

Manager's Report

To the SC-OR Commissioners by Glen Sturdevant
on June 23, 2023

Operations & Maintenance

There were no major operational issues to report this month.

Possible Litigation

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

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

SC-OR staff broke down the cost to accept and treat septage from within the district; the cost of treatment has substantially increased since the last time the septage charge was adjusted. We are asking the board to approve \$192.41/1000 gallons, which is still significantly lower than the Neal Road Landfill charge of \$320.00/1000 gal.

Amendment to Board Policy #3110 – Expense Authorization

At the May 2023 meeting the board directed me to review policy 3110, and present an amendment of the policy at the June meeting. After consulting with Chairwoman Mastelotto, I am bringing the amended policy for review and adoption. It will double the *emergency* spending limits of the manager to \$50,000.00 without board approval, and \$100,000.00 with Chair or Vice-Chair approval.

CalPERS Contribution

We are asking the board to allow us to pre-pay our CalPERS unfunded accrued liability in a lump sum payment in the amount of \$200,722.00, pre-paying it saves the commission \$6,712.00, or 3.4%.

4/10 Schedule for Operations Personnel

We are asking the board to authorize a one-year trial period of the 4/10 schedule for the Operations personnel. We have amended 8 policies to include the 4/10 schedule. After the one-year trial period, I will report to the board any issues or problems we encountered, and give my recommendations on how to proceed.

Rate Study Performed by Bartle Wells Associates

I am presenting the findings of the rate study performed by Bartle Wells Associates, and requesting the board to authorize me to begin the prop 218 process in order to adopt the new rates.

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 still awaiting their response. We are in a holding pattern until we receive an answer.

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

(Held at the Commission office on May 23, 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 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. Commissioners Salvucci and Taggart were absent.

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 April 26, 2023❖

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and seconded by Chairwoman Mastelotto, the minutes of the April 26, 2023 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes Held on May 16, 2023❖

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and seconded by Chairwoman Mastelotto, the minutes of the May 16, 2023 employee safety meeting were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Taggart met with Manager Sturdevant and reviewed the warrants earlier. Commissioner Wristen made a motion to approve the payment of warrants 28119-28152 in the total amount of \$1,259,134.30 from April 27, 2023 to May 23, 2023, including Commissioner fees and electronic fund transfers. Chairwoman Mastelotto seconded the motion, and warrants were ordered paid.

8. Fiscal Reports ❖

Manager Sturdevant stated the fiscal reports for April 2023 were in the packets for review. Chairwoman Mastelotto had called and asked why the Monitoring and Compliance line item was in the red by 66%. He explained that the State increased the amount of testing required, and Neal Road Landfill requiring testing prior to hauling our sludge there.

9. Closed Session ❖

The Commissioners adjourned to closed session at 5:06 pm and reconvened to open session at 5:14 pm. Chairwoman Mastelotto stated that there was only information received in closed session, and no direction was given.

10. Update to Policy 3120 – Authorized Signatories for Funds. ❖

Manager Sturdevant explained that approximately a year and a half ago the board authorized the manager to have a spending limit of \$10,000 without board approval. At that time, we still had checks with the notation that two signatures were required if the amount was over \$5,000. He wanted to use those checks up prior to amending this policy. We have exhausted those checks, so we are amending policy 3120 to increase the spending limit to \$10,000 without board authorization.

Commissioner Wristen asked if we need to change the policy authorizing the manager to have the authority of emergency spending up to \$25,000 without board authorization. Attorney Ryan stated that he would recommend giving the manager approval to spend whatever is required in an emergency situation; it will have to come to the board for ratification regardless. Commissioner Wristen asked that policy be changed and brought back to the next board meeting for consideration.

A motion was made by Commissioner Pittman to approve the changes to Policy 3120, authorizing the increase of the spending limit for the manager to \$10,000 without board approval. The motion was seconded by Commissioner Thomson, and the motion passed by unanimous consensus.

11. Amendment to the Contract with Coleman Engineering for Additional Services During the Construction of the Primary Influent Pump Station ❖

Manager Sturdevant said, like everything else for this project, it is taking longer to complete. For Coleman to stay on site to finish the project they are asking for an additional \$65,000. They have already worked 10 months over the original completion date, and are just now asking for additional money to complete the project.

A motion was made by Commissioner Thomson to authorize amending the contract with Coleman Engineering for additional services during the construction of the Primary Influent Pump Station. The motion was seconded by Chairwoman Mastelotto, and passed by unanimous consensus.

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

Plant Supervisor Salsi explained that this amendment is to the grant agreement for the same reason we extended the contract funds for Coleman Engineering. We are past due on our initial agreement completion date for the grant funds on this project. This extends the date to September 1, 2023. We have billed to the grant all of the money we were awarded (\$3.7M). We have received approximately \$3.1M from the County. The additional \$600,000 will be paid once the project is finished. We just need to extend the timeline for this agreement.

A motion was made by Commissioner Pittman to amend the Subrecipient Agreement between the County of Butte and SC-OR for a Primary Influent Pump Station. The motion was seconded by Chairwoman Mastelotto, and passed by unanimous consensus.

13. Review and Evaluation of SC-OR Policy No. 7400 (Establishing Septage Processing Charge Reserve in Unrestricted Account and Yearly Review as a Part of Sewer Service Charge) ❖

Manager Sturdevant said this is our policy for the septage dumping fee. We put together a spreadsheet to show how we determined our proposed fee increase. Currently, in the yellow area, which is the district boundaries for our three JPA entities, the fee is \$73/1000 gallons. In the sphere of influence of these agencies, which is the blue area, we charge \$83/1000 gallons. These fees have not been adjusted in over a decade. Neal Road charges \$320/1000 gallons. After a conversation with Attorney Mark Mandel at the Jones Mayer offices, he informed me that we cannot charge two rates. It costs what it costs to treat septage, so we have to go with one rate. We broke it down by costs. The original study done in the 1990's, and EDU was \$4.00, and the cost to dump septage was \$17/1000 gals in the sphere of influence. We've had a 596% increase in sewer service fees, so we applied that same multiplication factor for a base rate of \$101.36/1000 gallons, and then we added in 12% of the costs of just dealing with septage (i.e., septage receiving station, flow equalization station, sludge pond improvements, maintenance of equipment, dumpster, etc.), so the rate we are recommending is \$192.41/1000 gallons, which only captures our costs. The community has been subsidizing the septic pumpers for quite some time.

A 218 hearing is not required because septic pumpers are not required to dump here, but we would like to send letters to the septic pumpers to give them the opportunity to speak on this at our June meeting. Commissioner Thomson asked what areas the septage is allowed from, to which Manager Sturdevant replied only from the sphere of influence of our JPA members. We want to avoid bootlegging, which has happened in the past because our prices are so low in comparison to Neal Road. This will be a 230% increase from what we charge now, so I'm sure the septic pumpers will want to comment on this increase. We will bring the increase to the next meeting for a vote.

14. Attorney's Report ❖

Attorney Ryan Jones said that he went to a conference for attorneys that represent local jurisdictions. There was a lot of good information and an update on the CEQA lawsuit. ARPA funds are allocated by the Federal Government, and they want to take some of those back. We don't receive those funds so it doesn't affect SC-OR.

15. Manager's Report ❖

Manager Sturdevant said the on the environment compliance report from Kendra Morgan was in the packet. We sent her to the CWEA conference last month and wrote on the highlights in her report.

We finished the contract for the Ruddy Creek property purchase. It has been given to the property owner, and we are awaiting her response. Commissioner Thomson asked what the long building by the pump station is. Manager Sturdevant said that it was not our building. Commissioner Pittman stated it was left over from the housing project.

Next month Manager Sturdevant will be giving the Commissioners his annual review. His contract is up for renewal September 30th, and he wants to give them plenty of time for review.

16. Visitor Comments ❖

None

17. Commissioner and Staff Comments ❖

Commissioner Pittman brought up finding a way to reduce any possible Brown Act violations with sub-committees. Attorney Jones said that even number boards are difficult, and maybe we could find an at-large member to make it a seven-member board. Attorney Jones will research this.

18. Adjournment ❖

There being no further business, the meeting was adjourned at 5:49 p.m. to the regular meeting scheduled for June 27, 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 June 2, 2023)

On Friday, June 2, 2023, a safety meeting was held at 2:23 p.m. In attendance were: Plant Manager Glen Sturdevant, Plant Supervisor Mikah Salsi, Lead Operator Mitch Maxwell, Plant Operators Joe Battaglia, Mike Klemm, Josh Sorenson and Mark Roach, and Administrative Assistant Lauri Pittman.

The subject of the meeting was eye safety. A video entitled "Eye Safety" was shown. It covered: Eye strain, particles & splash protection, UV-IR hazards, etc.

Mikah asked if there were any questions or needs for eye safety, such as safety glasses, or any other safety concerns. None were expressed.

The meeting was adjourned at 2:49 p.m.

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

DESCRIPTION	Adopted Budget 2022/23	Expended This Month	Expended Through 05.31.2023	Balance of Funds Remaining	Time Left 8%
SALARIES & WAGES	882,200	70,175.98	785,533.02	96,666.98	11%
EMPLOYEE BENEFITS	683,820	38,103.89	650,485.83	33,334.17	5%
COMMISSIONERS' FEES	43,200	3,600.00	39,000.00	4,200.00	10%
CMSNRS FICA & MEDICARE	3,305	275.40	2,983.50	321.50	10%
GAS, OIL & FUEL	30,000	3,181.00	16,660.09	13,339.91	44%
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	460.52	7,615.27	884.73	10%
OPERATING SUPPLIES	310,000	15,515.92	276,772.06	33,227.94	11%
PROFESSIONAL SERVICES	144,500	9,555.90	119,573.59	24,926.41	17%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	115,000	10,628.19	85,325.67	29,674.33	26%
BIOSOLIDS DISPOSAL	40,000	20,830.49	33,917.99	6,082.01	15%
MONITORING & COMPLIANCE	75,000	3,331.27	128,101.11	(53,101.11)	-71%
TRAINING & MEETINGS	16,000	867.33	7,535.18	8,464.82	53%
UTILITIES	550,000	33,884.02	570,132.50	(20,132.50)	-4%
TOTAL OPERATING	3,014,525	210,409.91	2,831,082.57	183,442.43	6%
Engineering Fees	6,005.90				
Legal Fees	0.00				
Auditing Fees	0.00				
Permits	3,550.00				
Miscellaneous	0.00				
	<u>9,555.90</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2022/2023

DESCRIPTION	Received This Month	Received Through 05.31.23	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	0.00	2,296,346.25	2,296,346.25			0.00		
SEPTAGE DUMPER: <small>(including gray water)</small>	11,719.48	108,393.15	108,393.15					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	8,037.30	8,037.30					
RFC CHARGES	13,276.00	610,696.00				610,696.00		
INTEREST	0.00	262,914.50	74,767.55	14,273.62	50,796.97	122,919.22	0.00	157.14
R&CA (Reg. & capite	0.00	960,290.25			960,290.25			
WCRF	0.00	58,452.45		58,452.45				
TOTALS	24,995.48	4,305,129.90	2,487,544.25	72,726.07	1,011,087.22	733,615.22	0.00	157.14

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2023

BALANCE PER BANK

Ending Balance on Bank Statement	31-May-23	48,358.77
Less Outstanding Warrants		(760.97)
Equals Adjusted Bank Balance at	31-May-23	<u>47,597.80</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-May-23	<u>983,040.96</u>
Deposits		345,519.89
Less Warrants Written		(1,233,884.63)
Less Net Payroll Warrants		(47,078.42)
Equals Adjusted Checkbook Balance	31-May-23	<u>47,597.80</u>

RESOLUTION 04-23

SEWERAGE COMMISSION – OROVILLE REGION

RESOLUTION ESTABLISHING SEPTAGE PROCESSING CHARGE RESERVE IN UNRESTRICTED ACCOUNT AND YEARLY REVIEW AS A PART OF SEWER SERVICE CHARGE

WHEREAS, the Sewerage Commission-Oroville Region has reviewed its financial projection as it applies to the unrestricted (M&O) fund; and

WHEREAS, the projections indicate that the monthly sewer service charge be set at \$23.85 per month for fiscal year 2023/2024; Resolution 05-21 adopted the \$23.85 monthly service charge; and

WHEREAS, this resolution will be reviewed and revised annually to reflect any changes pertinent to the septage processing charge.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The septage processing charge for septage from within the service area and the SC-OR sphere of influence, shall be \$192.41 per 1,000 US gallons.
2. 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.
4. The septage processing charges are to be paid directly to SC-OR by the licensed septic tank pumping contractor delivering the septage.
5. Resolutions 3-77, and 8-77 and Resolution 05-21 are hereby amended to reflect these upgrades in the SC-OR revenue program for fiscal year 2023/2024 only.

PASSED AND ADOPTED this 27th day of June 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:

Angie Mastelotto, Chairwoman

ATTEST:

Glen Sturdevant, Clerk

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Current Septage Processing Charges
ADOPTION DATE: 27 June 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 when necessary to reflect any changes pertinent to the septage processing charge.
4. The septage processing charge for septage from within the service area and the SC-OR sphere-of-influence shall be \$192.41 per 1,000 US gallons.
5. The septage processing charges are to be paid directly to SC-OR by the licensed septic tank pumping contractors delivering the septage.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Expense Authorization
ADOPTION DATE: 04 June 1984

NUMBER 3110
AMENDMENT DATE: 24 May 2022

1. All purchases made for the Commission shall be authorized by the Manager and shall be in conformance with the approved Commission budget.
2. Any commitment of Commission funds for a purchase or expense greater than \$10,000.00 shall first be submitted to the board for approval, or shall be in conformance with prior Board action and/or authorizations. The Manager will have a \$10,000 limit for necessary items to keep the plant running smoothly and safely, but in the case of an emergency, as determined by the Manager in his sole discretion, that limit shall be increased to \$50,000. In the case of an emergency, and with approval of the Chair or Vice-Chair, the Manager's limit shall be increased to \$100,000.
3. A petty cash fund shall be maintained in the Commission office having a balance-on-hand maximum of \$250.00.
 - a. Petty cash may be advanced to commission employees or commissioners upon their request, and with the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to Commission business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Administrative Assistant, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$250.00.
 - b. No personal checks shall be cashed from the petty cash fund.
 - c. The petty cash fund shall be included in the Commission's annual independent accounting audit.
 - d. Prior to paying bills each month, a determination shall be made as to whether the petty cash needs to be reimbursed from the general fund.
 - 1.) Prepare expenditure request, charging expenditures to proper accounts, and attach receipts.
 - 2.) Make check payable to "Petty Cash", description is petty cash. Manager or Administrative Assistant may cash check.
 - e. Whenever employees or Commissioners incur out-of-pocket expenses for item(s) or service(s) appropriately relating to Commission business as verified by valid receipts, said expended cash shall be reimbursed upon request from the petty cash fund. In those instances where a receipt is not obtainable, the requested reimbursement shall be approved by the Manager/Superintendent.

Required Contributions

Required Employer Contributions	Fiscal Year 2023-24
Employer Normal Cost Rate	14.06%
<i>Plus</i>	
Required Payment on Amortization Bases¹	\$207,434
<i>Paid either as</i>	
1) Monthly Payment	\$17,286.17
<i>Or</i>	
2) Annual Prepayment Option*	\$200,722
<i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i>	
<i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i>	

	Fiscal Year 2022-23	Fiscal Year 2023-24
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	19.55%	21.30%
Surcharge for Class 1 Benefits ²		
a) FAC 1	0.62%	0.72%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	20.17%	22.02%
Formula's Expected Employee Contribution Rate	7.96%	7.96%
Employer Normal Cost Rate	12.21%	14.06%

- ¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 29, 2022.
- ² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.
- ³ The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.



Options to Pay the UAL Lump-Sum

June 19, 2023

Circular Letter: 200-032-23

Distribution: VI

To: All Contracting Public Agencies

Purpose

The purpose of this Circular Letter is to announce the July 2023 receivables window to make a lump-sum prepayment of your required monthly unfunded accrued liability (UAL) and instructions on accepted payment methods.

Save 3.4% Interest by Prepaying Annual UAL in July

We want to make sure you are aware of this cost-saving payment option available to all CalPERS contracting agencies. If you make a lump-sum prepayment of your annual UAL in July, we will discount your annual payment by 3.4% interest. When your contributions are invested early in the fiscal year it may provide a greater potential of maximizing investment returns throughout the remainder of the year. Last year, nearly 80% of contracting agencies made a UAL lump-sum prepayment. We want to make sure you are aware of this payment option. **This incentive is exclusive to the month of July.**

Find Your Prepayment Amount

There are two ways to find your lump-sum prepayment amount. You can view your agency's most recent actuarial valuation report on the CalPERS website. The annual UAL prepayment amount is found on page 4 under required contributions, or you can contact your assigned actuary.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Hours of Work and Rest Periods
ADOPTION DATE: 01 July 1977

NUMBER 2100
AMENDMENT DATE: 25 March 2015
AMENDMENT DATE: 27 June 2023

1. **Regular Hours:** The regular hours of work each day shall be consecutive except for interruptions for lunch periods.

2. Operational staff will work a 4/10 schedule, typically scheduled between the hours of 6:00am and 6:00pm for a 10.5 hour shift. Schedules will vary to meet the operational needs of SC-OR. Office and laboratory staff will typically work a 5/8 schedule, from 7:30am to 4:00pm, for an 8.5 hour shift.

Employees are required to be at their desks and ready to work at the scheduled starting time. To accommodate emergency and/or special work assignments, working hours of all personnel may be adjusted as approved by the Manager.

The work week begins on Monday at 12:01 A.M. and ends the following Sunday at midnight. The workday begins at 12:01 a.m. and ends at midnight.

Employees shall be scheduled to work regular work shifts having regular starting and quitting times. Work schedules showing shifts and workdays shall be posted. SC-OR may make temporary assignments to different or additional locations, shifts or duties for the purpose of meeting an emergency or for special work assignments. To the extent possible, employees working 5/8 schedule will be scheduled to work five consecutive days, eight hours per shift, followed by two days off, and employees working a 4/10 schedule will be scheduled to work four consecutive days, ten hours per shift, followed by three days off.

3. **Rest and Meal Periods:** All employee work schedules shall provide for a fifteen-minute rest period during each one-half shift. Rest periods shall be scheduled at the middle of each one-half shift, whenever possible. All employees shall be granted a thirty-minute lunch period during each work shift. Whenever possible, meal periods shall be scheduled in the middle of the shift. Normally, employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time. Employees are responsible for making sure they take their breaks and meal period.

4. **Clean-up Periods:** This is a thirty-minute period set aside at the end of each shift for the exact purpose of cleaning up.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Holidays
ADOPTION DATE: 01 July 1977

NUMBER 2200
AMENDMENT DATE: 27 June 2023

1. List of Holidays: The following days shall be recognized and observed as paid holidays:

a.	New Year's Day	1st of January
b.	Martin Luther King Day	3rd Monday in January
c.	Lincoln's Birthday	12th of February
d.	Washington's Birthday	3rd Monday in February
e.	Memorial Day	Last Monday in May
f.	Independence Day	4th of July
g.	Labor Day	1st Monday in September
h.	Admission Day	9th of September
i.	Columbus Day	2nd Monday in October
j.	Veterans' Day	11th of November
k.	Thanksgiving Day	4th Thursday in November
l.	Thanksgiving Friday	Day after Thanksgiving
m.	Christmas Day	25th of December
n.	One Floating Holiday	Each Calendar Year, with Manager's Approval

2. Holiday Pay: Eligible employees shall receive one day's pay for each of the holidays listed above on which they perform no work.

3. Weekend Holidays for 5/8 employees: Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday the succeeding Monday shall be observed as the holiday.

Holidays for 4/10 employees during scheduled days off: Whenever a holiday falls on an eligible employees scheduled day off, the nearest workday shall be observed as the holiday.

4. Holiday During Leave: Should an employee be on authorized leave with pay when a holiday occurs, such a holiday shall not be charged against such leave.

5. Holiday Worked: If an employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half his/her regular rate of pay.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Compensatory Time Off
ADOPTION DATE:

NUMBER 2320

- Purpose:** The purpose of this policy is to establish guidelines for the use of compensatory time off (CTO) for eligible employees. CTO is intended to provide employees with flexibility in managing their work and personal lives while ensuring that the organization's operational needs are met.
- Eligibility:** CTO is available to all full-time employees
- Accrual:** Eligible employees may elect to have the monetary value of the overtime assigned to an individual account of CTO at the rate of one and one half (1-1/2) hours for every hour of overtime worked. CTO accruals will be recorded in the organization's timekeeping system.
- Usage:** Employees are encouraged to schedule their CTO well in advance. Employees shall be permitted to choose either a split or utilize their entire CTO account with approval from the manager. Whenever possible, consistent with the needs of the Commission, employees shall have the right to determine usage times. Employees occupying positions which require, in the opinion of their supervisors, their presence on the job during certain periods of the year for the efficiency of the operations, will not be permitted to take CTO during those periods. CTO, in the absence of unusual circumstances, will be scheduled so that at least one employee with comparable certification and skills shall be present at the time that another employee is taking CTO. A *Time-Off Request Form* must be submitted and approved by the manager prior to time off being taken. If the employee is denied the ability to use CTO upon request, the employee may elect to cash out the equivalent amount of CTO that was denied by the employee's manager. CTO may also be cashed out during any given pay period with approval from the manager.
- Restrictions:** All overtime during the probationary period shall be paid at regular overtime rate.
- Accumulation:** A maximum accumulation of 40 hours is allowed in each eligible employee's CTO account. Once the employee has accumulated the maximum, all further overtime will be paid at the regular overtime rate. After the employee has utilized CTO and reduced the accumulation below the maximum, eligible employees shall be able to elect to accrue again.
- Termination of Employment:** Upon termination of employment, payment shall be made for any allowable accrued CTO time.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Supervisory Leave
ADOPTION DATE: 27 June 2023

NUMBER 2330

- Purpose:** The purpose of this policy is to establish guidelines for the use of supervisory leave for eligible employees. Supervisory leave is given in lieu of standby pay for supervisors and is intended to provide employees with flexibility in managing their work and personal lives while ensuring that the organization's operational needs are met.
- Eligibility:** Supervisory leave is available to all administrative full-time employees who are on standby after hours
- Accrual:** Supervisory leave will be assigned to the eligible employee annually on May 1st
- Usage:** Employees are encouraged to schedule their supervisory leave well in advance. Employees shall be permitted to choose either a split or utilizing their entire supervisory leave account with approval from the manager. Whenever possible, consistent with the needs of the Commission, employees shall have the right to determine usage times. Employees occupying positions which require, in the opinion of their supervisors, their presence on the job during certain periods of the year for the efficiency of the operations, will not be permitted to take supervisory leave during those periods. Supervisory leave, in the absence of unusual circumstances, will be scheduled so that at least one employee with comparable certification and skills shall be present at the time that another employee is taking supervisory leave. A *Time-Off Request Form* must be submitted and approved by the manager prior to time off being taken.
- Accumulation:** 40 hours will be given annually to all supervisors required to be on after-hours standby.
- Termination of Employment:** Upon termination of employment, payment shall be made for any supervisory leave on the books.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Wages, Pay Periods and Paychecks
ADOPTION DATE: 01 July 1977

NUMBER 2700
AMENDMENT DATE: 25 March 2015
AMENDMENT DATE: 27 June 2023

1. **Pay Periods and Paychecks:** The salaries and wages of the employees shall be paid bi-weekly, according to the schedule prepared by the Fiscal Officer. Paychecks are normally available by 12:00 p.m. every other Tuesday in the main office for actual paychecks, and direct deposit paychecks are generally deposited in an employee's designated personal account(s) every other Wednesday. In the case of a pay period falling on a Monday holiday, direct deposit checks will be deposited into the employee's designated account(s) on the following Thursday. In the case of a holiday falling on a payday Tuesday, actual paychecks will be available by 12:00 p.m. on the following Wednesday in the main office.

2. **Paycheck Direct Deposit:** SC-OR offers automatic payroll deposits for employees. You may begin and stop automatic payroll deposits at any time. To begin automatic payroll deposits, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposits, complete the form available from the payroll department and return it to payroll at least 1 working day before the payday for which you would like the service to end.

3. **Timecards:** It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require SC-OR to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties. It is also the employee's responsibility to sign his/her timecard certifying the accuracy of all time records.

4. **Call-outs:** Any employee called in to work outside his/her regular shift shall be paid for a minimum of two hours at overtime rates.

5. **Overtime:** Overtime shall be compensated at the rate of time and one-half for all authorized hours actually worked in excess of forty (40) hours in a seven (7) day work period. The Commission shall maintain the right to establish the "FLSA workweek" for purposes of determining overtime. The utilization of vacation, paid injury, sick leave, holiday, compensatory time off, and other forms of leave shall not be considered as time worked for overtime purposes. Overtime shall be calculated in one quarter hour increments. Earned overtime shall be paid in the regular biweekly payroll; provided, however, that the member may elect to have the monetary value of the overtime assigned to an individual account of compensatory time off (CTO) duty with a maximum accumulation of 40 hours.

6. **Wage Garnishments:** A garnishment is a legal levy by a creditor against an employee's pay. SC-OR expects all employees to manage their personal finances so as not to involve SC-OR. All garnishments and other attachment orders that are required by law will be honored. An employee who suspects this may happen to him/her should review the situation with the Manager.

7. **Payroll Deductions:** SC-OR is required by state and/or federal law to withhold a portion of an employee's pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions include, but are not limited to, the following items:

- a. Federal Income Tax
- b. State Income Tax
- c. Medicare Deduction
- d. Employee's contribution to Social Security
- e. Court ordered deductions (such as garnishments) and tax liens

Additionally, employees may authorize certain deductions to be made from their paychecks for reasons such as participation in a Flexible Spending Account. Certain employees or all employees may be required at a future date to contribute all or a part of their employee portion to their CalPERS retirement account.

8. **Mileage Pay:** Whenever an employee is required to use his or her own personal vehicle, in performance of Commission work, other than normal reporting to and from work, he or she shall be paid at the rate stated in the Internal Revenue Guidelines currently in effect.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: After Hours Standby Policy (Operators)

NUMBER 2711

ADOPTION DATE: 26 January 2005

AMENDMENT DATE: 26 August 2009

AMENDMENT DATE: 27 April 2016

AMENDMENT DATE: 27 March 2019

AMENDMENT DATE: 27 June 2023

1. The Sewerage Commission – Oroville Region (SC-OR) operates a 6.5 million gallons-per-day wastewater treatment plant.
2. The SC-OR plant operates 24 hours per day, 365 days per year; but is only staffed 10.5 hours per day. Operational staff's schedules may vary seasonally, but will typically be for 10.5hrs between 6:00am and 6:00pm
3. To comply with state and federal mandates, and to reduce the liabilities that SC-OR may be exposed to concerning the possible failure of the plant processes or mechanics, or any unknown needs of the Commission, a timely response to call-outs outside the normal operating hours must be addressed to provide the maximum protection for SC-OR.
4. All Operations and Maintenance (O&M) employees will be required to participate in a rotating schedule during which a designated employee will be required to remain in the SC-OR immediate response area in order to make immediate response to any after-hours call-outs. Plant supervisors and lead operators may fill this position only when needed.
5. The SC-OR immediate response area will be defined for this policy as the area that is within 30 minutes of the SC-OR treatment plant.
6. On-call employees are provided with a mobile cellular phone. The on-call employee will be required to keep the cell phone in his/her possession at all times after normal work hours. Notification for after-hours emergencies will be made by normal call-out procedures utilizing a contract alarm monitoring company, verbally by any SC-OR supervisor, or by any other employee requiring assistance for plant emergencies.
7. When an employee is on-call, he/she will be free to utilize his/her time as desired, but must remain within cell phone coverage area and no further than 30 minutes travel time from the SC-OR treatment plant.

8. An employee in on-call status shall abstain from any drug or alcohol use during such status. For the purpose of applying this policy, being under the influence of any drugs, alcohol, and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substance in one's body.

9. All O&M employees that are not on a designated call-out status will still be required to have a SC-OR cell phone and respond to any call-outs for which assistance is needed for any reason. This will be done per the requirements of SC-OR Policy No. 2710.

10. Plant supervisory personnel may elect to have more than one employee on required standby for circumstances that require the need for additional coverage.

Scheduling:

1. The plant supervisor or his designee will perform the scheduling for the on-call periods.

2. All designated on-call employees will be expected to fulfill the time for which they have been scheduled. In the event that they are unable to complete the scheduled time they will make all efforts to contact a supervisor or, in the absence of a supervisor, a fellow plant operator to assume the duties of being on-call.

3. On-call employees may make adjustments in their schedule only after a supervisor has made the necessary arrangements for the transfer of duties to another O&M personnel. Each employee is expected to fulfill his/her obligation for the time that he/she is scheduled.

Compensation:

1. Each employee required to be on mandatory standby will be compensated for the 24-hour period for which he/she has been designated.

2. In the case that an employee cannot fulfill the entire 24-hour period, then said employee will forfeit the compensation for the entire 24-hour period and it will be given to the alternate on-call employee.

3. Compensation for after-hours on-call duty will be \$15.00 per day (24 hours).

4. All call-outs will be paid overtime in accordance with Board Policy No. 2700 however, the employee may elect to have the monetary value of the overtime assigned to an individual account of compensatory time off duty (CTO) with a maximum accumulation of 40 hours. Overtime will begin when the employee leaves their location to respond to a call-out, and shall go directly to the plant from that location. Overtime ends when the employee leaves the plant premises after responding to said call-out.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: After Hours Standby Policy (Supervisors)

NUMBER 2712

ADOPTION DATE: 26 January 2005

AMENDMENT DATE: 26 August 2009

AMENDMENT DATE: 27 March 2019

AMENDMENT DATE: 27 June 2023

1. The Sewerage Commission – Oroville Region (SC-OR) operates a 6.5 million gallons-per-day wastewater treatment plant.
2. The SC-OR plant operates 24 hours per day, 365 days per year; but is only staffed 10.5 hours per day. Operational staff's schedules may vary seasonally, but will typically be for 10.5hrs between 6:00am and 6:00pm.
3. To comply with state and federal mandates, and to reduce the liabilities that SC-OR may be exposed to concerning the possible failure of plant processes or mechanics, or any unknown needs of the Commission, a timely response to callouts outside normal operating hours consisting of nights, weekends and holidays must be addressed to provide the maximum protection for SC-OR.
4. All Operation and Maintenance (O&M) supervisory employees will be required to participate in a rotating schedule in which a designated employee will be required to remain in the SC-OR immediate response area to make immediate response to any after hours, weekend, and holiday call-outs.
5. The SC-OR immediate response area will be defined for this policy as the area that is within 30 minutes of the SC-OR treatment plant.
6. On-call employees are provided a mobile cellular phone. The on-call employee will be required to keep the phone in his/her possession at all times after normal work hours. Notification for after-hours emergencies will be made by normal call-out procedures utilizing a contract alarm monitoring company, verbally by any SC-OR personnel, or by outside agencies requiring assistance for emergencies.
7. When an employee is on-call, he/she will be free to utilize his/her time as desired, but must remain within the cell phone coverage area and no farther than 30 minutes travel time to the SC-OR treatment plant.

8. An employee in on-call status shall abstain from any drug or alcohol use during such status. For the purpose of applying this policy, being under the influence of any drugs, alcohol, and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substance in one's body.

9. All O&M supervisory employees that are not on designated call-out status will still be required to have SC-OR cell phones and respond to any call-outs for which assistance is needed for any reason. This will be done per the requirements of SC-OR Policy No. 2710.

10. The plant manager may elect to have more than one supervisory employee on required standby for circumstances that require the need for additional coverage.

Scheduling:

1. The plant manager will approve of all scheduling of the supervisor's on-call rotation schedule.

2. All designated on-call supervisory employees will be expected to fulfill the time for which they have been scheduled. In the event that they are unable to complete the scheduled time, then they will make every effort to contact the plant manager or other supervisory personnel so the after-hours coverage can be maintained at all times.

3. On-call supervisory employees may make adjustments in their schedule only after the plant manager has made the necessary arrangements for the transfer of duties to another supervisory personnel. Each employee is expected to fulfill his/her obligation for the time that he/she is scheduled.

Compensation:

1. Each supervisory employee required to be on mandatory standby will be compensated at the rate of 40 hours of supervisory leave annually.

2. Supervisory Leave: Supervisory leave will be assigned to the employee annually on May 1st, with a maximum accumulation of 80 hours, and may be used in the same manner as current vacation time, in intervals of ¼ hour, with the approval of the manager.

3. All call-outs will be paid overtime in accordance with Board Policy No. 2700, however, the employee may elect to have the monetary value of the overtime assigned to an individual account of compensatory time off duty (CTO) with a maximum cap of 40 hours. Overtime will begin when the employee leaves their location to respond to a callout, and shall go directly to the plant from that location. Overtime ends when the employee leaves the plant premises after responding to said callout.

4. No additional supervisory leave will be granted in the event that the supervisory employee performs additional coverage as required by the needs of the Commission.

BOARD POLICY

Sewerage Commission – Oroville Region

TITLE: Operation and Maintenance Personnel Response Requirements

Adoption Date: 23 October 2002

NUMBER 2715

ADMENDMENT DATE: 27 June 2023

1. The Sewerage Commission – Oroville Region (SC-OR) operates a 6.5 million gallons per day wastewater treatment plant.
2. The SC-OR plant operates 24 hour per day, 365 days per year; but is only staffed for 10.5 hours per day, typically scheduled between the hours of 6:00 am and 6:00pm.
- 3 To reduce the liabilities that SC-OR may be exposed to concerning the possible failure of the plant process or mechanics, a timely response to call-outs outside normal operating hours must be addressed.
4. All SC-OR Operations and Maintenance (O&M) personnel are to respond to after hours call-outs in accordance to Policy No. 2710.
- 5 The SC-OR Board of Commissioners finds it necessary that all O&M employees will be required to live within a thirty (30) minute response time of the SC-OR treatment plant.

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

June 27, 2023

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for May 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 in the final steps of their discharge application process. I am just putting the final touches on writing up their permit. Once approved by the managers from both SC-OR and GPI, then their permit will become effective, beginning July 1, 2023.

We are also still in contact with Recology about a potential discharge permit. They are currently in the process of filling out an Industrial Discharge Permit application and performing additional sample testing, as per the engineer's request for data.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

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

Sewerage Commission - Oroville Region

Monthly Flows Report - May-23

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
SC-OR Plant Total	79.104	2.637	6.20	5/28/2023
Lake Oroville Area P.U.D.	22.747	0.758	1.30	5/6/2023
* Thermalito Water and Sewer	/	/	/	/
* City of Oroville	/	/	/	/

Septage Pumpers 0.1376 Million Gallons/Month

Monthly Rainfall .43 Total Inches/Month

* METER NOT FUNCTIONING PROPERLY, THEREFORE, THERE ARE NO READINGS FOR TWSD OR CITY.