

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on December 14, 2023**

Operations & Maintenance

There are no operational issues to report this month. We have fully prepared the plant and process for the winter/wet season.

Influent Pump Station

We have confirmation that our VFD's have shipped, and expect significant completion of the project by late January or early February

SC-OR's Future

I had a meeting with Loni Lind (Cal Water Manager -Oroville) and Tony Carrasco (Cal Water NorCal District Manager) about potential partnership on recycled water projects. We also discussed the requirements for (Cal Water) applying for a permit to discharge raw well water into the sewer system during well maintenance.

Funding

We were able to convince the county to submit our application for phase 1 of the upgrade separately and prior to the rest of the projects that are scheduled to receive funding through the Disaster Relief funds in order to get our project moving forward.

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

(Held at the Commission office on November 14, 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 Mastelotto and 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 Attorney Danielle Williams in for Attorney Jones.

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 October 24, 2023 ❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Commissioner Salvucci, the minutes of the October 24, 2023 regular meeting were unanimously approved.

6. Authorization of Warrants ❖

Commissioner Salvucci met with Manager Sturdevant and reviewed the warrants earlier: Warrants included check numbers 28463-28494 for a total amount of \$131,336.67 from October 25, 2023 to November 14, 2023, including Commissioner fees and electronic fund transfers. The warrants were ordered paid by consensus.

7. Fiscal Reports ❖

Manager Sturdevant stated that the fiscal reports for October were included in the packets. There was a change to the budgetary summary; when it was created, we did not have the PG&E invoice for the plant to accurately report the utilities. That invoice came in yesterday, and the report was updated, and each commissioner received an updated copy.

8. Closed Session ❖

The Commissioners adjourned to closed session at 5:02 pm. Meghan Wharton from Colantuono, Highsmith & Whatley's was in attendance. The closed session reconvened to open session at 5:14 pm. Chairman Taggart stated there was nothing to report.

9. Amendment No. 1 to Engineering Task Order No. 36 – Ruddy Creek Lift Station Design ❖

Manager Sturdevant said that with the purchasing of the property for the Ruddy Creek Lift Station Project, Jacob's is asking for an additional \$167,000 to complete the design project.

He talked with Dena today, and she had some minor concerns regarding the contract on the purchase of the property. He will have Attorney Jones make those changes, and we should have a signed contract very soon.

Commissioner Mastelotto asked if we had spoken with the County regarding doing a parcel map. Plant Supervisor Salsi said he had talked to a Butte County Senior Planner, who said because we are a public utility district we would be exempt from the Subdivision Map Act. Mikah is still going to meet with someone from Public Works to process our map, and will continue to work with them to determine what kind of environmental review we have to do for this project.

Manager Sturdevant said this property could be a good candidate for solar, with a battery system running it during the night. PG&E just emailed us stating we are getting another increase in our rates.

A motion was made by Vice-Chair Pittman, and seconded by Chairman Taggart to approve the amendment to Engineering Task Order No. 36 – Ruddy Creek Lift Station Design, for an amount not to exceed \$167,000. The motion passed by the following vote: Pittman – Yes, Taggart – Yes, Mastelotto – Yes.

10. Attorney's Report ❖

Attorney Danielle Williams said that there was nothing to report.

11. Manager's Report ❖

Manager Sturdevant stated there were no operational issues to report this month. Hauling of our sludge is completed, and we just received the results from our quarterly sampling with 100% survivability rate.

We have been told that the VFD for the influent pump station will ship on November 24th. Gateway received the letter from Attorney Jones, and it seems to have gotten the results we wanted. Hopefully we'll have the lift station up and running in December at full capacity.

Manager Sturdevant reported that he and Plant Supervisor Salsi attended the California Water Reuse Conference, and learned about the new regulatory requirements on recycled water and direct potable reuse. Four large Southern California water districts are dictating what everyone else must adhere to. Mikah had a good conversation with the gentleman that runs the recycled water funding program. We think that we can get one of those planning grants; it is a 50% grant, but may be worth our while to see what the feasibility of recycled water at SC-OR would be. As part of the LOAPUD project to study sewer in Palermo, their manager included purple pipe and a recycle project in that study. It looks like there will be some future mandates for recycled water in California and we will start to see water districts pop up that all they do is sell recycled water. There are already four in the state. They don't have an actual water source other than the back end of a wastewater treatment plant.

He also reported that we have hired an Operator-in-Training, who will start on November 27th.

12. Visitor Comments ♦

None

13. Commissioner and Staff Comments ♦

Commissioner Pittman reported there is more affordable housing coming into the city.

16 Adjournment ♦

There being no further business, the meeting was adjourned at 5:31 p.m. to the regular meeting scheduled for December 19, 2023 at 11:00 a.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

(Held at the Plant on December 5, 2023)

On December 5, 2023, a safety meeting was held, led by lead operator Mitchell Maxwell. The meeting was called to order at 2:55 p.m. In attendance were: Lead Operator Mitchell Maxwell, Plant Operators Joe Battaglia, Mike Klemm, Chris Wright, O-I-T Sam Nevers, Environmental Compliance Supervisor Kendra Morgan, Administrative Assistant Lauri Pittman, and Plant Supervisor Mikah Salsi,

Mitch assigned the following Vector training courses to all employees: "Driving Safely" and "Bloodborne Pathogens".

Mitchell reminded all employees about safe driving practices, especially in inclement weather, and to wear seatbelts and pay attention to the road when driving. He also said he was working on scheduling vaccinations, so that all who need them can get them.

Mitchell asked if there were any safety concerns or needs. There were none expressed.

The meeting was adjourned at 2:57 p.m.

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

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 11.30.2023	Balance of Funds Remaining	Time Left 58%
SALARIES & WAGES	997,600	99,579.73	371,044.65	626,555.35	63%
EMPLOYEE BENEFITS	717,922	16,944.13	404,401.07	313,520.93	44%
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	966.84	4,945.74	25,054.26	84%
INSURANCE	120,000	0.00	124,171.69	(4,171.69)	-3%
MEMBERSHIPS	10,000	0.00	1,078.84	8,921.16	89%
OFFICE EXPENSES	10,000	102.20	2,916.60	7,083.40	71%
OPERATING SUPPLIES	345,000	34,913.60	98,435.22	246,564.78	71%
PROFESSIONAL SERVICES	160,000	700.00	35,143.56	124,856.44	78%
PRINTING & PUBLICATIONS	3,000	0.00	847.00	2,153.00	72%
REPAIRS & MAINTENANCE	125,000	5,499.64	57,096.60	67,903.40	54%
BIOSOLIDS DISPOSAL	40,000	0.00	29,537.99	10,462.01	26%
MONITORING & COMPLIANCE	100,000	33,992.56	65,553.38	34,446.62	34%
TRAINING & MEETINGS	20,000	789.05	11,073.26	8,926.74	45%
UTILITIES	652,150	47,600.56	225,210.68	426,939.32	65%
TOTAL OPERATING	3,377,177	244,963.71	1,450,833.28	1,926,343.72	57%
Engineering Fees	0.00				
Legal Fees	0.00				
Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	700.00				
	<u>700.00</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Received	Received	Restricted	Restricted	Restricted	Restricted	Restricted
	This Month	Through 11.30.23	Unrestricted Funds	W.C.R.F. Funds	Capital Acct. Funds	Outlay Annl. Funds	M&O Fines&Pen. Funds
SERVICE CHARGES	0.00	303,937.86	303,937.86				
SEPTAGE DUMPERS	9,773.92	44,167.78	44,167.78				
EX. PEAK FLOWS	0.00	0.00					
EX. MO. FLOWS	0.00	0.00					
OTHER AGENCIES	2,560.00	151,539.16	151,539.16				
RFC CHARGES	0.00	19,914.00			19,914.00		
INTEREST	0.00	151,195.53	62,661.48	7,190.86	36,057.11	45,207.46	78.62
RCA (Regulatory & capital ac	0.00	565,930.00			565,930.00	0.00	
WCRF	0.00	38,483.24		38,483.24			
TOTALS	12,333.92	1,275,167.57	562,306.28	45,674.10	601,987.11	65,121.46	78.62

**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	7,078,012.35	7,660,430.64	7,503,478.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash - Restricted												
WCRF	812,806.77	812,806.77	804,905.67	843,388.91	843,388.91							
R&CA	4,000,212.02	4,000,212.02	4,036,269.13	4,602,199.13	4,602,199.13							
Cap. Outlay	5,098,836.17	5,084,730.57	4,760,575.28	4,638,504.57	4,637,295.32							
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00							
Fines&Pen	8,739.21	8,739.21	8,817.83	8,817.83	8,817.83							
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	17,895,179.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	38,578.92	1,333,339.74	45,178.39							
L.A.I.F. Account	16,233,805.81	17,198,805.81	16,950,001.34	16,720,001.34	17,850,001.34							
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	17,895,179.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
% of Funds Invested	93.11%	99.71%	99.77%	92.61%	99.75%							

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2024

BALANCE PER BANK

Ending Balance on Bank Statement	30-Nov-23	48,708.32
Less Outstanding Warrants		(3,529.93)
Equals Adjusted Bank Balance at	30-Nov-23	<u>45,178.39</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Nov-23	<u>1,333,339.74</u>
Deposits		13,333.92
Less Warrants Written		(1,235,346.63)
Less Net Payroll Warrants		(66,148.64)
Equals Adjusted Checkbook Balance	30-Nov-23	<u>45,178.39</u>



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

November 28, 2023

Subject: Progress Report – General Consulting, Upgrade Design, Ruddy Creek Pump Station

Dear Glen,

This progress report for engineering services related to General Consulting and Upgrade Design covers work performed from August 26th through October 27, 2023, and for Ruddy Creek Pump Station covers work performed from July 30 through October 27, 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
 - Review of options to reline existing storage ponds, development of draft cost estimates
 - On-going project management and administrative tasks
- TO 34 – WWTP Upgrade Final Design
 - Completion of draft revised cost estimate for Package 1, including revised SCADA components
- TO 36 – Ruddy Creek Lift Station Design
 - Developed new site orientation

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

December 19, 2023

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for November 2023. All dischargers and lines appear to be in compliance with their permits.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

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

