

**MINUTES OF THE REGULAR MEETING
OF THE SEWERAGE COMMISSION - OROVILLE REGION**
(Held at the Commission office on November 16, 2022 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 Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, and Taggart and Wristen from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant and Plant Supervisor Salsi. Attorney Huber attended by Zoom. Commissioner Thomson from the City of Oroville arrived at 5:04 p.m.

3. Salute to the Flag ❖

Chairman 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 October 25, 2022 ❖

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and second by Chairwoman Mastelotto, the minutes of the October 25, 2022 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes held on November 8, 2022 ❖

Chairwoman Mastelotto asked if we get credits for our safety meetings. Manager Sturdevant said we have to meet certain criteria to get credits on our workers' compensation invoice, which we try to meet each year. Commissioner Thomson asked if the biggest safety danger at the plant was chemical risk or physical. Manager Sturdevant said that the biggest day-to-day risk is trips and falls, but the most dangerous is the chemicals. Our operators do not deal with chemicals unless they are in full SCBA's. We do quarterly chemical leak training. Chairman Mastelotto asked if everyone has a responsibility in an emergency situation, such as a chlorine leak? Manager Sturdevant said that the two operators that find a leak stay and try to fix it, as they are already geared up; the Safety Manager will supervise the scene. He will look at the wind-sock and then evacuate personnel away from the direction the wind is blowing. Once everyone is safely evacuated, then 911 will be called. When the City was in charge of the fire department, our crew were the first responders for hazmat. We will find out if that is the same now that Cal Fire is in charge of the fire department.

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and second by Chairwoman Mastelotto, the minutes of the November 8, 2022 employee safety meeting were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Taggart met with Manager Sturdevant and reviewed the warrants, and having found everything to be in order made a motion for their approval. The motion was seconded by Commissioner Salvucci. Warrants 27797-27831 in the total amount of \$1,964,033.69 from October 25 to November 16, 2022, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

8. Fiscal Reports ❖

Manager Sturdevant reported that the fiscal reports for October were in the packets. There were no questions, and nothing further to report. Commissioner Wristen made a motion to approve the fiscal reports for October, which was seconded by Commissioner Salvucci, and passed by unanimous consensus.

9. Fiscal Year 2021/2022 Audit ❖

Manager Sturdevant said that staff reviewed the audit and found it to be correct. A motion was made by Commissioner Wristen to adopt the 2021/2022 fiscal year audit. The motion was seconded by Chairwoman Mastelotto, and the motion was unanimously approved.

10. Jacobs General Consulting Contract ❖

Manager Sturdevant reported that this contract handles all of our process engineering needs, or capacity studies that must be done. The last funding of this contract was for \$25,000, and lasted about a year and a half. With rising costs we are asking for an additional \$40,000. Commissioner Wristen asked if Manager Sturdevant if that seemed to be a reasonable amount. Manager Sturdevant said that he felt it is, and each item is still approved prior to the work being done, invoiced individually, and paid from this contracted budget.

A motion was made by Chairwoman Mastelotto to approve an amount not to exceed \$40,000 for the general consulting contract. The motion was seconded by Commissioner Taggart, and passed by unanimous consensus.

11. Award Contract to Jacobs Engineering for Splitting Upgrade Project into Two Phases ❖

Manager Sturdevant stated that we have been awarded a minimum of \$10.5 to \$24.6 million dollars in grant funding from the County. It does not appear that the State will back off of the LMI requirements, which determines where that money can be used, so we should receive the \$24.6 million. We are asking the board to approve a contract for an amount not to exceed \$236,000 for Jacobs to split our upgrade project into two phases so that we can pay for phase I solely out of the grant monies and/or savings. If the project isn't split, we won't have the money to fund the entire project.

Commissioner Taggart made a motion to award a contract to Jacobs Engineering for splitting the upgrade project into two phases at a cost not to exceed \$236,000. The motion was seconded by Commissioner Thomson, and passed by the following vote: Wristen – Aye, Mastelotto – Aye, Thomson – Aye.

12. Authorize the Purchase of Two Tanks for the Sodium Bisulfite/Future Calcium Hypo Station ❖

Manager Sturdevant said that we have been discussing switching away from our chlorine gas to liquid sodium bisulfite. This will be no additional cost to SC-OR as we were going to pay for these tanks and pumps during the upgrade anyway. We will use them now for the sodium bisulfite, and once we get rid of the chlorine gas we won't have to dechlorinate anymore, and will repurpose the equipment for Calcium Hypo process control. We are asking for \$40,000 to purchase the two tanks.

Commissioner Taggart made a motion to authorize the purchase of two tanks for sodium bisulfite and the future calcium hypo station for an amount not to exceed \$40,000. The motion was seconded by Commissioner Thomson, and passed by the following vote: Wristen – Aye, Mastelotto – Aye, Thomson – Aye.

13. Review of Regional Facilities Charge (RFC) ❖

Manager Sturdevant said that this a review of our connection fee, but since we are going through a rate study, he believes this should item should be tabled until that study is complete. The item was tabled by consensus.

14. Request to Proceed with Request for Proposals (RFP) for Services Related to Receiving CDBG Funding ❖

Manager Sturdevant said that the County has strongly recommended that we do not manage the grant we will receive from them ourselves. It is extremely difficult to keep everything in order, and they would feel more comfortable with a professional service managing the grant. We are asking for approval to proceed with a Request for Proposals to find an agency to manage the grant for us. Attorney Huber said there are firms that do nothing but this type of service. One of the dangers is if the paperwork is not filled out correctly and/or reported correctly, the State may make you return some of the money, and that would be a disaster. Commissioner Taggart asked if the firm would be liable if anything was done incorrectly on the paperwork they submit. Attorney Huber said they carry insurance to cover any errors, and he and Manager Sturdevant will make sure that any proposal contract specifies that they do.

Commissioner Wristen made a motion to approve the request to proceed for Request for Proposals for services related to receiving the DDBG funding. The motion was seconded by Chairwoman Mastelotto, and passed by unanimous consensus.

15. Authorize Staff to Enter into an Agreement for Energy Efficient Lighting and Fixtures with EcoGreen Solutions ❖

Manager Sturdevant reported that we had an energy audit by a company that PG&E is contracted with, EcoGreen Solutions. They audited our light fixtures and determined that we can save \$16,000 if we change all of our light fixtures. The cost would be \$41,724.15, but they would take the payment out of the savings on our PG&E invoice. It would be a 2.8 year pay-back, and after the 2.8 years we will realize a \$16,000 savings. Commissioner Taggart asked how long it will take for them to make the replacements. Manager Sturdevant said they believe they can accomplish the job in two days.

Commissioner Thomson made a motion to authorize entering into an agreement with EcoGreen Solutions for energy efficient lighting and fixtures for an amount not to exceed \$41,724.15. The motion was seconded by Commissioner Taggart, and passed by the following vote: Wristen – Aye, Mastelotto – Aye, Thomson – Aye.

16. Attorney's Report ◆

Attorney Huber reported that he has received interest from four firms to provide legal counsel to SC-OR, and he gave them a deadline to the end of this week to get proposals to him. As soon as he receives those, he will send them to all of the board members and to Manager Sturdevant. We can have a special meeting or wait until the next meeting to determine how to proceed.

17. Manager's Report ◆

Manager Sturdevant wished the board happy holidays. He said that everything is running well at the plant.

18. Visitor Comments ❖

None

19. Commissioner and Staff Comments ❖

The Commissioners wished one another happy holidays.

20. Adjournment ❖

There being no further business, the meeting was adjourned at 5:30 p.m. to the regular meeting scheduled for December 20, 2022 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

Approved