

# Manager's Report

To the SC-OR Commissioners by Glen Sturdevant  
on January 23, 2025

## Operations & Maintenance

There were no operational issues this month. We pulled and delivered our quarterly samples.

## Bridge Pipeline

As most of you are aware, on April 8, 2022 we had a broken sewer force main on the Highway 162 bridge, and are in the process of determining the best approach to inspect that line. We have slowed the pace on this approach because we have a study being done on the process to add the Golden Feather Mobile Home Park to TWSD's and SC-OR's system. We are hoping to include an inspection of the condition of the force main into the planning phase of that study so SC-OR doesn't have to bear the cost. Once we know whether that will work or not, we will have a recommendation on which type of inspection will be most beneficial.

## Solar Plan

As we determine a plan to lower our PG&E annual costs, we have had multiple meetings with solar companies, as well as PG&E, to determine the best plan of action moving forward. We have learned some valuable information, and believe we will have a recommended approach to present at the February board meeting.

## Cyber Security Grant Funding

SC-OR applied for and was awarded a cyber security grant in the amount of \$78,807.00 from CAL-OES. We will be purchasing a new server and CPU stations with this grant money. This is great news because, with the upgrade to the plant SCADA, we will be required to purchase a new server in order to keep the operations and the confidential information separate.

## Entities

- *TWSD*

RCPS is past the 60% design phase; SC-OR staff is working with Jacobs Engineering and PG&E on the electrical supply from the grid.

- ***City of Oroville***

RCPS is past the 60% design phase; SC-OR staff is working with Jacobs Engineering and PG&E on the electrical supply from the grid.

At the request of Commissioner Thomson, we partnered with the city to inspect our lines on Oro Dam Blvd ahead of work being done by CalTrans; the inspection came back good.

- ***LOAPUD***

SC-OR staff is working with LOAPUD staff on a new development.

Duke Sherwood Contracting will soon begin the east interceptor construction project.

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

(Held at the Commission office on December 17, 2024 at 11:00 a.m.)

## 1. Call to Order ❖

Chairman Pittman called the meeting to order at 11:00 a.m.

## 2. Roll Call ❖

Commissioners present were Commissioners Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, Pittman from the City of Oroville, Koch and Clark from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant, Plant Supervisor Salsi; and attorney Ryan Jones. Commissioner Thomson arrived late at 11:13.

## 3. Salute to the Flag ❖

Commissioner Koch 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 November 20, 2024 ❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Commissioner Salvucci, the minutes of the November 20, 2024 regular meeting were unanimously approved.

## 6. Authorization of Warrants ❖

Commissioner Clark met with Manager Sturdevant and reviewed the warrants earlier, and having found everything to be in order made a motion for their approval. The motion was seconded by Vice-Chair Mastelotto. Warrants 30095-30139 in the total amount of \$523,827.49, including employee paychecks, commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

## 7. Fiscal Reports ❖

Manager Sturdevant stated the November fiscal reports were included in the packets. There were no questions asked and nothing further to report.

## **8. After-Hours Standby Policy (Supervisors) No. 2712 ❖**

Manager Sturdevant said that upon the request by the Commission to review the on-call policies and to bring back to a future meeting with recommendations, he is bringing the After-Hours Standby Policy (Supervisors), No. 2712 for consideration. He is recommending the same that was given to the operators in the last meeting of one hour of straight time per day on-call. This would add approximately \$20,000 per year to our payroll budget. They currently receive one week of administrative leave for being on-call, which would be eliminated, although he would like to continue to offer that to Plant Supervisor Salsi in lieu of the compensated overtime he receives for the overtime he works by coming to the board meetings. We can make coming to the meetings a requirement in his job description, as it is not currently a requirement, and in return he will receive one week of administrative leave.

Commissioner Koch felt that giving Mikah compensated time off is sufficient for coming to meetings, as he can accrue the compensated time off to use as paid time off.

A motion was made by Commissioner Salvucci to adopt the amended After-Hours Standby Policy (Supervisors) No. 2712. The motion was seconded by Commissioner Mastelotto, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Koch – Yes.

## **9. Resolution 09-24 – A Resolution Maintaining Healthcare Benefits and Establishing Additional Funding to the Healthcare Reimbursement Arrangement ❖**

Commissioner Koch recused himself from this item, as he is covered under the SC-OR insurance benefits.

Manager Sturdevant said the City of Oroville changed their insurance policy and we are no longer able to piggyback with them for health insurance. We have not been able to find a gap health insurance policy similar that we had with the City. We determined a good replacement for that would be to add \$1,500 per employee to their Healthcare Reimbursement Arrangement accounts per calendar year. There will be a \$3,249 increase if all of the HRA monies were to be used by each employee. The caveat is that most employees do not use all or much of their allotted monies. He believes it will actually save SC-OR money.

A motion was made by Commissioner Salvucci to authorize increasing the HRA by an additional \$1,500 per employee per year. The motion was seconded by Commissioner Clark, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Clark – Yes.

**10. Resolution 11-24 – A Resolution to Accept Certain Wastewater from Out-of-Service-Area Septage Pumpers, and Revised Policy 3205 (Septage Dumper Requirements) ♦**

Manager Sturdevant introduced this item by stating that Neal Road's septage facility has been out-of-service. We do not know if it is back in service. A resolution was adopted in the past that states we can accept out-of-area gray water from fire camps or during other emergency situations. This might be an opportunity for SC-OR to help the community if there is no place for septage pumpers to dump their trucks, and if people are unable to get their septic tanks pumped due to no place to take the septage. We are asking for permission to give the manager's the discretion to accept outside septage during certain events that may cause public health issues. If we are to take outside septage, the pumpers will have to follow the same SOP protocols that our current pumpers have to follow, and will have to fill out an application, have appropriate insurance, etc.

Along a similar line, there is an opportunity for SC-OR to make some revenue from Paradise's septage facility because they just had a change in their plans to bring their wastewater to Chico. Neal Road would like to get out of the septage business, so SC-OR could offer dumping services to Paradise and have another revenue stream. This is something for future consideration, but he wanted to bring it to their attention.

Commissioner Koch said that the reason SC-OR accepts septage from the greater Oroville Area is that when the founding fathers put SC-OR together they realized that not everyone was sewered, so they made a provision for septic tanks to be pumped and the septage brought here. The way he looks at Paradise bringing septage here is that if they can remove the rocks, gravel and rags, then SC-OR is just treating liquid, and that is easy. They will have to install a screening system to remove those before we would allow them to bring it to our plant.

Commissioner Thomson asked if there was an estimate of how much water Paradise would need to bring to SC-OR. Manager Sturdevant said he had no idea. Commissioner Thomson said maybe he could find something out and bring back update an in six months.

Commissioner Mastelotto asked if Manager Sturdevant had the authorization to make a commonsense decision prior to a board meeting, and just reach out to the Chairman to get an okay? Manager Sturdevant said he did not, which is why he is bringing this resolution for consideration. He said if needed he would have called a special meeting, but this resolution would eliminate that need in the future. Commissioner Koch said that Manager Sturdevant knows the plant and would not allow something that could harm the plant to be brought in. SC-or has had issues where school septage systems have failed, and we could not allow kids to walk through septage, so we allowed their septage to be brought into the plant.

A motion was made by Commissioner Salvucci to adopt Resolution 11-24 – A Resolution to Accept Certain Wastewater from Out-of-Service-Area Septage Pumpers, and Revised Policy 3205 (Septage Dumper Requirements) The motion was seconded by Commissioner Clark, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Koch – Yes.

## 11. Attorney's Report ❖

Attorney Ryan Jones stated that he had reviewed the resolution and policies that were just past and they looked good. He said he and staff coordinate before the meeting and he provides edits as necessary.

The update on the litigation is that a judge has been assigned; he is Judge Benson from Butte County Superior Court. The Colantuono firm feels good about that litigation. They did add a new attorney to help on this case, as another of the attorneys that was working on it moved out of the country. Next month we will have a closed session to update the board on the progress of the litigation.

## 13. Manager's Report ❖

Manager Sturdevant reported on the latest storm event stating we took in 22M gallons in one day. The reason that the flows report shows red for the City and LOAPUD is because we had a 12' X 2" diameter root ball that came down the LOAPUD line and got lodged in the Parshall flume and backed it up. The City does not have a flow meter, so we take the total flows and subtract TWSD's and LOAPUD's flows to get the City's total. Obviously, with an inaccurate number from LOAPUD, we could not get an accurate number for the City.

**City of Oroville:** Manager Sturdevant and Plant Supervisor Salsi attending a Bluebeam software demo at the City. Bluebeam is an Adobe program that is used to upload development plans that each entity who are linked to the software can make comments during the planning stages on developments, and stamp them as approved by their agency. He asked the City to be included in this process so that we can see the development that is coming into the City and be certain we get the necessary studies done and proper fees paid to us.

He and Mikah attended the LAFCO meeting, and assured them that with access to this Bluebeam software and the City's developments, we can close the deficiencies that exist between our agencies. Steve Lucas of LAFCO said he has never seen the cooperation as good between the JPA members in all of his time at LAFCO than he sees it now.

**TWSD:** During the first part of the storm one of our operators noticed that we got real muddy influent. We sent emails to the other three entity crews to search for where this mud was coming into the system. Within a half hour TWSD had found it and got it closed. A developer had opened a manhole to drain their property.

## 14. Visitor Comments ❖

None

## **15. Commissioner and Staff Comments ❖**

All commissioners wished one another a Merry Christmas. Commissioner Mastelotto said she noticed that the City was cleaning out the drains in front of City Hall which was a good thing. Chairman Pittman said that the Feather River Recovery Alliance Group and Seduko have gotten the Army Corps of Engineers to commit to doing a full inspection of the levee in Oroville. This is a big deal. We're hoping that if they find anything we will be in consideration for a grant to do repairs

Manager Sturdevant mentioned that this coming Thursday we will open the bids submitted for the Upgrade Project, Phase 1. There is potential for a special meeting once those have been opened. The Commission will need to consider the bid alternatives, how much money we are comfortable spending, etc.

Commissioner Salvucci asked for an update on Ruddy Creek. Manager Sturdevant said it is at 60% of design, so it is moving forward.

## **16. Adjournment ❖**

There being no further business, the meeting was adjourned at 11:45 a.m. to the regular meeting scheduled for Tuesday, January 28, 2025 at 5:00 a.m.

Respectfully submitted,

GLEN E. STURDEVANT, CLERK

**SEWERAGE COMMISSION - OROVILLE REGION**  
**BUDGETARY SUMMARY - FISCAL YEAR 2024/2025**

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 12.31.204	Balance of Funds Remaining	Time Left 50%
<b>SALARIES &amp; WAGES</b>	<b>1,063,500</b>	79,210.65	492,414.49	571,085.51	54%
<b>EMPLOYEE BENEFITS</b>	<b>805,978</b>	16,610.00	489,559.51	316,418.49	39%
<b>COMMISSIONERS' FEES</b>	<b>43,200</b>	3,600.00	21,600.00	21,600.00	50%
<b>CMSNRS FICA &amp; MEDICARE</b>	<b>3,305</b>	275.40	1,652.40	1,652.60	50%
<b>GAS, OIL &amp; FUEL</b>	<b>30,000</b>	617.85	17,141.33	12,858.67	43%
<b>INSURANCE</b>	<b>145,000</b>	0.00	138,126.91	6,873.09	5%
<b>MEMBERSHIPS</b>	<b>12,000</b>	9,654.00	9,893.00	2,107.00	18%
<b>OFFICE EXPENSES</b>	<b>10,000</b>	608.49	5,753.33	4,246.67	42%
<b>OPERATING SUPPLIES</b>	<b>345,000</b>	32,286.68	96,100.65	248,899.35	72%
<b>PROFESSIONAL SERVICES</b>	<b>176,000</b>	72,977.62	112,775.93	63,224.07	36%
<b>PRINTING &amp; PUBLICATIONS</b>	<b>3,000</b>	0.00	0.00	3,000.00	100%
<b>REPAIRS &amp; MAINTENANCE</b>	<b>135,000</b>	10,299.50	94,918.59	40,081.41	30%
<b>BIOSOLIDS DISPOSAL</b>	<b>30,000</b>	0.00	12,750.00	17,250.00	58%
<b>MONITORING &amp; COMPLIANCE</b>	<b>110,000</b>	3,674.46	39,738.74	70,261.26	64%
<b>TRAINING &amp; MEETINGS</b>	<b>16,000</b>	475.17	4,508.39	11,491.61	72%
<b>UTILITIES</b>	<b>752,150</b>	23,366.03	23,366.03	728,783.97	97%
<b>CONTINGENCY</b>	<b>367,890</b>	0.00	0.00	367,890.00	100%
<b>TOTAL OPERATING</b>	<b>4,048,023</b>	253,655.85	1,560,299.30	2,487,723.70	61%
Engineering Fees	10,010.62				
Legal Fees	3,675.00				
Auditing Fees	0.00				
Permits	59,292.00				
Miscellaneous	0.00				
	<u>72,977.62</u>				



**SEWERAGE COMMISSION - OROVILLE REGION**

**REVENUE SUMMARY - FISCAL YEAR 2024/2025**

DESCRIPTION	Received	Received	Unrestricted	Restricted	Regulatory &	Restricted	Restricted	Restricted	Restricted
	This Month	Through 12.31.24	Funds	W.C.R.F. Funds	Capital Acct. Funds	Cap. Outlay Funds	Ann. M&O Funds	Fines&Pen. Funds	
SERVICE CHARGES	0.00	613,989.94	613,989.94						
SEPTAGE DUMPERS	1,500.72	65,849.28	65,849.28						
EX. PEAK FLOWS	0.00	0.00	0.00						
EX. MO. FLOWS	0.00	0.00	0.00						
OTHER AGENCIES	0.00	220.41	220.41						
RFC CHARGES	13,276.00	46,466.00				46,466.00			
INTEREST	226,972.03	453,253.55	178,508.10	19,655.34	152,338.08	102,543.54			208.49
RCA (Rgltry & cap. acct)		712,912.89			712,912.89				
WCRF		72,877.68		72,877.68					
<b>TOTALS</b>	<b>241,748.75</b>	<b>1,965,569.75</b>	<b>858,567.73</b>	<b>92,533.02</b>	<b>865,250.97</b>	<b>149,009.54</b>	<b>0.00</b>	<b>208.49</b>	

**SEWERAGE COMMISSION - OROVILLE REGION  
ACTIVE & INACTIVE CASH - MONTHLY RECAP  
FISCAL YEAR 2024/2025**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	8,139,801.18	7,713,523.75	7,592,024.80	8,804,222.02	7,861,066.88	7,671,317.96						
Cash - Restricted												
WCRF	971,286.04	843,071.04	852,884.87	852,884.87	895,762.55	905,604.06						
R&CA	6,353,399.39	6,353,399.39	6,427,364.04	6,427,364.04	7,140,276.93	7,211,893.08						
Cap. Outlay	4,541,648.39	4,369,259.66	4,422,693.44	4,444,688.37	4,336,320.86	4,135,076.28						
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00						
Fines&Pen	9,107.11	9,107.11	9,213.46	9,213.46	9,213.46	9,315.60						
<b>TOTAL CASH</b>	20,315,242.11	19,588,360.95	19,604,180.61	20,838,372.76	20,542,640.68	20,233,206.98						
<b>INTEREST ALLOCATED:</b>												
Unrestricted			88,050.67			90,457.43						
Reserve/WCRF			9,813.83			9,841.51						
Reserve/CO			54,346.03			48,197.51						
Reserve/M&O			0.00			0.00						
Reserve/F&P			106.35			102.14						
Reserve/RCA			73,964.64			78,373.44						
<b>CONSISTING OF:</b>												
Checking Accounts	1,452,915.14	151,033.98	340,572.12	1,913,410.75	250,453.82	290,390.08						
Money Market Account			3,000,000.00	3,011,353.52	4,378,578.37	4,395,149.13						
L.A.I.F. Account	18,862,326.97	19,437,326.97	16,263,608.49	15,913,608.49	15,913,608.49	15,547,667.77						
<b>TOTAL CASH</b>	20,315,242.11	19,588,360.95	19,604,180.61	20,838,372.76	20,542,640.68	20,233,206.98						
<b>% of Funds Invested</b>	92.85%	99.23%	82.96%	76.37%	77.47%	76.84%						

**Sewerage Commission - Oroville Region**

**Bank Reconciliation - Golden Valley Bank**

**Fiscal Year Ended 30 June 2025**

**BALANCE PER BANK**

Ending Balance on Bank Statement	31-Dec-24	293,323.98
Less Outstanding Warrants		(2,386.40)
Equals Adjusted Bank Balance at	31-Dec-24	<u>290,937.58</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	1-Dec-24	<u>250,453.82</u>
Deposits		580,901.52
Less Warrants Written		(489,061.39)
Less Net Payroll Warrants		(51,356.37)
Equals Adjusted Checkbook Balance	31-Dec-24	<u>290,937.58</u>

SEWERAGE COMMISSION - OROVILLE REGION  
 GOLDEN VALLEY BANK MONEY MARKET ACCOUNT  
 FISCAL YEAR 2024/2025

Date	Detail	Deposits	Withdrawals	Balance	IntRate
1-Oct-24	Balance Forward			3,000,000.00	
31-Oct-24	Interest earned	11,353.52		3,011,353.52	4.460%
7-Nov-24	Deposit (closed out BofA Acct)	352,236.38		3,363,589.90	
7-Nov-24	Transfer from checking	1,000,000.00		4,363,589.90	
30-Nov-24	Interest earned	14,988.47		4,378,578.37	
31-Dec-24	Interest earned	16,570.76		4,395,149.13	

## SEWERAGE COMMISSION - OROVILLE REGION

## LOCAL AGENCY INVESTMENT FUND

FISCAL YEAR 2024/2025

Date Detail	Deposits	Withdrawals	Balance	IntRate
30-Jun-24 Balance Forward			19,109,901.33	
1-Jul-24 Withdrawal - Warrants		(250,000.00)	18,859,901.33	
8-Jul-24 Withdrawal - Payroll & Warrants		(60,000.00)	18,799,901.33	
12-Jul-24 Qtrly interest rec'd	212,425.64		19,012,326.97	
18-Jul-25 Withdrawal - Warrants		(150,000.00)	18,862,326.97	
7-Aug-24 Deposit	900,000.00		19,762,326.97	
12-Aug-24 Withdrawal - Warrants		(100,000.00)	19,662,326.97	
26-Aug-24 Withdrawal - Warrants		(225,000.00)	19,437,326.97	
17-Sep-24 Withdrawal - Payroll & Warrants		(100,000.00)	19,337,326.97	
27-Sep-24 Withdrawal - Establish new accts		(3,300,000.00)	16,037,326.97	
30-Sep-24 Qtrly interest rec'd	226,281.52		16,263,608.49	
11-Oct-24 Withdrawal - Warrants		(350,000.00)	15,913,608.49	
12-Dec-24 Withdrawal - Warrants		(550,000.00)	15,363,608.49	
31-Dec-24 Qtrly interest rec'd	184,059.28		15,547,667.77	



**MALIA M. COHEN**

**California State Controller**

**LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE**

**Agency Name** SEWERAGE COMM OROVILLE REGION  
**Account Number** 70-04-001

As of 01/15/2025, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2024.

<b>Earnings Ratio</b>		.00012664187216722
<b>Interest Rate</b>		4.62%
<b>Dollar Day Total</b>	\$	1,453,384,039.80
<b>Quarter End Principal Balance</b>	\$	15,363,608.49
<b>Quarterly Interest Earned</b>	\$	184,059.28

## EXHIBIT A

### Scope of Services

Owner/Client: Sewerage Commission – Oroville Region

Project: Construction Management and Special  
Testing Services for Wastewater Treatment  
Plant Upgrade Project

Project Location: Oroville, CA

Summary of Services: Engineering Services During Construction

Utility Systems: Wastewater Treatment Plant

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#### Project Background

The Sewerage Commission – Oroville Region (Owner/Client/SC-OR) was formed in 1973 as a Joint Powers Agency by its Member Entities: City of Oroville (City), Lake Oroville Public Utility District (LOAPUD) and the Thermalito Water and Sewer District (TWSD). SC-OR operates a wastewater treatment plant (WWTP) under California Regional Water Quality Control Board, Central Valley Region, Order No. R5-2016-0024. Also, NPDES No. CA0079235.

SC-OR provides sewerage service for the three entities listed above, serving a population of approximately 35,700 as of the time that the current permit was written. The design average dry weather flow capacity of the WWTP is 6.5 million gallons per day (MGD); however, the wastewater treatment plant (WWTP) can temporarily receive influent flows up to 10.6 MGD. SC-OR has an approved USEPA pretreatment program that includes two non-categorical significant industrial users (SIUs) and two categorical SIUs.

The treatment system at the WWTP consists of influent screening; grit removal, primary clarification; biological treatment by complete mix activated sludge system; secondary clarification; disinfection; filtration; dechlorination and effluent pumping. Primary and secondary solids are aerobically digested and then dewatered using a storage basin. Dried biosolids are hauled to a landfill. High influent flows that exceed treatment design capacity are attenuated with lined emergency storage basins located onsite and returned to the treatment system when flows decrease.

Treated municipal wastewater is discharged to the Feather River, a water of the United States at a point latitude 39° 27' 11" N and longitude 121° 38' 13" W.

## EXHIBIT A

SC-OR has contracted previously for design and engineering services during bidding for upgrades to several operations and processes at the existing wastewater treatment plant.

The purpose of the services described in this Scope of Services is for Sanbell to provide Engineering Services During Construction for the anticipated project.

### **Project Definition**

The services described in the Scope of Services below will provide SC-OR with Engineering Services During Construction for the planned facility upgrades. The purpose of this section is to review the Scope and Schedule of the planned project.

The project that has been designed is planned to result in the following upgrades to the existing SC-OR WWTP.

1. SCADA Control System
2. Mixed Liquor Distribution Box
3. Secondary Clarifier
4. Return Sludge Pump Station
5. Tertiary Filtration
6. Installation of two Multimedia Pressure Vessels
7. Remodel/Rehabilitate Grit Chamber
8. Odor Control System Bio Filter
9. Septage Receiving Facility
10. Plant Drain Facilities Tie-In

Per the RFP, the project schedule milestones are summarized in the table below.

<b>Milestone</b>	<b>Target Dates</b>
Project Posted for Public Bid	October 2024
SC-OR to hire a construction contractor	November 2024
Begin construction	early 2025
Complete construction	August 1, 2026

Labor hours have been allocated to the project with respect to an assumed 400 working day schedule. All labor budgets have been calculated with respect to 400 working days.



## EXHIBIT A

### **Services and Data to be Provided to Sanbell by Client**

The Owner will deliver the following data to Sanbell prior to finalizing this Scope of Services and executing an Agreement. Sanbell reserves the right to make adjustments to assumptions and calculations based on information received.

- Contract Documents, Bidding Requirements, Technical Specifications
- Drawings
- Grant Agreement(s)
- All other relevant information that SC-OR wants considered in the final scope of services, budget, and agreement.

### **Assumptions**

- SC-OR will contract directly with the Construction Contractor and separately with Sanbell. Sanbell will have no contractual relationship with the Construction Contractor.
- Sanbell will have no contractual responsibility for the means, methods, schedules, procedures, etc. of the Construction Contractor. Sanbell will have no responsibility for the Contractor's failure to perform in accordance with the Contract Documents.
- Sanbell will have no responsibility for the health, safety, or well-being of the Contractor or SC-OR staff.
- The Project will be constructed by a General Contractor under a single construction contract.
- SC-OR will require the Contractor to provide sufficient temporary office facilities for the benefit of the Engineer, including an enclosed and weatherproof project office and all associated appurtenances.
- SC-OR will cooperate productively with Sanbell in the management of documents related to the Contractor's submittals, shop drawings, notices, schedules, change orders, etc.
- Sanbell has not assumed the need to pay its professional's overtime. If overtime is required, as defined by applicable labor law, the budget may need to be adjusted.
- SC-OR will retain the Design Engineer to provide all services desired. Sanbell will not engage the Design Engineer as a subconsultant and has not allocated any budget to services that may be needed by the Design Engineer during construction. Sanbell will coordinate with the Design Engineer and provide Construction Management oversight to them in accordance with this Scope of Services.

## EXHIBIT A

### Scope of Services

#### TASK 1 – Design Development and Construction Document Services

- 1.1 Engineering Services Following Bidding: It is understood that the Design Engineer is also contracted to the Client to provide Engineering Services During Bidding. Sanbell has not anticipated providing any services during the bidding period.

Sanbell has budgeted to assist the Client following the bidding period by providing some of the following services as requested by the Client. It is understood that not all services are likely to be able to be provided based on budget constraints. Sanbell will endeavor to meet the needs and expectations of the Client by providing services that are most valuable to the Client.

- Post-bid project meetings.
- Review of the plant improvement design and functions.
- Constructability review of the plans and specifications.
- Evaluate the potential for trade conflicts and plan/specification consistency.
- Coordinate with the Client, including, getting Conformed Drawings and Specifications created and issued to the Contractor for use in the field.

Sanbell has budgeted 142 engineering staff hours to support this task prior to the commencement of the construction period.

#### TASK 2 – Facility Construction Management Services – Engineering Services During Construction

- 2.1 Project Management During Construction: Sanbell will manage the construction engineering phase of the project by coordinating with the Contractor, Client, Design Engineer, and sub-consultants, allocating the resources, and planning and organizing its efforts to maximize the goals of the Client.

It is assumed that Project Management tasks may include the following:

- Coordination of Sanbell staffing and scheduling
- Coordination of sub-consultant staffing and scheduling
- Reporting of budgets, progress, schedules, etc. to SC-OR.
- Administration of typical project records including contracts, insurance, timesheets, invoices, etc.

## EXHIBIT A

Sanbell has budgeted for the Principal and Project Assistant to dedicate 186 total hours to this task.

- 2.2 Construction Manager: Sanbell will provide a Construction Manager to provide Quality Assurance reviews and technical oversight to other Sanbell staff and to sub-consultant team members. The Construction Manager will be the point of contact to SC-OR for all contractual matters, staffing needs, etc.

It is anticipated that the Construction Manager will utilize the budgeted time to provide the following services:

- Management of Sanbell and sub-consultant team.
- Coordination with the Design Engineer and Contractor as lead contact person representing the Client.
- Issue tasks to the Design Engineer as necessary such as submittal reviews, RFI's, etc. All communication and ESDC tasks will be managed and coordinated by the Construction Manager who will notify the Design Engineer when their services are deemed necessary.
- Management of construction documents processing, including submittals, RFI's, change orders, etc.
- Attend construction meetings on site and via remote telephone and video.
- Technical consulting during site visits and in the office.
- Evaluation of potential changes to the contract including change orders, work directives, RFI's, etc.
- Interpretation of contract documents and subsequent recommendations to SC-OR.
- Assistance to Sanbell professionals and sub-consultants to achieve substantial completion.

Sanbell has budgeted for the Construction Manager to dedicate 322 hours to this task.

- 2.3 Resident Engineer: Sanbell will provide several Resident Engineers to the project. The purpose of the Resident Engineers is to provide a regular, but not full-time presence on the job site. The Resident Engineers will occupy and operate out of the Engineer's Field Office that is assumed to be specified for the Contractor to provide on the site (normally included in Specification Section 01 50 00).

The Resident Engineer will coordinate day-to-day construction observation activities intended to confirm that construction is

## EXHIBIT A

progressing in accordance with the intent of the design and in the Clients best interest. Resident Engineer's activities are assumed to include the following activities:

- Daily communication with the Contractor. This is intended to include an on-site meeting the days that the RE is on site or a telephone call for days that no site visit is required.
- Coordination with the Design Engineer and Contractor as assuming that the Resident Engineer is the site contact person representing the Client.
- Communication with SC-OR staff as necessary to follow up on information received from the Contractor during daily communications.
- Logging of construction activities, personnel, equipment, weather, visitors, etc.
- Photo and written documentation of construction progress, activities, questions, challenges, etc.
- Attend and record summary notes from specified and impromptu construction meetings.
- Observe the contractor's work for comparison to the approved project plans and specifications.
- Review of the contractor's schedules and sequences for upcoming work.
- Coordination and response to Requests for Information from the Contractor.
- Coordination and response to substitution requests and Potential Change Order requests from the Contractor.
- Recommendations to the Client for Change Order requests from the Contractor.
- Observations and measurements for monthly Payment Applications.
- Forecasting cash flow.
- Review and response to Contractor Submittals and Shop Drawings.
- Coordination with specialty sub-consultants for testing and observations of geotechnical, electrical, and structural project elements.
- Coordinate with the Client, Design Engineer and Contractor for project closeout, training, and testing activities.
- Coordinate with the Client, Design Engineer and Contractor to create a final Punch List and to manage project completion and recommendation for final payment.

## EXHIBIT A

It is anticipated that coverage of all the Resident Engineering hours required will be staffed with multiple individuals so that there is backup to the project in case of illness, vacation, emergencies, etc.

Total hours budgeted to this task include the following:

- Operations Manager = 32 hours
- Resident Engineer = 772 hours
- Grade 3 Operator = 64 hours
- Business Services Manager = 112 hours

2.4 Electrical Engineering During Construction: The Electrical Engineer on the Sanbell team will provide the following services that are specific to the electrical construction activities:

- SCADA system installation testing
- Submittal Reviews – up to 35
- Responses to Electrical RFI's – up to 14
- Assistance with four change order evaluations and documentation
- Site visits and observations during construction – up to 7
  - Underground conduit prior to cover
  - Equipment anchorage and conduit installation prior to pulling wire
  - Wire installation and termination
- Factory testing services to verify proper assembly and operation of panels prior to shipment to the site. Assumed to require 4 days.
- Witness testing on site to verify proper integration of the instrumentation and controls. Assumed to require 19 days.
- Final Review and Punch List – 2 days.

2.5 Structural Engineering During Construction: The Structural Engineer on the Sanbell team will provide the following services that are specific to the structural construction activities:

- Submittal Reviews
- Responses to Structural RFI's
- 3 Site visits and observations during construction
- Review structural plans for constructability concerns

2.6 Coordinate Record Drawings: Sanbell will coordinate with the Design Engineer who will prepare Record Drawings using As-Built information prepared by the Contractor. Sanbell will review Record Drawing drafts vs. As-Built plans prepared by the Contractor. Sanbell will work with the Design Engineer through iterations as required to prepare accurate Record Drawings which can be submitted to the Client for archival as reference materials.

## EXHIBIT A

Sanbell has budgeted 24 staff hours to support this task. It is assumed that the Design Engineer will be contracted directly to SC-OR and not as a subconsultant to Sanbell.

### **Task 2 Deliverables:**

- *Submittal Review Comments*
- *Response to Requests for Information*
- *Change Order request recommendations*
- *Payment Request recommendations*
- *Project Construction File including the following:*
  - *Meeting Agendas and Notes*
  - *Change Order documentation*
  - *Daily construction inspection reports*
  - *Photo's documenting construction progress*
  - *Notice of Substantial Completion*
  - *Punch Lists*
  - *Notice of Final Completion*

### TASK 3 – Construction Special Testing Services

3.1 Construction Special Testing: The Sanbell team has budgeted to provide construction special testing services as they are required during construction. The extent of special inspections that may be required is highly dependent on the quality of the construction contractor and his reliability and management of the project site, and schedule. For budgeting purposes, we have provided the following construction special testing services together with associated labor and expenses.

- 42 days of nuclear density tests
- 37 days of concrete cylinders
- 55 days of welding, reinforcing steel, and anchor installation inspection

### **Schedule**

It is understood that the Client is following the contractual timeline set forth in the RFP as summarized in the table above. It is also understood that the Client may wish to accelerate the project schedule by issuing documents in advance of contractually required dates. Sanbell will be supportive of an accelerated timeline without additional cost if the total project time remains the same.

## EXHIBIT A

### **Budget**

Sanbell will bill on a Time & Materials basis according to the terms of payment outlined in the Agreement. Sanbell reserves the right to transfer budget between tasks without affecting the total project budget.

The estimated budgets below include the cost of expenses directly related to the project including mileage, duplication, blueprinting, postage, delivery charges, plotting, outside reproductions, etc.

Sanbell estimates the following budgets will be required to provide the services described above. Sanbell will communicate with the Client with each invoice to monitor the labor budget vs. actual labor required to achieve the Clients purposes and adequately represent the Client based on cooperation and performance of the Contractor and from the Design Engineer.

Note that this is an early estimate and is likely to require changes depending on the involvement SCOR requires for Sanbell to represent the interests of SCOR. After construction is underway, the demands and abilities of all parties will determine how much Sanbell team time is required to adequately represent the interests of SCOR.

<b>Task</b>	<b>Scope Item</b>	<b>Estimated Budget</b>
1.0	Design Development and Construction Document Services	\$36,000
2.0	Facility Construction Management Services – Engineering Services During Construction	\$307,000
3.0	Construction Special Testing Services	\$654,000
<b>TOTAL ENGINEERING BUDGET =</b>		<b>\$997,000</b>

### **Tasks Not Included in this Scope of Services**

This Scope of Services is intended to outline the services offered to the Client by Sanbell. The list below is offered as a clarification of the services that are not included, not anticipated, or that will be completed by others.

1. Design services of the facilities is not included in this Scope since a design has already been prepared by others. Any design required to mitigate unknown conditions may be provided by Sanbell as an additional service.
2. Engineering Services During Bidding is not included and not anticipated to be required.

## EXHIBIT A

3. Special inspections are not included in the base fee but have been provided as an optional additional service that SC-OR may choose to authorize.
4. Surveying or mapping. All topographic survey and construction staking is to be provided by the Contractor.
5. No SCADA system programming is included since these services are assumed to be provided by the Client's contracted Integrator.
6. Physical radio path surveys are not included and are not anticipated to be required.
7. The only coordination for approvals that will be made are with SC-OR. No other agencies will be consulted, coordinated with, or sought out for approvals.
8. Observations of any off-site construction. All construction activity will occur on the SC-OR WWTP site.
9. Neighborhood meetings and public relations activities are not included in the scope of services.
10. CEQA review, permitting, or other environmental consulting including cultural review or clearances. If environmental consulting is required during construction those services can be provided as an additional service.
11. SWPPP preparation is not included but will be provided by the Contractor.
12. Coordination of off-site dry utilities and services, including electrical and telephone, and data communications is assumed to be provided by the Contractor.
13. Water quality, including sample collection and laboratory analysis, are not included in this scope of services.
14. Permit applications and necessary services to obtain permits, including meetings and fees, are not included in this scope of services. This includes CEQA, NEPA and CA-RWQCB approvals for the project. Sanbell will assist the Client with coordination services but does not anticipate a need to take the lead in preparing applications or securing actual approvals.
15. Obtaining NPDES permits for discharges from sites (may be offered under a separate contract).
16. Hazardous materials permits or approvals.





# City of Oroville

OFFICE OF THE CITY CLERK

*Kayla Reaster*  
Assistant City Clerk

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[www.cityoforoville.org](http://www.cityoforoville.org)

Glen Sturdevant  
Plant Manager  
Sewerage Commission-Oroville Region  
2880 South 5<sup>th</sup> Avenue  
Oroville, CA 95965

Dear Mr. Sturdevant,

I hope this letter finds you well. I am writing to inform you of a recent appointment made during the City of Oroville's Regular Meeting held on January 7, 2025. The City Council has appointed Councilmember Janet Goodson to serve as the Alternate representative for the City of Oroville for Sewerage Commission-Oroville Region (SC-OR).

Please feel free to reach out to our office if you require any further information or if there are any formalities that need to be completed in light of this appointment. We look forward to fostering a continued strong relationship between the City of Oroville and the Sewerage Commission-Oroville Region.

Thank you.

Sincerely,

Kayla Reaster Assistant City Clerk City of Oroville

# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Kendra Morgan

***January 28, 2025***

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for December 2024 and their second semi-annual reports. All dischargers and lines appear to be in compliance with their permits.

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

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

# Sewerage Commission - Oroville Region

## Monthly Flows Report - Dec-24

<b>Name of Agency</b>	<b>Total Monthly Flow (MG)</b>	<b>Average Daily Flow (MG)</b>	<b>Total Peak Flow (MG)</b>	<b>Date of Peak Flow</b>
<b>SC-OR Plant Total</b>	130.686	4.216	14.42	12/14/2024
<b>Lake Oroville Area P.U.D.</b>	39.436	1.272	4.40	12/14/2024
<b>Thermalito Water and Sewer</b>	17.646	0.569	2.73	12/14/2024
<b>City of Oroville</b>	73.604	2.374	7.29	12/14/2024

*Septage Pumpers* 0.0630 Million Gallons/Month

*Monthly Rainfall* 5.49 Total Inches/Month