

# Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant  
on December 12, 2024**

## **Operations & Maintenance**

There are no operational issues to report this month. We had our first major rain event of the winter and we came through it fine. We did, however, find some bugs in the operation of the new influent pump station that we are working out before the next rain event.

On Dec 10 we sampled for our "Priority Pollutant" requirements and delivered the samples to the lab.

## **Supervisor After Hours Standby Policy (Policy No. 2712)**

The board asked staff to look at the compensation for our standby responsibilities, and last month we concentrated on the operations staff, with the board approving our recommendations. We are now bringing the supervisors on-call compensation to the board. We are recommending the same compensation for the supervisors that the operators were approved for, which is 1 hour of straight pay per day of on-call duties.

## **RESOLUTION 09-24 - Increasing HRA Contribution**

Historically SC-OR has partnered with The City of Oroville for medical insurance. However, as January 1<sup>st</sup> 2025 the City will change their medical insurance plan and SC-OR did not have the option to stay with the City in this change. We were able to secure our same medical plan at the same cost, but could not find an equivalent GAP insurance without a significant increase. With that being said, our proposed solution is to add an additional \$1,500.00 per year per employee to the SC-OR funded HRA (Healthcare Reimbursement Arrangement). While this is a slight increase in cost up front, the HRA does not roll over, therefore, any unused benefits return to SC-OR at the end of each calendar year. I believe this will actually be a cost savings for SC-OR in the long run, as generally most employees do not use much of this benefit.

## **RESOLUTION 11-24 - Receiving Septage from Outside SC-OR's District Boundaries.**

It was brought to my attention that the Neal Road Landfill septage receiving facility was/is not operational. In this type of scenario (potential public health events) it would be prudent for the SC-OR manager to have the discretion to accept septage from outside the district boundaries to prevent any potential public health concerns.

## **City of Oroville**

Supervisor Salsi and I attended a Bluebeam software demo at city hall on December 11<sup>th</sup>. Bluebeam is the software that will allow the city to make comments and check offs on new development. We asked to be part of this process to assure that SC-OR is made aware of any and all projects being built in the city.

## **TWSD**

We continue to work very well with the TWSD staff. During the last rain event a SC-OR operator noticed a color change in the Influent. He immediately reported it to his supervisor, who got the word out to the JPA crews. Within a half hour the TWSD crew had found the issue, interacted with the property owner, and had it resolved. This is the way the JPA is supposed to work, and is just one small example of how the cooperation within the JPA benefits the community.

## **LOAPUD**

During the last rain event the recorded flows from LOAPUD were unusually elevated, and didn't fall as much as they should have after the rain subsided. With the help of the LOAPUD crew, SC-OR staff found that a root ball had gotten wedged in our pipe that receives the flow from LOAPUD, and was causing the Parshall Flume (flow measuring device) to backup and register higher flows than it should. The crew from LOAPUD came over and helped us remove the root ball.

## **JPA**

The cooperation and willingness to work together and tackle any and all obstacles as a JPA has me excited for the accomplishments we can achieve together as a region. The JPA was represented at the LAFCO meeting on the 5th of December by all three member entities and SC-OR. I spoke to the LAFCO board and insured them that we could effectively fix any real or perceived inefficiencies through cooperation, coordination and policy changes that bind the agencies into an agreement that will last long after personnel has changed.

**MINUTES OF THE REGULAR MEETING  
OF THE SEWERAGE COMMISSION - OROVILLE REGION**  
(Held at the Commission office on November 20, 2024 at 5:00 p.m.)

**1. Call to Order ❖**

Chairman Pittman 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, Koch and Clark from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant, Plant Supervisor Salsi; and attorney Russ Hildebrand sitting in for Ryan Jones.

**3. Salute to the Flag ❖**

Commissioner Salvucci led the commissioners and staff in the salute to the flag.

**4. Acknowledgment of Visitors ❖**

VJ Kumar of Jacob's Engineering

**5. Board Meeting Minutes of the Regular Meeting held on October 22, 2024❖**

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Commissioner Salvucci, the minutes of the October 22, 2024 regular meeting were unanimously approved.

**6. Employee Safety Meeting Minutes of November 5, 2024❖**

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Commissioner Mastelotto, the minutes of the November 5, 2024 regular meeting were unanimously approved.

**7. Authorization of Warrants ❖**

Chairman Pittman 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 Commissioner Koch. Warrants 30038-30094 through Golden Valley Bank in the total amount of \$338,319.70, including employee paychecks, commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

## **8. Fiscal Reports ❖**

Manager Sturdevant stated the October fiscal reports were included in the packets.

### **MOVED ITEM #12**

## **12. Awarding the Construction Management Contract for Phase 1 of the Upgrade Project ❖**

VJ from Jacobs spoke regarding why Jacobs should be awarded the Construction Management Contract for the Phase 1 of the Upgrade Project. He gave the reasons to go with Jacobs, citing their qualifications and experience with wastewater treatment plants. He also gave three benefits to have Jacobs as the construction management team: 1) Efficiency - If you hire Jacobs, the contractor will send all documents through Jacobs, and it will save a lot of time and paperwork, and will be much more efficient. 2) Although they are the designers, they have a separate and independent construction management team who are experts at what they do and will be 100% dedicated to this project. Their construction management team holds the designers to a higher standard. 3) Cost effectiveness – They can bring staff at a part-time level on this project at the beginning. Since they have so many projects going on in this area, they can share construction management, so we are not paying for someone to sit here when there is no work for them to do. Lastly, start-ups are very important, and with Jacobs' expertise, they can help with a seamless integration. Because of their qualifications and commitment to SC-OR, we should choose them as the construction manager of this project.

Chad Coleman and Cody Thom from Sanbell introduced themselves. Chad said he would be the principle in charge, and Cody would be the project manager, as he was on our last project (Influent pump station). Cody said that they proved their cost effectiveness on the last project by working on other projects while they were here overseeing the construction. They can be onsite again during this project, but can work on other projects so that SC-OR will not be billed during those periods. This project will be considered their most important project, and they are very familiar with this type of project. They will be at the plant daily during the project. It will be the same team that worked on the last project, so staff is very aware of their work. They are the low-risk option for SC-OR.

Manager Sturdevant stated that he and Supervisor Salsi have experience with both engineering firms. Jacobs designed the last project, and Coleman did the construction management on it. SC-OR received three proposals that all qualified equally. They see benefits in 3<sup>rd</sup> party construction management. Their recommendation would be Sanbell as a 3<sup>rd</sup> party construction management team. We are 100% comfortable with them. This is the board's decision, as there are benefits to both engineering firms.

Commissioner Mastelotto asked about the costs for the construction management. Manager Sturdevant stated that it would be a price negotiation; we do not know exactly what the total project will be. We don't know what will be managed yet. Today we are just asking for authorization to go into negotiations with one of these firms, and will bring back the costs once we have worked them out for board approval.

Supervisor Salsi reported we are currently out to bid for the contract to build the project. We have not received those bids yet, but will have bid openings on December 19<sup>th</sup>. That will play into the cost of the construction management. Commissioner Thomson asked based on previous experience is there a big cost difference between design build or 3<sup>rd</sup> party? Commissioner Salvucci stated there is usually not a large difference. Commissioner Mastelotto asked Commissioner Koch what his opinion was on this type of bid. Commissioner Koch stated that this is not like a regular bid, so low cost is not the factor, it is most qualified firm that we want to go with. VJ stated that if a design mistake is found, with their firm as the construction manager, it is a much easier fix.

Commissioner Thomson asked if Sanbell has done projects this large. Chad Coleman stated that they have done larger projects. Manager Sturdevant said that Jacobs is a huge firm and has a lot of resources; Sanbell is smaller, but if we have issues we can call and talk directly with whom we need to talk; it is a more personal touch. Commissioner Koch said he thinks both firms are highly qualified, but said that ultimately it is the manager's decision because he has to work with them.

Chairman Pittman said that the idea of a 3<sup>rd</sup> party on a project is a valuable asset from a voter perspective.

Commissioner Salvucci asked Plant Supervisor Salsi if he had an opinion. Mikah said both firms are great to work with. Based on the proposals received, and his review, he would select Sanbell.

A motion was made by Commissioner Koch to authorize Manager Sturdevant to enter into negotiations with Sanbell Engineering for Construction Management of the Phase 1 Upgrade Project. The motion was seconded by Commissioner Salvucci, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Koch – Yes.

**Returned back to the previous numbered agenda items:**

**9. Adopt Final Audit for Fiscal Year 2023/2024 ❖**

Manager Sturdevant said we sent the final audit home with each Commissioner at the last meeting for review. There were no questions presented.

A motion was made by Commissioner Salvucci to adopt the final audit as presented for fiscal year 2023/2024. The motion was seconded by Commissioner Koch, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Koch – Yes.

**10. Resolution 10-24 – Annual Resolution Authorizing Investment of Sewerage Commission – Oroville Region Monies in Local Agency Investment Fund, California CLASS, and other Liquid Investments, and New SC-OR Policy No. 3135 ♦**

Manager Sturdevant said that Jerry Legg, Senior Director of Investment Services for California CLASS, gave his presentation on CLASS at the last meeting. LOAPUD has switched to CLASS and are very happy with it. Currently the difference in rates between LAIF and CLASS are closer than they were when CLASS first started investing, but they are still paying more in interest than LAIF, and with the monies SC-OR invests, it is a significant difference in actual dollars. They also pay interest monthly rather than quarterly like LAIF pays. Commissioner Koch had cautioned him that he would have to stay on top of it to be sure the monies are where SC-OR is earning the greatest interest. He didn't believe that would be an issue. We calculated dollar figures, and if we had been invested with CLASS this last quarter, we would have made \$3,000 more on our invested monies.

A motion was made by Commissioner Salvucci to adopt Resolution 10-24 – Annual Resolution Authorizing Investment of Sewerage Commission–Oroville Region Monies in Local Agency Investment Fund, California CLASS, and other Liquid Investments, along with new SC-OR Policy No. 3135. The motion was seconded by Commissioner Mastelotto, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Koch – Yes.

**11. Standby Policy and Certification Pay (Revised Policies No. 2711 and 2800) ♦**

Manager Sturdevant reported that we have brought policies and some financial costs for consideration of changing the Standby Policy and Certification Pay. Currently, only two operators have qualifying certifications: Lead Operator Maxwell and Plant Operator Sorenson. The total cost to implement the increased certification pay will be \$3,577.60 annually. He is recommending a maximum of three additional (3) certifications for each operations employee. If all six operators received an additional three certifications, the total cost to SC-OR at today's rates would be \$45,676.80 annually. Chairman Pittman asked what the typical timeframe to get one additional certification is. Manager Sturdevant said that it would vary but, for instance, if one was to obtain a lab tech certification, it is about a 6-month course. They would have to pay the certification fees because they will benefit from the certificate. They would then receive all of the course material, and must pass within six months. If they can't pass in six-months, then they have to pay again and get an additional six months to pass. If they were to get a Class A license, that is much harder and much more of an investment for them. It is also way more restrictive on their personal life. If one were to get a Grade IV operator certification, it is a difficult test and is also based on time of service, which none of our operators qualify for as of yet. Manager Sturdevant's thought is that SC-OR should benefit practically and financially from these certifications, and he would encourage our operators to get certifications such as IT, pump mechanic, etc.

Standby pay is currently \$15/day. Our thought process is to give them one hour of straight time pay per day they are on standby. Currently our budgeted on-call pay is \$5,475.00 annually. This would increase the cost to SC-OR to around \$15,000.00 annually.

Both of these new rates if fully realized would add \$61,000 extra onto SC-OR annual budget. If implemented tomorrow they will increase our current budget by \$20,000.00.

The TWSD water board discussed the standby rate at their meeting yesterday, and wanted it to be fair for all of operators. They thought it should be a flat rate for all instead of rate of pay. While he understands their mindset, his retort would be that the guy that makes more is worth more. He's been here longer and has more experience.

A motion was made by Commissioner Thomson to adopt the proposed Standby Policy and Certification Pay (Revised Policies No. 2711 and 2800). The motion was seconded by Commissioner Salvucci, and passed by the following vote: Mastelotto – Yes, Pittman – Yes, Koch – Yes.

## **12. Awarding the Construction Management Contract for *Phase 1 of the Upgrade Project.***

**MOVED AND ACTED UPON PRIOR TO ITEM #9.**

## **13. Attorney's Report ❖**

Attorney Russ Hildebrand stated that he had nothing to report. Chairman Pittman asked if there had been a hearing regarding our lawsuit. Russ stated that he did not know. Ryan had not mentioned anything to him.

## **14. Manager's Report ❖**

Manager Sturdevant said that he and Plant Supervisor Salsi had attended a presentation by IBank, another State of California funding entity. He thinks it deserves further investigation. We have been going through the process of SRF loan funding. IBank has a little bit higher rate but shorter terms. With the SRF funding, SRF reimburses, so the contractor submits their invoice to us, we pay the contractor, then we submit that payment for reimbursement from SRF. IBank will loan you whatever amount you apply for if you meet their criteria. He would like more leeway to figure out the best way for SC-OR to borrow if we were to take a loan out. Both of these entities would need the JPA agreement to be extended for the length of the loan term. If it is a 30-year term, Commissioners will need to go to your boards to ask to amend the JPA agreement for the length of the term.

**City of Oroville:** We had a JPA meeting on November 6<sup>th</sup> with LAFCO of which Brian Ring attended. We are working on a JPA-wide policy on ADU's. We are using that as our first example to LAFCO of how we can work together and come up with a JPA-wide policy.

LAFCO seems to be happy with the direction we are going. We are working with them on a mutual aid agreement that we will use in the JPA, and I think we will satisfy their desire for consolidation without consolidating.

**TWSD:** Jayme Boucher and Chris Heindel were here for the JPA meeting with LAFCO. It was a very productive meeting with good incites.

**LOAPUD:** David Goyer and Vince Victorino were here for the JPA meeting with LAFCO. They both contributed heavily to the direction that we are heading.

Commissioner Pittman asked about the flow meter and if it was working. Manager Sturdevant reported that the Emerson Rosemount meter is working well. He said our employees are scheduled round-the-clock to deal with the inflows from the rain we are getting beginning Thursday night.

**15. Visitor Comments ❖**

None

**16. Commissioner and Staff Comments ❖**

Commissioner Clark asked if the lawsuit had been released to the public. Manager Sturdevant said the information emailed to each Commissioner is what was released, and is all that can be discussed. Anything else discussed in closed session that was not in the release cannot be talked about. Manager Sturdevant received a call from a reporter, and he gave her our attorneys phone number and email. He told her if you want to talk about wastewater he would talk all day long. If she wanted information on the lawsuit, contact our lawyer.

**617. Adjournment ❖**

There being no further business, the meeting was adjourned at 5:06 p.m. to the regular meeting scheduled for Tuesday, December 17, 2024 at 11:00 a.m. followed by our annual Christmas luncheon.

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 11.30.2024	Balance of Funds Remaining	Time Left 58%
<b>SALARIES &amp; WAGES</b>	<b>1,063,500</b>	77,481.19	413,203.84	650,296.16	61%
<b>EMPLOYEE BENEFITS</b>	<b>805,978</b>	45,061.38	472,949.51	333,028.49	41%
<b>COMMISSIONERS' FEES</b>	<b>43,200</b>	3,600.00	18,000.00	25,200.00	58%
<b>CMSNRS FICA &amp; MEDICARE</b>	<b>3,305</b>	275.40	1,377.00	1,928.00	58%
<b>GAS, OIL &amp; FUEL</b>	<b>30,000</b>	1,243.60	16,523.48	13,476.52	45%
<b>INSURANCE</b>	<b>145,000</b>	0.00	138,126.91	6,873.09	5%
<b>MEMBERSHIPS</b>	<b>12,000</b>	0.00	239.00	11,761.00	98%
<b>OFFICE EXPENSES</b>	<b>10,000</b>	286.99	5,144.84	4,855.16	49%
<b>OPERATING SUPPLIES</b>	<b>345,000</b>	8,152.33	63,813.97	281,186.03	82%
<b>PROFESSIONAL SERVICES</b>	<b>176,000</b>	6,872.54	39,798.31	136,201.69	77%
<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>	40,894.41	84,619.09	50,380.91	37%
<b>BIOSOLIDS DISPOSAL</b>	<b>30,000</b>	12,750.00	12,750.00	17,250.00	58%
<b>MONITORING &amp; COMPLIANCE</b>	<b>110,000</b>	4,652.93	36,064.28	73,935.72	67%
<b>TRAINING &amp; MEETINGS</b>	<b>16,000</b>	1,364.35	4,033.22	11,966.78	75%
<b>UTILITIES</b>	<b>752,150</b>	12,904.60	78,487.71	673,662.29	90%
<b>CONTINGENCY</b>	<b>367,890</b>	0.00	0.00	367,890.00	100%
<b>TOTAL OPERATING</b>	<b>4,048,023</b>	215,539.72	1,385,131.16	2,662,891.84	66%
Engineering Fees	3,897.54				
Legal Fees	2,975.00				
Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>6,872.54</u>				

**SEWERAGE COMMISSION - OROVILLE REGION**

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

DESCRIPTION	Received	Received	Restricted	Restricted	Restricted	Restricted	Restricted
	This Month	Through 11.30.24	Unrestricted Funds	W.C.R.F. Funds	Regulatory & Capital Acct. Funds	Outlay Annl. Funds	Fines&Pen. Funds
SERVICE CHARGES	10,432.74	613,989.94	613,989.94				
SEPTAGE DUMPERS	34,016.32	64,348.56	64,348.56				
EX. PEAK FLOWS	0.00	0.00					
EX. MO. FLOWS	0.00	0.00					
OTHER AGENCIES	0.00	220.41	220.41				
RFC CHARGES	0.00	33,190.00			33,190.00		
INTEREST	0.00	226,281.52	88,050.67	9,813.83	73,964.64	54,346.03	106.35
RCA (Regulatory & capital ac	712,912.89	712,912.89			712,912.89	0.00	
WCRF	72,877.68	72,877.68		72,877.68			
<b>TOTALS</b>	<b>830,239.63</b>	<b>1,723,821.00</b>	<b>766,609.58</b>	<b>82,691.51</b>	<b>786,877.53</b>	<b>87,536.03</b>	<b>106.35</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							
Cash - Restricted												
WCRF	971,286.04	843,071.04	852,884.87	852,884.87	895,762.55							
R&CA	6,353,399.39	6,353,399.39	6,427,364.04	6,427,364.04	7,140,276.93							
Cap. Outlay	4,541,648.39	4,369,259.66	4,422,693.44	4,444,688.37	4,336,320.86							
Ann. M & O	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							
<b>TOTAL CASH</b>	<b>20,315,242.11</b>	<b>19,588,360.95</b>	<b>19,604,180.61</b>	<b>20,838,372.76</b>	<b>20,542,640.68</b>							
<b>INTEREST ALLOCATED:</b>												
Unrestricted			88,050.67									
Reserve/WCRF			9,813.83									
Reserve/CO			54,346.03									
Reserve/M&O			0.00									
Reserve/F&P			106.35									
Reserve/RCA			73,964.64									
<b>CONSISTING OF:</b>												
Checking Accounts	1,452,915.14	151,033.98	340,572.12	1,913,410.75	250,453.82							
Money Market Account			3,000,000.00	3,011,353.52	4,378,578.37							
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							
<b>TOTAL CASH</b>	<b>20,315,242.11</b>	<b>19,588,360.95</b>	<b>19,604,180.61</b>	<b>20,838,372.76</b>	<b>20,542,640.68</b>							
<b>% of Funds Invested</b>	<b>92.85%</b>	<b>99.23%</b>	<b>82.96%</b>	<b>76.37%</b>	<b>77.47%</b>							

**Sewerage Commission - Oroville Region**

**Bank Reconciliation - Bank of America**

**Fiscal Year Ended 30 June 2025**

**BALANCE PER BANK**

Ending Balance on Bank Statement	30-Nov-24	0.00
Less Outstanding Warrants		0.00
Equals Adjusted Bank Balance at	30-Nov-24	<u>0.00</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	1-Nov-24	<u>352,236.38</u>
Withdrawal to close account		(352,236.38)
Less Warrants Written		0.00
Less Net Payroll Warrants		0.00
Equals Adjusted Checkbook Balance	30-Nov-24	<u>0.00</u>

Sewerage Commission - Oroville Region

Bank Reconciliation - Golden Valley Bank

Fiscal Year Ended 30 June 2025

**BALANCE PER BANK**

Ending Balance on Bank Statement	30-Nov-24	255,127.91
Less Outstanding Warrants		(4,674.09)
Equals Adjusted Bank Balance at	30-Nov-24	<u>250,453.82</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	1-Nov-24	<u>1,561,762.83</u>
Deposits		44,464.06
Less Warrants Written		(1,304,929.18)
Less Net Payroll Warrants		(50,843.89)
Equals Adjusted Checkbook Balance	30-Nov-24	<u>250,453.82</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	

# **BOARD POLICY**

## **Sewerage Commission - Oroville Region**

**TITLE: After Hours Standby Policy (Supervisors)**

**NUMBER 2712**

**ADOPTION DATE: 26 January 2005**

**AMENDMENT DATE: 17 December 2024**

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 are required to participate in a rotating schedule in which a designated employee is 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 is 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 substance, including drugs or alcohol, which impaired the employee in any way from fully and proficiently performing job duties and/or having a detectible 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 On-Call Supervisor 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 the supervisor cannot fulfill the entire 24-hour period, then said supervisor will forfeit the compensation for the entire 24-hour period and it will be given to the alternate on-call supervisor.

3. Compensation for after-hours on-call duty will be one hour of straight pay per day (24 hours) based on the employees pay scale.

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.



# RESOLUTION NO. 09-24

## SEWERAGE COMMISSION – OROVILLE REGION

### A RESOLUTION MAINTAINING HEALTHCARE BENEFITS AND ESTABLISHING ADDITIONAL FUNDING TO THE HEALTHCARE REIMBURSEMENT ARRANGEMENT

**WHEREAS**, on October 23, 2013 the Commission of the Sewerage Commission – Oroville Region (SC-OR) established a Healthcare Reimbursement Arrangement (HRA) for its employees with a contribution by SC-OR in the amount of \$3,000 per employee per year. This resolution will be incorporated into the employee's benefits package, as found in the employee manual.

**WHEREAS**, SC-OR has had to break from piggybacking on the City's healthcare plan, and as a result has lost access to a gap insurance. SC-OR will contribute an additional \$1,500 per employee per year to close the gap in out-of-pocket expenses.

**NOW, THEREFORE, BE IT RESOLVED** that through the Healthcare Reimbursement Arrangement (HRA), SC-OR will now provide \$4,500 per fulltime employee per year effective January 1, 2025. The HRA is an account for which the amount deposited each year must be utilized in that calendar year or any remaining balance is forfeited at December 31st of such year. On January 1st, the first day of each new calendar year, \$4,500.00 will again be deposited for each employee and qualified retirees into their HRA account.

**PASSED AND ADOPTED** this 17th day of December 2024 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:**

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David Pittman, Chairman

**ATTEST:**

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Glen E. Sturdevant, Clerk

# ATTACHMENT A

## SC-OR HEALTHCARE REIMBURSEMENT ARRANGEMENT (HRA) GUIDELINES Covered Medical Expenses - \$4,500 maximum annually

Medical expenses are for the cost of diagnosis, cure, mitigation, treatment, or prevention of disease, and the costs for treatments affecting any part or function of the body. They include the costs of equipment, supplies, and diagnostic devices needed for these purposes. They also include dental and vision.

The HRA is valid for current members and qualified retirees of SC-OR funded health, dental and vision insurance plans. Claims will only be reimbursed from the HRA for charges incurred under the plans funded by SC-OR. Requests for reimbursement of claims incurred under plans not funded by SC-OR will be denied.

Medical care expenses must be primarily to alleviate or prevent physical or mental defect or illness. They do not include expenses that are merely beneficial to general health, such as vitamins or a vacation.

### Eligible expenses include:

• Acupuncture	• Ambulance service
• Chiropractic care	• Corrective vision prescriptions
• Dental fees	• Diagnostic tests
• Doctor's fees	• Drug addiction/alcoholism treatment
• Drugs (prescription only)	• Guide dogs
• Hearing aids and exams	• Hospice care
• Orthodontic treatment	• Surgery
• Smoking cessation treatment	• Blood transfusions
• X-rays	• Prescribed Medications
• Medically required injections and vaccinations	• Nursing services (in-home health care services)
• Medical equipment rentals (i.e., Wheelchairs, crutches, etc.)	• Vitamins (prescribed by a doctor)

### Ineligible expenses include:

• Pain relievers	• Allergy medicines
• Antacids	• Cold medicines
• Health or fitness club dues	• Vitamins (over-the-counter)

*\*The Manager has the discretion to approve or deny anything not listed here within.*

### Eligible participants in the plan:

- Fulltime employees (40 hours per week) and their eligible family members.
- Qualified retirees and their eligible dependents.

# **RESOLUTION 11-24**

## **SEWERAGE COMMISSION – OROVILLE REGION**

### **A RESOLUTION ACCEPTING CERTAIN WASTEWATER FROM OUT-OF-SERVICE-AREA SEPTAGE PUMPERS**

**WHEREAS**, the Sewerage Commission - Oroville Region (SC-OR) provides an essential public service (wastewater treatment) to citizens in the Greater Oroville Area; and,

**WHEREAS**, recently there has been a need to assist septic pumpers who have nowhere to dump their septage in Butte County, as the Neal Road Landfill has temporarily shut down their septage receiving station, and

**WHEREAS**, these agencies provide an essential public service for their citizens in Butte County and the Greater Oroville Area.

#### **NOW THEREFORE BE IT RESOLVED THAT:**

1. The Sewerage Commission-Oroville Region may determine, at the Manager's discretion, that in order to avoid a public health crisis it will accept septage from septage pumpers that are out of SC-OR's sphere of influence.
2. Such pumpers must apply to dump at the Sewerage Commission – Oroville Region plant like any other in-area septic pumper, and must adhere to the standard operating procedures (SOP).
3. SC-OR's cost for septage treatment shall be the current applicable charge for in-service area septage, as established by current Resolution and SC-OR Policy 7400, as each may be amended from time-to-time. Payment for such services shall be made in accordance with the terms and conditions of the Commission.

**PASSED AND ADOPTED** this 17th day of December 2024 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:**

---

**David Pittman, Chairman**

**ATTEST:**

---

**Glen E. Sturdevant, Clerk**

# BOARD POLICY

## Sewerage Commission - Oroville Region

**TITLE: Septage Dumper Requirements**  
**ADOPTION DATE: 24 October 2023**

**NUMBER 3205**

### **New Septage Pumper Applicant**

1. When a septage pumper desires to dump at SC-OR, the following documents shall be given to an applicant:
  - a. Application packet
  - b. Septage Standards Operating Procedures (SOP)
  - c. Copy of SC-OR policy 3205
  - d. Septage sphere of influence map

### **New Septage Pumper Application Stipulations:**

1. SC-OR operates from 8 a.m. to 4 p.m. daily, with some variance in hours on major holidays. Any dumping that runs past 4 p.m. will require an operator's time to be billed at overtime rates and benefits.
2. SC-OR has a *Septic Tank Service Area* which is outlined in blue on a map posted in the control room. **Accepting Septage from outside the blue area is at the manager's discretion.**
3. The charge for dumping inside the blue area is determined annually by the SC-OR Board of Commissioners. The charge is for truck capacity, whether or not the tank is full. Statements of charges will be mailed each month, and are due and payable by the end of the month. Failure to pay could result in suspension of dumping privileges.
4. Each dump must be documented by a *septage pumper report ticket* (provided from Butte County Environmental Health Department) with the date, name, address and phone number of the customer, along with other pertinent information requested on the form. This ticket must be presented to the SC-OR office prior to dumping for verification it is from an area within our sphere of influence, **or has been approved for out-of-service-area dumping previously by the manager.**

5. There are a few items required to begin dumping septage at SC-OR:
  - a. Tank capacity and identification numbers of all trucks using the SC-OR facility.
  - b. A copy of insurance policy with SC-OR named as a certificate holder, and an additional insured endorsement.
  - c. A copy of the Butte County Department of Public Health Certificate of Registration.
  - d. The Sewage Dump Site Authorization from the Butte County Environmental Health Department.

**Septic Dumping Payments:**

1. Monthly statements of charges will be mailed to each discharger (Septic Tank Pumper) at the legal business address.
2. If the charges are not paid within thirty (30) days of the date of invoice, dumping privileges may be cancelled (at the discretion of the manager); if they are not paid within forty-five (45) days of the date of invoice, dumping privileges will be cancelled. The septic tank pumper operator may appeal to the board of commissioners. No dumping will be allowed while the appeal is pending. Late charges will apply (as stated in the procedures below).
3. If dumping privileges are suspended for any septic truck operator for non-payment of fees, the Butte County Health Department shall be notified by SC-OR.

**Late Payment Procedures:**

1. Payment on any account will be considered late when the payment has not been received by 4:00 p.m. on the thirtieth day after the original date of billing.
2. A second notice will be sent out after the first thirty (30) days, along with a phone call from SC-OR to the septic pumper.
3. A final notice will be sent out fifteen (15) days after the second notice with notification of intent to terminate services if payment on the account is not rendered.
4. A late charge of 1.5% of the unpaid balance, with a minimum of \$5.00, will be charged (at the discretion of the manager) as a late fee after thirty (30) days for an unpaid balance.
5. A late fee of 5% per month of the unpaid balance, with a minimum of \$10.00, will be assessed to the account after sixty (60) days from the date of original invoice.

## Insurance for Septic Tank Pumpers

1. All septic tank pumpers utilizing SC-OR's facilities must provide proof to SC-OR of insurance with no less than the minimum limits of PL & PD as set in the SC-OR *Septage Standard Operating Procedures*.
2. Proof of insurance is required in the form of SC-OR being named as a certificate holder on the pumper's insurance policy, along with an additional insured endorsement.
3. Requests for proof of insurance, a certificate of insured and endorsement for SC-OR shall be requested from all septage pumpers prior to initially dumping at SC-OR, and updated annually.

## Septage Pumper Report Requirements

1. A *Septage Pumper Report* must be turned in to SC-OR for each septage dump prior to dumping. The report must include:
  - a. Name of septage pumper company
  - b. Name, address and phone number of customer
  - c. Date pumped
  - d. Number of gallons pumped
  - e. Other pertinent information required by the County of Butte.
  - f. Signature of customer or authorized representative (certified pumper)
  - g. Septage pumper certification signature, license number and truck gallon capacity.
2. SC-OR will not accept septage from outside the blue area on our map **unless previously authorized by the manager**. Any dumper who is found in violation of this policy will have dumping privileges suspended until the Board of Commissioners determines whether they can return.

## Septage Processing Charge

1. Septage dumping charges are set by resolution by the SC-OR Board of Commissioners. The resolution is reviewed annually, and may be revised at any time to reflect changes pertinent to the cost of septage treatment.
2. SC-OR has an established boundary, and will only accept septage from within this boundary **unless previously authorized by the manager**. Each contractor will be furnished a map showing the boundary marked in blue.
3. Each septage pumper will stop at the SC-OR office and turn in the septage pumper report prior to dumping their tank.
4. There will be no exceptions to this policy.



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

November 26, 2024

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

Dear Glen,

This progress report for engineering services related to General Consulting covers work performed through November 22, 2024. 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
  - Development and submission of Draft Orchardcrest capacity study
  - Submission on River Ranch Capacity study
  - On-going project management and administrative tasks
  - Site Visit to determine pond lining approach, and post visit analysis
- TO 29 – Auxiliary Influent Pump Station
  - Began review of markups from contractor
  - Began CAD work to produce record drawings
- TO 34 – WWTP Upgrade Final Design
  - Release of Package 1 for bidding
  - Planned and conducted bid walk for contractors
  - Produced addendum 1
  - Gathered and began responses to initial contractor questions for addendum 2
- TO 36 – Ruddy Creek Lift Station Design
  - Performed hydraulic analysis for new forced main
  - Progressed electrical design
  - Progressed structural design
  - Progressed civil design
  - Completed plan and profile drawings for forced main
  - Coordinating with PG&E for new service
  - Provided 60% over the shoulder review set
- TO 38 – SDC for WWTP Upgrade Project
  - Coordinated staffing for project services
  - Finalized internal reporting software for Engineer Observation Reports

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

Regards,



# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Kendra Morgan

***December 17, 2024***

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for November 2024. 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 - Nov-24

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
<b>SC-OR Plant Total</b>	108.354	3.612	23.63	11/22/2024
<b>Lake Oroville Area P.U.D.</b>			7.10	11/22/2024
<b>Thermalito Water and Sewer</b>	15.504	0.517	3.90	11/22/2024
<b>City of Oroville</b>			12.63	11/22/2024

**Total Peak = IPS to Headworks flow + to pond flow + old blue to E-pond**

*LOAPUD and City totals are N/A due to root ball partailly blocking LOAPUD Flow meter discharge on 11/22/24-11/30/24*

Septage Pumpers 0.0078 Million Gallons/Month

Monthly Rainfall 8.21 Total Inches/Month