Ted Couch

Ted Couch, P.E.
Project Manager

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

May 15, 2023

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for April 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.

Graphic Packaging Industries (GPI) is still in the process of getting their discharge application approved. We have received a preliminary capacity impact study from the engineers, and are reviewing their report. After a quick glance-over, it does not look like GPI will need to pretreat their discharge, except for allowing it to cool down before final discharge. Once we get the final report from the engineers, we will forward it to GPI and discuss the next steps from there.

We are also currently in contact with Recology about another potential discharge permit. We did a site visit at their transfer station on Fifth Avenue to get an idea of what their discharge would consist of. Recology has another transfer station that has a discharge permit in Auburn/Placer County, and I was able to get a copy of this permit to see if they required any special pretreatment processes, and there were none. They are currently in the process of filling out an Industrial Discharge Permit application.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

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

CWEA Conference 2023, San Diego, CA

I attended the annual CWEA conference in San Diego, CA on April 18-21, 2023. Over the course of the four-day conference, I attended multiple sessions that pertained to either laboratory, environmental, or items that would apply to our plant as a whole. I was particularly interested in the laboratory sessions that pertained to TNI, which are the new laboratory regulatory standards that are going to be implemented starting in 2024.

I attended the pre-conference workshop on Tuesday, which was solely about these new TNI (The Nelac Institute) standards. There were about 50 attendees in this workshop, all laboratory personnel. The session was led by William Ray, who is a laboratory assessor and consultant that has been working with laboratories on getting ready for these new regulations. He went through the main changes that he has seen with the new regulations and provided insight into the specific problems that labs are facing/running into. One of the most common complaints that laboratories have is the copious amount of paperwork needed to comply with the new regulations. Our laboratory has added the necessary paperwork, and it doesn't seem to add too much more burden to the workload. With this, and the additional new regulations, ELAP has seen a 25% decrease in the number of accredited labs in the state, mainly due to the additional costs that most laboratories have to incur.

Another big topic at the CWEA conference was possible emerging regulatory issues for surface water dischargers. The current ongoing concern is Polyfluorinated Substances (PFAS), which we have already been testing for since we got our new permit in 2021. There are no current regulations on PFAS, but the state is trying to preemptively look into the matter, "Pollution prevention rather than remediation." PFAS have been shown to injure the immune system if consumed in mass amounts. As far as the state has seen, PFAS has not currently been detected in discernible amounts. Commercial industry phase out of PFAS has already begun, and this has shown a decrease of PFAS in wastewater treatment plant effluents. Once the state is done analyzing PFAS, the next item that they are most likely going to study/monitor/regulate is microplastics.

The state water board is really trying to push water conservation, making it a way of life. They project that all of the water from the snowpack this year will be used up by 2050.

With all of these studies and assessments going on, laboratories have seen a 44.5 – 49.6% increase in fees from 2018-2022, which we have seen at SC-OR. There are still more increases set to come.

This conference was a great opportunity to hear about all of the current and upcoming news and changes in the water/wastewater community.

