

# Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant**

**on March 19, 2021**

## Operations & Maintenance

There were no major operational or maintenance issues this month at the plant.

## Alternate Funding – WIFIA (Water Infrastructure Finance and Innovation Act)

After receiving direction from the Board at the February 2021 meeting to gather a cost for the engineering component of the application to apply for a WIFIA loan, I received a quote for a cost of \$85,000 from Jacobs. My recommendation is to pursue the WIFIA loan. From the research I and other SC-OR staff have done, it appears to be a great program through the Federal EPA, and has a much quicker turn-around process than the SRF loan. The WIFIA loan will only cover up to 49% of the total project, so SC-OR will still need to secure an SRF loan for the other 51%. However, with the more flexible payback timeframes and expected lower interest rates, this could save SC-OR rate payers a significant amount of money.

## General Consulting Services Contract Amendment with Jacobs

SC-OR has had a general service contract with Jacobs Engineering (formerly CH2MHill) since 2007. The contract has been amended four times previously, and needs to be amended again. This is for general engineering consulting such as Capacity Studies, state mandated studies, or other miscellaneous engineering tasks that the Commission requires. They are requesting an amount not to exceed \$20,000.

## Contract Scope Adjustment No. 1 for Funding Research and Application Work Done by Provost and Pritchard

The engineering firm of Provost and Pritchard is requesting an amount not to exceed \$48,000 to finish the SRF (State Revolving Funds) loan application and all associated and required documents. Originally this task was agreed to at a price of \$184,200, however, after the Camp Fire numerous other potential funding sources became possibilities for SC-OR, and a portion of the money allotted for the application process was spent on research and vetting of these other options, but ultimately none of them came to fruition. Since then, Provost and Pritchard has focused solely on the SRF application, and is nearly done with the deliverable, but has depleted the original budget, and is requesting an amount not to exceed \$48,000 to complete the original task.

### **Amendment to Board Policy 2800, General Provisions**

I have a request on the agenda for an increase to the safety shoe/boot allowance, from \$100 to \$200 annually, effective July 1, 2021. This portion of Policy 2800 has not been updated since 1990.

### **Resolution 03-21 (Establishing Monthly Sewer Service Charge)**

At the February 2019 meeting the SC-OR Board voted to go with rate increase option #4, which increased sewer service charges annually, ending with an increase in fiscal year 2023/2024. In accordance with option #4, the rate is scheduled to increase to \$17.85/EDU/month in fiscal year 2021/22. I will ask the board to approve the scheduled rate increase effective July 1, 2021.

### **Request to Purchase Rotary Lobe Sludge Pump Replacement Part Kits**

I will request to purchase replacement parts for our Primary Sludge Pumps. These pumps have wearable parts that need to be replaced periodically, and I will ask to purchase two part kits so that we can replace the parts in one pump now, and have a set on the shelf in the event of an emergency so we will have the parts on hand.

### **Operator Recruitment, Hiring and Request for an Additional Hire**

We have completed our search for a new operator at SC-OR, and have offered the position to local candidate Joe Battaglia. Joe will begin work on April 1, 2021 as an operator-in-training. We also prepared a ranked list from our candidates for future hires. It was a very tough decision, as we had numerous great candidates. My recommendation is that we hire two OITs, forementioned Joe Battaglia, and another candidate to begin at the start of the new fiscal year. With the number of large and time-consuming projects SC-OR is on the precipice of beginning, I believe now would be the perfect time to expand SC-OR's staff from 4 operators to 5. This will relieve the burden on staff as we are pulled in multiple directions during construction, while continuing our standards for high quality effluent results at the plant, while also maintaining our pump stations and collection system. If we can hire two OIT's to start by this summer, we can make sure we have five members of the O&M staff at the proper certification levels by the time the major plant upgrade construction starts.

### **Lead Operator Internal Promotion**

We held internal interviews for the vacant Lead Operator position. We invited all three entities to participate as part of the panel, and the managers from LOAPUD and TWSD sat in. We interviewed grade 3 operators Mitch Maxwell and Mathew Chavis for the position; both performed well in the interview and both have the experience to do well in the position. In the end we decided that Mitch Maxwell would fit the position best. My recommendation to the board is that they authorize me to promote Mitch Maxwell to the lead operator position and to begin in that capacity on April 1<sup>st</sup> 2021.

## **Budget Review**

I will have two draft copies at the meeting of our 2021/2022 annual budget to be considered for adoption at the April Board Meeting. One draft represents the current staffing levels approved by the Board, while the other is if the Board were to authorize the hiring of an additional OIT to bring the O&M staff to five. I believe this will be necessary to ensure that SC-OR has the needed staff to cover all tasks during construction, and then in the operation of the new upgraded facility.

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

(Held at the Commission office on February 24, 2021 at 5:00 p.m.)

## **1. Call to Order ❖**

Chairman Hatley called the meeting to order at 5:00 p.m.

## **2. Roll Call ❖**

Commissioners present were Commissioners Kuehner from the Lake Oroville Area Public Utility District, Pittman and Reynolds from the City of Oroville, and Hatley from the Thermalito Water and Sewer District. Commissioners Fairbanks and Latulippe were absent. Staff present was Manager Sturdevant, Environmental Compliance Manager Salsi and Temporary Assistant to the Manager Sousa.

## **3. Salute to the Flag ❖**

Commissioner Hatley led Commissioners and staff in the salute to the flag.

## **4. Acknowledgment of Visitors ❖**

Ken Shuey of Provost & Pitchard Consulting.

## **5. Board Meeting Minutes of the Regular Meeting held on January 27, 2021.❖**

Upon motion by Chairman Reynolds to approve the minutes of the meetings, and second by Commissioner Kuehner, the minutes of the January 27, 2021 meeting were unanimously approved.

## **6. Authorization of Warrants ❖**

Manager Sturdevant reported that he had met with Commissioner Fairbanks to review the warrants, and everything was found to be in order. Chairman Hatley asked why the expenditures were so high. Manager Sturdevant explained that a check transfer was made to our L.A.I.F. account in the amount of \$522,000, which skews the actual figure spent. He said it will be changed to be reflected in a separate section on the warrant list in the future. A motion was made by Chairman Hatley to approve warrants 26580-26625. in the total amount of \$1,150,990.87 from January 27, 2021 to February 24, 2021, including Commissioner fees and electronic fund transfers. The motion was seconded by Commissioner Reynolds, and the warrants were unanimously approved and ordered paid.

## **7. Fiscal Reports ❖**

Manager Sturdevant stated the fiscal reports for January 2021 were in the packets for review. There were no questions and nothing further to report.

## **8. Provost and Pritchard Consulting Group's Request of a Budget Increase for Funding Applications in the Amount of \$25,000 ❖**

Ken Shuey stated that he has been helping SC-OR with funding applications for 2½ years, investigating funding options for the treatment plant upgrades. He has done quite a bit of work that was not planned on, as he was asked to research alternate funding options. The original contract was \$184,000, and now Ken is asking for an additional \$48,000, though only \$25,000 has been requested at this meeting. Attorney Huber stated that the requested amount can be amended tonight to the requested \$48,000 if the Commissioners approve. Commissioner Reynolds said he would like to see backup for the increase request.

Chairman Hatley said he was confident that we gave direction to search out these other funding sources, which ate away at the funding original budget. The consensus of the board was to get more information on where the money was spent and copies of past invoices to be put in our next packets.

Ken Shuey stated that the project will be put on hold until the funding issue is resolved. He is close to the end of the contract. Once the funding is resolved he will complete the environmental document and will get it to Glen for review.

## **9. Adoption of the Contract Between the Sewerage Commission and Cole Huber LLP for Legal Services, and consideration to authorize the Manager to Sign the Contract. ❖**

Manager Sturdevant stated that the contract was not approved in a previous meeting, so it is on the agenda for adoption. Attorney Huber recused himself from acting as general counsel on this item. Any comments he might make are in the capacity of his firm and not as SC-OR general counsel.

A motion was made by Chairman Hatley to adopt the contract between SC-OR and Cole Huber LLP for legal services, and authorize Manager Sturdevant to sign the contract. The motion was seconded by Commissioner Reynolds, and passed by the following vote: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

**10. Resolution 02-21 – Establishing Repayment of Funds Expended from the Capital Outlay Reserve for the Construction of the Solar Array Project ❖**

Manager Sturdevant said that resolution 03-04 had a specific time that the transfer had to be made based upon the receipt of the PG&E true-up statement. The month that the statement is received has been changed due to the upgrade of the solar array, so he was directed to change the resolution to reflect the transfer to be made whenever we receive the true-up statement, but no month is specified. The true-up was \$320,973.56.

Chairman Hatley made a motion to adopt Resolution 02-21 (Establishing Repayment of Funds Expended from the Capital Outlay Reserve for the Construction of the Solar Array Project). Commissioner Kuehner seconded the motion, and the motion passed by the following vote: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

**11. Annual Transfer of Funds in Accordance with Resolution 02-21 ❖**

Manager Sturdevant said that since the new resolution changed the month that the solar transfer is made based upon when the PG&E true-up statement is received, he would now like to transfer \$100,000. This transfer is based upon PG&E average cost charged per KWh, the solar KWh production total, and then we multiplied the average by the production cost to show an annual savings of \$243,510.66.

Commissioner Pittman made a motion to authorize the annual transfer of funds in accordance with Resolution 02-21 in the amount of \$100,000 from the general fund to the Capital Outlay Account. Commissioner Reynolds seconded the motion, and the motion passed by the following vote: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

**12. Adoption of Job Descriptions and Policies 2861, 2862 & 2863 Created for New Positions in SC-OR Management Restructure ❖**

Manager Sturdevant stated that these job descriptions have been created by himself, Ray Sousa and Mikah Salsi to create the redundancy in job coverage that the Board had requested. Attorney Huber reviewed the job descriptions. Commission Kuehner asked about the statement of performing other duties as assigned. That statement was included on the job descriptions of #2861 & #2862, and Attorney Huber stated we can add it to #2863 (Environmental Compliance Supervisor) at this meeting, which Manager Sturdevant was directed to do. Commissioner Pittman suggested that Manager Sturdevant sit down with each person who is filling these positions and make sure they understand the job description that they will be assuming.

A motion was made by Chairman Hatley adopt job descriptions 2861, 2862 as presented, and 2863 with a line item added stating they will perform other job duties as assigned. The motion was seconded by Commissioner Pittman, and passed by the following votes: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

### **13. Proposed Pay Scales for New Positions Created in SC-OR Management Restructure ❖**

Manager Sturdevant performed his own salary survey, as the created positions were not covered in the salary survey done by Bryce Consulting. He compared SC-OR to the other grade IV plants in Northern California that we are in direct recruitment competition, which were the Cities of Redding, Chico and Yuba City. He then determined what he was comfortable with in creating those pay scales as they would fit within the budget, and explained his reasoning for this. The Commissioners agreed with his proposed wage scales and thought he did a good job in determining the scales.

A motion was made by Chairman Pittman to adopt the proposed hourly wage schedules for the newly created positions of Lead Operator, Plant Supervisor and Environmental Compliance Supervisor. The motion was seconded by Chairman Hatley, and passed by the following votes: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

### **14. Adoption of the Hourly Wage Schedule as Required by CalPERS ❖**

A motion was made by Chairman Hatley to adopt the updated hourly wage schedule as required by CalPERS. The motion was seconded by Commissioner Reynolds, and passed by the following votes: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

### **15. Budget Increase Request for Jacobs Engineering for Task Order #29 (Auxiliary Influent Pump Station) ❖**

Manager Sturdevant said that this item is regarding the new influent pump station for which we are waiting on the release of the grant funds. Some of what is detailed is what they propose to do during the upgrade. His and Mikah's thought process is that since the ground will be opened during this project, why not do what we can do now while it's open rather than wait. Part of their reasoning is: 1) If we wait 5 years and finance it, it is going to cost more money. 2) Why pay to dig up ground that has already been paid to be dug up during the construction of the influent pump station? Previous Manager Koch said he was given direction to pay for a new bar screen out of SC-OR's bank account. Adding the bar screen to the bid documents will be included in this increase. His recommendation is to approve the \$88,000 increase to do these projects, as it will be money well spent that will save us money in the long run.

Commissioner Kuehner suggested setting up a cost center for each project and task order to track the monies requested and spent.

A motion was made by Chairman Hatley to authorize the budget increase for Jacobs Engineer for task order #29 (auxiliary influent pump station) for an amount not to exceed \$88,000. The motion was seconded by Commissioner Kuehner, and passed by the following votes: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

## **16. Budget Increase Request from Jacobs Engineering for Task Order #34 ❖**

Manager Sturdevant reported that he and Mikah had met with Jacobs regarding the final design of the upgrade task order #34 (Wastewater Treatment Plant Upgrade Final Design). In discussions he asked Jacobs for a cost to make changes to eliminate safety issues of the backwash equalization tank. This will increase the cost of this task order by \$62,411. He feels that it would be cost effective to eliminate this issue during the upgrade rather than waiting to do it at a later date when it will cost more and continue to be a safety issue.

A motion was made by Commissioner Kuehner to authorize the budget increase for Jacobs Engineer on task order #34 (Wastewater Treatment Plant Upgrade Final Design) for an amount not to exceed \$63,000. The motion was seconded by Commissioner Reynolds, and passed by the following votes: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

## **17. Attorney's Report ❖**

Attorney Huber said he met with Manager Sturdevant and Plant Supervisor Salsi and they started compiling a task list for him.

## **18. Manager's Report ❖**

Manager Sturdevant reported that he has received information from LOAPUD and TWSD that their crews have found breaks in our interceptor pipes. We will be looking for the best way to repair these issues.

He had hoped to bring information on the third auxiliary pump, but is still working on the VFD specifications. Commissioner Kuehner got us a price reduction on the pump by suggesting sole sourcing. This should be on the agenda for consideration at the next meeting.

Staff would like to investigate WIFIA (Water Infrastructure Finance and Innovation Act) funding. It is an expensive process to get through, but is almost guaranteed money. The major cost doesn't come due until we are through the initial process. He is only asking for permission to investigate this funding and what it would cost at this time. This funding is a low interest loan program that will only cover 49% of the project cost. It was the consensus of the Commission to proceed with investigating this funding.

The first round of interviews for an OIT, Grade I, II, or III advertised position were completed last week. There were 16 applicants; 14 were OIT's and two were Grade V applicants. Eight of these will be brought back for a second interview. There are some very good prospects, and some are local.

Ruddy Creek Pump Station – Manager Sturdevant believes this pump station is at its capacity and needs to be replaced. Assistant to the Manager, Ray Sousa, said the City committed to the upgrade in 1987 at their expense. The reason why the City agreed to pay for the upgrade is the City wanted to develop the airport and they needed sewer.



SC-OR had no obligation to sewer it, so the City said they would cover the impact. The plans were drawn but are outdated. Manager Sturdevant said the upgrade needs to be done now, and we will begin investigating this and bring it back to the board.

**19. Visitor Comments ❖**

None

**20. Commissioner and Staff Comments ❖**

Assistant to the Manager Sousa said he will work with the manager and plant supervisor on organizing task orders so we don't face what we did with Provost & Pritchard again.

Supervisor Salsi said that an email he received today regarding the grant was a draft grant agreement. It is some progress.

Commissioner Reynolds said he feels we have a good team at SC-OR.

**21. Adjournment ❖**

There being no further business, the meeting was adjourned at 6:42 p.m. to the regular meeting scheduled on March 24, 2021 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

(Held at the Plant on March 12, 2021)

On Friday, March 12, 2021, safety training was held. In attendance were: Plant Supervisor Mikah Salsi, Plant Operators Mitch Maxwell, Matt Chavis, Josh Sorenson and Chris Wright, and Administrative Assistant Lauri Pittman.

Operator Chris Wright, who was leading the meeting, called the meeting to order at 2:23 p.m. He opened with showing two videos: 1) *Slips, Trips & Falls Safety Video, the Fatal Half Inch*, and 2) *Working Around Powered Mobile Equipment*.

A booklet, *Slips, Trips and Falls, Split Second Safety*, was reviewed and all employees took the quiz at the back of the booklet.

Employees went out to the shop area where the loader was positioned with obstacles set up around it. Each employee climbed into the loader to see for themselves how large the blind spots are while operating the loader. Chris stressed how dangerous all of the large machinery at the plant can be, and stressed the operator must always be aware of the dangers when using this heavy equipment. Anyone wanting to approach the equipment in operation must first get the operators attention with hand signals and eye contact before entering the danger zone of the equipment.

Chris and Mikah asked if there were any safety concerns or needs. Josh Sorenson asked for new grinding shields, as our current shields are in poor condition. Chris Wright asked for new safety glasses, and reported that the catwalk at the NW aerator of the west digester is rotted. Mikah said we will look into how to replace or repair it.

The meeting was adjourned at 3:07 p.m.

**SEWERAGE COMMISSION - OROVILLE REGION**  
**BUDGETARY SUMMARY - FISCAL YEAR 2020/2021**

DESCRIPTION	Adopted Budget 2020/21	Expended This Month	Expended Through 02.28.2021	Balance of Funds Remaining	Time Left 33%
SALARIES & WAGES	740,900	47,664.77	492,208.13	248,691.87	34%
EMPLOYEE BENEFITS	577,966	27,267.94	447,769.11	130,196.89	23%
COMMISSIONERS' FEES	43,200	3,600.00	28,800.00	14,400.00	33%
CMSNRS FICA & MEDICARE	3,306	275.40	2,203.20	1,102.80	33%
GAS, OIL & FUEL	19,000	667.91	14,980.77	4,019.23	21%
INSURANCE	67,000	0.00	66,586.04	413.96	1%
MEMBERSHIPS	8,850	0.00	7,811.00	1,039.00	12%
OFFICE EXPENSES	8,500	1,112.13	4,251.96	4,248.04	50%
OPERATING SUPPLIES	145,700	8,872.78	74,219.56	71,480.44	49%
PROFESSIONAL SERVICES	144,200	2,370.06	86,936.00	57,264.00	40%
PRINTING & PUBLICATIONS	3,000	0.00	290.00	2,710.00	90%
REPAIRS & MAINTENANCE	115,000	5,300.13	50,705.70	64,294.30	56%
BIOSOLIDS DISPOSAL	35,000	0.00	9,086.00	25,914.00	74%
MONITORING & COMPLIANCE	70,000	3,023.97	29,121.26	40,878.74	58%
TRAINING & MEETINGS	8,000	257.58	2,598.47	5,401.53	68%
UTILITIES	389,650	41,713.68	288,354.94	101,295.06	26%
<b>TOTAL OPERATING</b>	<b>2,379,272</b>	<b>142,126.35</b>	<b>1,605,922.14</b>	<b>773,349.86</b>	<b>33%</b>
Engineering Fees	2,370.06				
Legal Fees	0.00				
Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>2,370.06</u>				

**SEWERAGE COMMISSION - OROVILLE REGION**

**REVENUE SUMMARY - FISCAL YEAR 2020/2021**

DESCRIPTION	Received	Received	Unrestricted	Restricted	Regulatory &	Restricted	Restricted	Restricted
	This	Through						
	Month	02.28.21	Funds	Funds	Funds	Funds	Funds	Fines&Pen.
SERVICE CHARGES	0.00	1,037,957.20	1,037,957.20				100,000.00	
SEPTAGE DUMPERS	9,391.85	57,545.62	57,545.62					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	7,822.65	7,822.65					
RFC CHARGES	59,742.00	365,090.00					365,090.00	
INTEREST	0.00	49,843.84	12,372.05	2,700.19	7,465.70	27,274.86	0.00	31.04
RCA (Regulatory & capital ar	0.00	582,555.75			582,555.75			
WCRF	0.00	38,837.05		38,837.05				
<b>TOTALS</b>	<b>69,133.85</b>	<b>2,239,652.11</b>	<b>1,115,697.52</b>	<b>41,537.24</b>	<b>590,021.45</b>	<b>492,364.86</b>	<b>0.00</b>	<b>31.04</b>

← Solar fund transfer:

**SEWERAGE COMMISSION - OROVILLE REGION  
ACTIVE & INACTIVE CASH - MONTHLY RECAP  
FISCAL YEAR 2020/2021**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	3,510,187.23	3,203,418.31	3,104,132.80	3,452,922.37	3,410,990.43	3,219,385.08	3,869,412.40	3,174,102.31				
Cash - Restricted												
WCRF	731,544.10	731,544.10	733,078.69	733,927.56	733,927.56	735,093.16	750,779.93	750,779.93				
R&CA	1,902,537.87	1,902,537.87	1,905,884.12	2,195,565.12	2,195,565.12	1,129,933.01	1,418,032.06	1,398,645.86				
Cap. Outlay	7,475,728.68	7,414,284.65	7,288,621.51	6,928,708.16	6,928,708.16	7,761,529.36	7,763,188.86	7,922,930.86				
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00				
Fines&Pen	8,422.72	8,422.72	8,440.27	8,440.27	8,440.27	8,453.76	8,453.76	8,453.76				
<b>TOTAL CASH</b>	<b>13,928,420.60</b>	<b>13,560,187.65</b>	<b>13,340,157.39</b>	<b>13,619,563.48</b>	<b>13,577,631.54</b>	<b>13,154,394.37</b>	<b>14,109,867.01</b>	<b>13,554,912.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>INTEREST ALLOCATED:</b>												
Unrestricted			7,043.74			5,328.32						
Reserve/WCRF			1,534.59			1,165.60						
Reserve/CO			16,182.81			11,092.05						
Reserve/M&O			17.50			13.49						
Reserve/F&P			3,991.25			3,474.45						
Reserve/RCA												
<b>CONSISTING OF:</b>												
Checking Account	439,984.78	21,751.83	70,951.63	420,357.72	31,422.78	33,188.61	992,587.35	27,633.06				
L.A.I.F. Account	13,488,435.82	13,538,435.82	13,269,205.76	13,199,205.76	13,546,208.76	13,121,205.76	13,117,279.66	13,527,279.66				
<b>TOTAL CASH</b>	<b>13,928,420.60</b>	<b>13,560,187.65</b>	<b>13,340,157.39</b>	<b>13,619,563.48</b>	<b>13,577,631.54</b>	<b>13,154,394.37</b>	<b>14,109,867.01</b>	<b>13,554,912.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>% of Funds Invested</b>	<b>96.84%</b>	<b>99.84%</b>	<b>99.47%</b>	<b>96.91%</b>	<b>99.77%</b>	<b>99.75%</b>	<b>92.97%</b>	<b>99.80%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2020

**BALANCE PER BANK**

Ending Balance on Bank Statement	28-Feb-21	258,273.52
Less Outstanding Warrants		(230,640.46)
Equals Adjusted Bank Balance at	28-Feb-21	<u>27,633.06</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	31-Jan-21	<u>992,587.35</u>
Deposits		181,139.25
Less Warrants Written		(1,110,946.29)
Less Net Payroll Warrants		(35,147.25)
Equals Adjusted Checkbook Balance	28-Feb-21	<u>27,633.06</u>



The Water Infrastructure Finance and Innovation Act (WIFIA) program accelerates investment in our nation's water infrastructure by providing long-term, low-cost supplemental loans for nationally and regionally significant projects. Borrowers benefit from receiving low, fixed interest rate loans with flexible financial terms.

## WIFIA LOANS OFFER A LOW, FIXED INTEREST RATE

**A SINGLE FIXED RATE IS ESTABLISHED AT CLOSING.** A borrower may receive multiple disbursements over several years at the same fixed interest rate.

**RATE IS EQUAL TO THE US TREASURY RATE OF A SIMILAR MATURITY.** The WIFIA program sets its interest rate based on the U.S. Treasury rate on the date of loan closing. The rate is calculated using the weighted average (WAL) life of the loan rather than the loan maturity date. The WAL is generally shorter than the loan's actual length resulting in a lower interest rate.

**RATE IS NOT IMPACTED BY BORROWER'S CREDIT OR LOAN STRUCTURE.** All borrowers benefit from the AAA Treasury rate, regardless of whether they are rated AA or BBB. The WIFIA program does not charge a higher rate for flexible financial terms.

## WIFIA LOANS PROVIDE FLEXIBLE FINANCIAL TERMS

**CUSTOMIZED REPAYMENT SCHEDULES.** Borrowers can customize their repayments to match their anticipated revenues and expenses for the life of the loan. This flexibility provides borrowers with the time they may need to phase in rate increases to generate revenue to repay the loan.

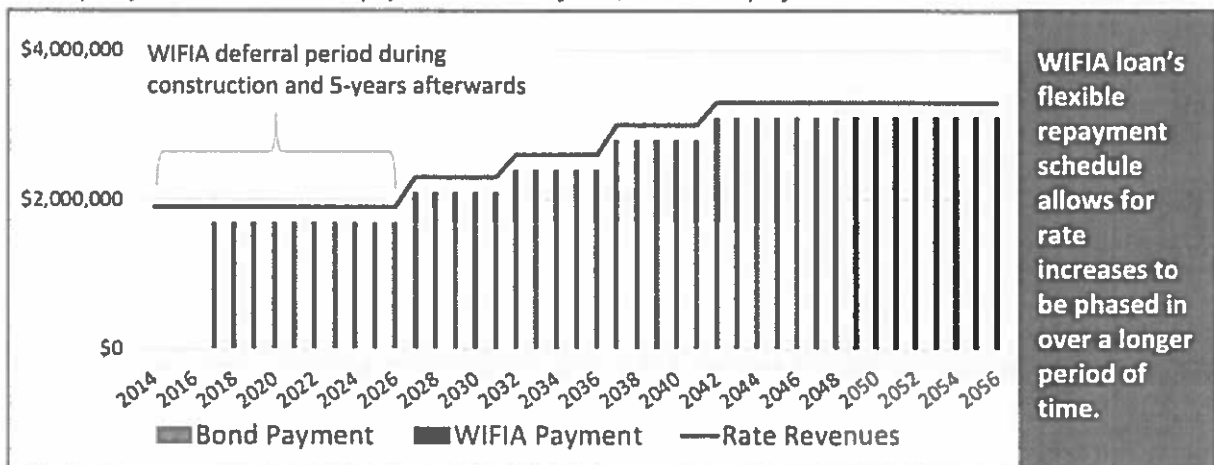
**LONG REPAYMENT PERIOD.** WIFIA loans may have a length of up to 35 years after substantial completion, allowing payment amounts to be smaller throughout the life of the loan.

**DEFERRED PAYMENTS.** Payments may be deferred up to 5 years after the project's substantial completion.

**SUBORDINATION.** Under certain circumstances, WIFIA may take a subordinate position in payment priority, increasing coverage ratios for senior bond holders.

**WIFIA LOANS CAN BE COMBINED WITH VARIOUS FUNDING SOURCES.** WIFIA loans can be combined with private equity, revenue bonds, corporate debt, grants, and State Revolving Fund (SRF) loans.

*Example of a customized debt repayment structure for a \$100 million project*



WIFIA loan's flexible repayment schedule allows for rate increases to be phased in over a longer period of time.



WEBSITE: [www.epa.gov/wifia](http://www.epa.gov/wifia)

EMAIL: [wifia@epa.gov](mailto:wifia@epa.gov)

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# Sewerage Commission - Oroville Region Task Order No. 36 - Support in WIFIA Loan Letter of Interest Development

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## General

This Task Order authorizes CH2M HILL Inc. (now Jacobs, "Consultant") to perform the services described in the Scope of Work below in accordance with the terms and conditions of our agreement dated July 27, 1998, as amended June 2, 2006. This task order is for consulting services related to the preparation of a Letter of Interest (LOI) for a Water Infrastructure Financing Innovation Act (WIFIA) loan to fund design and construction of facilities at the Sewerage Commission - Oroville Region (SC-OR, Owner) Wastewater Treatment Plant (WWTP). The official name for the project will be Support in WIFIA Loan Letter of Interest Development, hereinafter referred to as the "Project."

## Background

SC-OR owns and operates a WWTP that serves three member agencies (Thermalito Water and Sewer District, Lake Oroville Area Public Utilities District and City of Oroville). SC-OR also owns and operates a small portion of the collection system that conveys the wastewater from the member agencies to the WWTP. Consultant is currently under contract to provide final design and bid phase services for a treatment plant upgrade project.

This Task Order presents Consultant's scope of work, preliminary schedule, and budget for the preparation of a WIFIA LOI to provide funding for the WWTP upgrade project.

## Scope and Fee Development

Consultant will assist SC-OR Owner in the development of an LOI, the first submittal required in the process to be considered for a low-interest loan for the WIFIA loan program administered by the United States Environmental Protection Agency (EPA). The LOI phase of the WIFIA loan application process is the competitive part of the process, which, if selected, is followed by the WIFIA loan application. SC-OR is interested in submitting an LOI in Year 5 of the WIFIA program, with an expected submittal deadline to EPA in August 2021 (subject to change).

The following key assumptions were made in the compilation of this scope of work and the estimation of the level of effort:

1. It is understood that in the current public health uncertainty (regarding the COVID-19 virus) both the SC-OR and Consultant will likely conduct meetings and conferences remotely via videoconference to the greatest extent possible. In-person meetings



typically held at the project kickoff and in Washington DC have not been included in the budget estimate.

2. Selection of WIFIA LOI is not guaranteed.
3. SC-OR will provide historical data to Consultant as required, preferably within 7-10 calendar days after receipt of requested information, to assist with the development of the WIFIA LOI. Historical data could include technical and financial data, as well as forecasted CIP expenditures and Pro Forma data. Consultant will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the SC-OR.
4. SC-OR will make timely decisions, preferably within 7-10 calendar days, regarding WIFIA LOI, on questions or issues posed by Consultant as material is developed for inclusion in the WIFIA LOI.
5. All documents, reports, memoranda, agendas, minutes, invoices and other submittals will be transmitted to SC-OR electronically unless otherwise specified.
6. In providing opinions of cost, financial analysis, economic feasibility projections, and schedules for Projects, Consultant has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate Project cost or schedule. Therefore, Consultant makes no warranty that the SC-OR's actual Project costs, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections, or estimates.
7. Consultant will obtain written approval before accepting additional tasks under this agreement.
8. This scope of work is limited to consulting services, no direct supervision of SC-OR Employees or Contractors will occur.
9. Consultant may reasonably rely upon the accuracy of the information provided by SC-OR Employees and Contractors.
10. Consultant will not be responsible for the quality and completeness of information provided by SC-OR Employees and Contractors, nor for acts by SC-OR employees and Contractors.
11. The LOI will use SC-OR's financing plan developed by others for the Financing Plan section of the LOI.

## Consultant's Scope of Work

Consultant's services will consist of performing tasks necessary for the development of a LOI. The following tasks are organized to reflect the major sections of the LOI.

## **Task 1 - Identify Project(s) and Address Project Grouping (LOI Section B, Project Plan Pre-work)**

Consultant will support SC-OR's efforts to identify project elements to include in the LOI, including considerations related to grouping of project elements in light of the size, scale, compatibility with eligibility criteria for the loan program, and ability to be combined into logical program package. Key considerations are the need to have an overall project size greater than \$20 M and SC-OR's need to identify funding source for the 51% of the project funding that will need to come from non-WIFIA sources.

### **Deliverables:**

1. List of project elements, anticipated start and finish dates, and estimated construction costs to include in WIFIA loan program application.

## **Task 2 - Draft Project Plan (LOI Section B, Project Plan)**

Consultant will provide a draft of the Project Plan section of the LOI as required to satisfy the requirements of Section B, Project Plan, in the WIFIA LOI. This will include drafting material for the required information for this section of the LOI including:

1. Project name(s)
2. National Pollutant Discharge Elimination System (NPDES) and/or Public Water System (PWS) number (if applicable)
3. Project website(s), currently under development
4. Brief description of the project(s) (major project scope items such as capacity, diameter and length, treatment components, and other design features):
5. Description of the project's purpose (including quantitative or qualitative details on public benefits the project(s) will achieve)
6. Description of the location of the project(s), including a project map, if available, and/or latitude and longitude details
7. County(s) and population served by the project and system for the useful life of the project(s)
8. Type of project delivery method (i.e., design-build, construction manager at-risk, design-bid-build) that is planned for this project(s)
9. Overall and detailed project schedule
10. Summary of any analysis (i.e. preliminary engineering reports, feasibility studies, preliminary designs, siting studies, project plans, etc.) completed in support of the project(s). List of referenced documents and PDF copies that can be attached to the application. This includes support in determining which supporting documents will provide useful support to the LOI.
11. Discussion of any other issues that may affect the development and financing of the project(s), such as community support, pending legislation, or litigation.
12. Descriptions of the authorizing actions (e.g., local vote, board vote, ordinance) that would need to occur to enter into a loan agreement with the WIFIA program.
13. Description of the status of the environmental review plan, including providing relevant environmental review documents as attachments.
14. Completion of required table for any in-progress or completed environmental reviews for the project.

15. Description of the status of any additional permits and approvals that the project(s) may require.
16. If applicable, specification of any new or relocated discharge to surface or groundwater that is expected or new or relocated water intakes expected.
17. If applicable, description of community outreach efforts conducted to date and planned for the project(s).
18. Description of any operation and maintenance contractual arrangements that may impact the operation of the project(s).

**Deliverables:**

1. Draft material for the Section B Project Plan, ready for review by SC-OR.

**Assumptions:**

1. SC-OR will be available to respond to questions and help provide supporting information it may have related to the topics within the Project Plan.

**Task 3 - Develop Financing Plan (LOI Section C, Financing Plan)**

The Financing Plan section of the LOI will be prepared by others, in support of SC-OR's other financing efforts.

Consultant will support SC-OR in a review capacity for the Financing Plan section, prepared by others, of the LOI, including:

1. Development of sources and uses of funds table, including the proposed WIFIA assistance and identification of any ineligible project costs.
2. Estimated total eligible project costs (in dollars)
3. Requested amount of the WIFIA loan (in dollars)
4. Draft narrative describing the project(s) plan of finance. This will include a discussion of the proposed financial structure and any existing ratings on the security pledged for repayment of the WIFIA loan (if available) or a description of how the senior debt obligations will garner an investment-grade rating(s). It will also identify the availability and credit terms of other project funding sources, and will include any preliminary revenue projections, with description of underlying assumptions.
5. Description of the proposed credit terms of the WIFIA assistance including the security pledge, the requested lien position (if subordinate position requested include note that other project debt cannot enjoy senior security without springing parity security rights), maturity date (term), and amortization structure (e.g. straight-line or sculpted).
6. Gather and prepare for submittal the year-end audited financial statement for the past three years, as available as an attachment.
7. Develop and prepare for attachment a financial pro forma which presents key revenue, expense, and debt repayment assumptions for the revenue pledged to repay the WIFIA loan through the final maturity of the proposed WIFIA debt, including up to three years of historical data, as available. The pro forma will be developed in an editable Microsoft Excel format, as required by the WIFIA submittal requirements. The pro forma will include at a minimum the following:
  - a. Sources of revenue
  - b. Operations and maintenance expenses
  - c. Dedicated source(s) of repayment

- d. Capital expenditures
  - e. Debt service payments and reserve transfers, broken down by funding source and including the WIFIA credit assistance
  - f. Projected debt service coverage ratios for total existing debt and the WIFIA debt
  - g. The project's or system's debt balances broken down by funding sources
  - h. Equity distributions, if applicable
  - i. Sensitivity projections if available
8. Indication of any related SRF funding applications and status, as required by the WIFIA submittal requirements.

The attached budget estimate was established based on the assumption that Consultant will not develop the Financing Plan section of the LOI as required to satisfy the requirements of Section C, Financing Plan, in the WIFIA LOI including completion of the financial proforma. It is understood that SC-OR will either seek a recent bond rating (within the last year) from a nationally-recognized rating agency, or submit a financial proforma prepared by others.

**Deliverables:**

1. Review comments for Section C Financing Plan developed by other members of SC-OR's extended team.

**Assumptions:**

1. The Financing Plan will be prepared by others.
2. SC-OR will be available to respond to questions and help provide supporting information it may have related to the topics within the Financing Plan.

**Task 4 – Develop Selection Criteria Responses (LOI Section D, Selection Criteria)**

Consultant will provide hands-on support in the development of the Selection Criteria section of the LOI, as required to satisfy the requirements of Section D, Selection Criteria, in the WIFIA LOI. This will include drafting material for this section and identifying appropriate supplemental supporting material to include as attachments to the LOI. The questions for this section will be released on the date of Notice of Funding Approval.

**Deliverables**

1. Draft material for any portions of the Section D Selection Criteria, ready for review by SC-OR.

**Assumptions**

1. SC-OR will be available to respond to questions and help provide supporting information it may have related to the topics within the Selection Criteria Responses.

## **Task 5 – Support in Developing Remaining Sections of the LOI (Section A - Prospective Borrower Information, Section F - Certifications, and Section G - Notification of State Infrastructure Financing Authority)**

Consultant will provide support as an extended team member in the development of the other sections of the LOI. These include Section A (Prospective Borrower Information), Section F (Certifications), and Section G (Notification of State Infrastructure Financing Authority).

### **Deliverables**

1. Draft material for any of these sections for which SC-OR requests development support from Consultant, ready for review by SC-OR.
2. Review comments for any of these sections developed by other members of SC-OR's extended team.

### **Assumptions**

1. SC-OR will be available to respond to questions and help provide supporting information it may have related to these sections.

## **Task 6 – Finalize WIFIA LOI**

If requested, Consultant will support SC-OR in finalizing and submitting the LOI to EPA. This could include support in areas such as:

- Compiling the material required for the various sections of the LOI from assigned primary authors into a single file;
- Providing editorial support in finalizing the material in the LOI;
- Uploading the LOI and attachments to EPA's WIFIA SharePoint site.

### **Deliverables**

1. Revised final version of material to submit as the SC-OR's WIFIA LOI(s).

### **Additional Services**

SC-OR may elect to request the following services from Consultant during the course of the project. The scope, schedule and fee for each additional service will be negotiated and approved by SC-OR prior to Consultant beginning the associated work.

- Additional support developing Financing Plan (LOI Section C, Financing Plan).

## **SC-OR Responsibilities**

The services described below are assumed to be provided by SC-OR:

- Furnish copies of pertinent documents related to Tasks included herein.
- Respond to questions and provide any supporting information SC-OR may have related to Tasks included herein.
- Provide input & review comments on Project deliverables/recommendations.

- Coordinate input/review from any stakeholders beyond SC-OR's core project team.
- Prepare/file any approvals required by local, state, and federal authorities.

## Schedule

A preliminary milestone schedule for this Task is as follows:

Milestone	Target Start	Target Finish
Task 1 - Identify Project(s) and Address Project Grouping	03/29/21	04/15/21
Task 2 - Draft Project Plan	04/15/21	05/15/21
Task 3 - Develop Financing Plan	05/15/21	06/15/21
Task 4 - Develop Selection Criteria Responses	06/15/21	07/15/21
Task 5 - Support in Developing Remaining Sections of the LOI	07/15/21	08/15/21
Task 6 - Finalize WIFIA LOI	07/29/21	08/15/21

Please note that this schedule is dependent on when the EPA releases its Notice of Funding Announcement and the deadlines set forth by the WIFIA program. Work under this Task Order is expected to be completed by January 1, 2022. If the work is delayed beyond the reasonable control of Consultant, Consultant reserves the right to request a scope and fee modification for additional administrative and support time.

## Compensation

Compensation for services described herein will be on a time and materials basis for a total not-to-exceed budget of \$85,000. Compensation is based on Salary Costs, times a multiplier of 2.2, plus direct expenses. A minimum bill rate of \$90 per hour will be used on this project. This total fee will not be exceeded without prior authorization from SC-OR. A breakdown of the estimated fee is summarized in Table 1. SC-OR understands and agrees that individual tasks may be completed either under or over budget and that Consultant can reallocate budgets within and across tasks provided the total authorized estimated fee is not exceeded. SC-OR is not obligated to compensate the Consultant for work beyond the authorized budgets nor is the Consultant obligated to incur costs that exceed the authorized budgets. Costs for sub-consultants are rough order or magnitude estimates based upon the anticipated work.

**Table 1 - Estimated Fee Breakdown**

Task	Budget
Task 1 - Identify Project(s) and Address Project Grouping	\$7,000
Task 2 - Draft Project Plan	\$16,000

**Table 1 – Estimated Fee Breakdown**

<b>Task</b>	<b>Budget</b>
Task 3 – Develop Financing Plan	\$5,500
Task 4 – Develop Selection Criteria Responses	\$18,500
Task 5 – Support in Developing Remaining Sections of the LOI	\$9,500
Task 6 – Finalize WIFIA LOI	\$28,500
	<b>\$85,000</b>

This Task Order No. 36 is effective as of the date noted below and will become part of the referenced agreement when executed by both parties.

Effective date: DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

IN WITNESS WHEREOF, the parties execute below:

For CLIENT, SEWERAGE COMMISSION – OROVILLE REGION

By: \_\_\_\_\_

Name & Title: Glen Sturdevant/Manager

For CH2M HILL, INC.

By: \_\_\_\_\_

Name & Title: John Schoonover /Manager of Projects



March 17<sup>th</sup>, 2021

Mr. Glen Sturdevant, Manager/Superintendent  
Sewerage Commission - Oroville Region (SC-OR)  
P.O. Box 1350  
Oroville, California 95965

Subject: Amendment No. 4 to Task Order No. 20 – General Consulting Services

Dear Glen,

This proposal is to amend Task Order No. 20, dated March 20, 2007 (as amended February 4<sup>th</sup>, 2019) for Jacobs (formerly CH2M HILL) to provide general consulting services to SC-OR on an as-needed basis. Task Order No. 20 has been amended as follows:

Contract	Date	Amount	Total
Initial MSA	March 20, 2007	15,000	15,000
Amendment No. 1	May 14, 2007	20,000	35,000
Amendment No. 2	March 13, 2009	35,000	70,000
Amendment No. 3	February 4, 2019	60,000	130,000
Amendment No. 4	March 17, 2021	20,000	150,000

This amendment increases the budget by \$20,000 to a total budget of \$150,000. This Amendment will be used to support capacity studies, and as-needed tasks that may arise. The Task Order may be amended in the future with additional budget as the need arises. Such amendments will be authorized by letter. All work will be performed in accordance with the terms and conditions of the July 27, 1998, contract as amended February 4<sup>th</sup>, 2019.

To authorize this amendment, please sign both copies of this letter, keep one copy for your files, and return the other copy to my attention. If you have any questions regarding this proposed amendment, please call Ted at 530-229-3388.

Sincerely,  
CH2M HILL

Authorized By,  
SC-OR

\_\_\_\_\_  
Ted Couch, PE  
Project Manager

\_\_\_\_\_  
Glen Sturdevant  
Manager/Superintendent

\_\_\_\_\_  
John Schoonover  
Manger of Projects

Date Authorized: \_\_\_\_\_, 2021



## Contract Scope Adjustment No. 1

To:	Glen Sturdevant, Sewerage Commission – Oroville Region	Email:	<a href="mailto:gsturdevant@sc-or.org">gsturdevant@sc-or.org</a>
From:	Provost & Prichard Consulting Group	Date:	February 12, 2020
Subject:	SC-OR Funding and Planning Services		

For over the past two years, we have worked with SC-OR staff on funding and planning services associated with the proposed wastewater treatment plant upgrade project. We entered into an agreement with SC-OR for this work on August 29, 2018 with a scope of services and an estimated fee for those services. Our work initially involved the preparation of a funding application to the Clean Water State Revolving Fund (CWSRF) for funding for the WWTP upgrades.

1. Since we started on this work, we have encountered a number of issues that are outside the scope of our original proposal. Many of these issues revolved around the Camp Fire and its impact on the greater Oroville community. After the fire as State and Federal agencies began providing aid for the reconstruction, SC-OR was approached about funding programs that were represented as possible funding mechanisms for the WWTP upgrades. The programs included AB101 programs, California Office of Emergency Services, the Economic Development Agency, FEMA, the IRWM program, USDA and WIFIA. As part of our funding work, we assisted staff and the Board in pursuing these funding options.
2. We were also involved in preparing and presenting the rate increases adopted by the SC-OR Board for Fiscal Year 19/20 and presenting those increases to the member entities at their Proposition 218 hearings. Rate increases for the next five years were adopted in anticipation of funding the WWTP upgrades. We also explored options to raising or lowering facility connection charges for new connections to the SC-OR WWTP and the impacts to new development within the service area.
3. In March of 2020 Jacobs presented a revised WWTP upgrade option that changed many of the planned upgrades. In November of 2020 Jacobs submitted 90% plans that relocated some of the planned improvements on the site. These changes, while beneficial to the project, created additional work in updating the project description for the environmental document and financial projections for the project.
4. Additionally, we were asked to assist with several WWTP improvement projects (the clay pond isolation valve and the construction of the auxiliary pump station piping improvements).

A summary of the additional work performed is provided below:

1. Funding options:	\$24,012
2. User & connection fees:	\$7,461
3. Updated WWTP improvements:	\$16,625
4. WWTP improvement projects:	\$667
<hr/>	
Total:	\$48,765

Since this work constitutes a substantial impact on our work effort, we believe it will not be possible to complete this work in addition to our original scope within the previously agreed budget. Therefore, we request an adjustment of \$48,765 to our original contract budget to accommodate this additional work.

If this Contract Scope Adjustment No. 1 is acceptable to you and the SC-OR Board of Directors, please sign below and return a copy to us. If you have any questions, please contact Ken Shuey, P.E. at (530) 592-9240 or [kshuey@ppeng.com](mailto:kshuey@ppeng.com).

<b>Client:</b>	Sewerage Commission – Oroville Region	Provost & Pritchard Engineering Group, Inc. dba Provost & Pritchard Consulting Group
<b>By:</b>		By: <i>Linda G. Sloan</i>
<b>Name/Title:</b>		Name/Title: Linda G. Sloan, Vice President
<b>Date Signed:</b>		Date Signed: February 12, 2020



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Tel. (866) 776-6200

[www.ppeng.com](http://www.ppeng.com)

August 29, 2018

Scott Koch, General Manager  
Sewerage Commission - Oroville Region  
P.O. Box 1350  
Oroville, CA 95965

**RE: Proposal for Funding and Environmental Planning Services for the Wastewater Treatment Plant Upgrade Project, Oroville, California**

Dear Mr. Koch:

Thank you for the opportunity to submit this proposal to provide funding and environmental planning services for the above-referenced project. This proposal discusses our understanding of the project, recommends a scope of services together with associated fees, deliverables and approximate schedules, sets forth our assumptions and discusses other services that may be of interest as the project proceeds.

### Project Understanding

Provost & Pritchard Consulting Group (Provost & Pritchard) understands that the Sewerage Commission – Oroville Region (SC-OR) intends to construct upgrades to the existing wastewater treatment plant (WWTP) (Project) pursuant to existing and anticipated Regional Water Quality Control Board (RWQCB) NPDES discharge requirements. Construction of the project may be funded by State Water Resources Control Board (SWRCB) Clean Water State Revolving Fund (CWSRF) or other funding sources. A CWSRF funding application is to be prepared and consists of four separate components:

- A CWSRF funding application and supporting forms.
- A project report defining the engineering scope of the project. This report will be based on work prepared by Jacobs Engineering/CH2M in their 10% and 30% design submittals.
- CEQA/NEPA documentation. The Project is subject to environmental review and clearance pursuant to the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). A portion of the project (the influent pump station) has already been cleared pursuant to NEPA, but NEPA and CEQA clearance will be performed for the entire project.
- Financial funding analysis and Proposition 218 compliance.

This proposal anticipates that the appropriate level of NEPA and CEQA environmental clearance will require the preparation of an Initial Study/Mitigated Negative Declaration (IS/MND) and the completion of an "Environmental Package Construction" (EPC) form pursuant to the SWRCB,

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Financial Assistance Application under the CWSRF program. Additionally, Provost & Pritchard will prepare a CWSRF funding application including a Project Report, CEQA/NEPA documentation and a financing plan.

Provost & Pritchard will team with the following subconsultants to provide technical studies to support the IS/MND and the EPC:

- Live Oak Associates, Inc. (LOA) will perform a biological resource investigation of the Project area to determine whether it will create any significant impacts to biological resources, and, if so, will recommend mitigation measures or project alternatives to avoid or reduce the magnitude of any significant impacts to less than significant.
- Genesis Society will conduct a cultural resources inventory of the Project area to determine whether it will create any significant impacts on historical/cultural resources, and if so, will recommend mitigation measures or project alternatives to avoid or reduce the magnitude of any significant impacts to less than significant.

### Scope of Services

Our proposed scope of work for this project is segregated into the Tasks (Phases) described below.

#### Task 1: Project Management (PM)

The scope of work will consist of:

- Provide overall project management.
- Coordination between our project team and SC-OR staff, attorney and governing body.
- Conduct project meetings (as described below) with our team and SC-OR staff. Provide agendas and minutes.
- Develop and maintain project schedule; monitor critical path tasks.
- Coordinate work of sub-consultants.
- Advise and confer with SC-OR staff on key project issues.
- Manage and archive project communications and data.
- Assist SC-OR with communications with the member entities (City of Oroville, Thermalito Water & Sewer District and Lake Oroville Area Public Utility District).

#### Task 1 Assumptions:

- None

#### Task 1 Meetings:

- Project kick-off meeting (1).
- Project team meetings (4).
- SC-OR Board meetings (1).

**Task 1 Deliverables:**

1. Project schedule with periodic updates.
2. Project team meeting agendas and minutes.
3. Monthly budget updates.

**Task 2: Project Report**

SC-OR is currently contracted with Jacobs Engineering to prepare a 30% level design of the proposed WWTP improvements. Previously, Jacobs and CH2M prepared a preliminary design (10% level design) of improvements. These documents, along with design documents for the primary influent pump station, will be packaged into a project report according to the requirements of the SWRCB CWSRF loan and grant program. No new engineering data or designs will be developed, but background information required by the CWSRF program will be included.

**Task 2 Assumptions:**

- The work currently underway and already completed by Jacobs Engineering/CH2M is sufficient to present the required technical aspects of the project.
- Our work will be limited to packaging the existing technical information and providing history/background information.

**Task 2 Meetings:**

- See meetings described in other tasks.

**Task 2 Deliverables:**

- Ten copies of the administrative review draft of the report and one electronic (PDF) copy.
- Ten copies of the final report and one electronic (PDF) copy.

**Task 3: Preparation of IS/MND and EPC**

This phase includes work associated with completion of the tasks identified below as well as tasks related to project administration including file maintenance and billing, and management of Provost & Pritchard staff and subconsultants.

**Task 3.1: Project Kick-off**

- a. Provost & Pritchard will attend one (1) kick-off meeting (via conference call) with SC-OR and the SWRCB to clarify work product expectations, communication protocol, and project schedule.
- b. Provost & Pritchard will conduct one site visit followed by an internal kick-off meeting with team members.

**Task 3.2: Preparation of Administrative Draft Initial Study/Mitigated Negative Declaration (IS/MND) for SC-OR review**

- a. Provost & Pritchard will prepare the Administrative Draft IS/MND pursuant to the CEQA Guidelines Appendix G Environmental Checklist.

Each of the IS sections will provide a discussion of the environmental setting and baseline conditions relevant to an individual environmental issue area, a listing of the applicable federal, State and local laws and how they are relevant to the project, and an analysis of impacts. Thresholds of significance and mitigation measures will also be discussed, as appropriate.

- b. Provost & Pritchard and its subconsultants will complete the following technical studies to support analysis within the IS/MND:

- Provost & Pritchard will utilize CalEEMod for determining air quality pollutants and greenhouse gases potentially generated by the project.
- Provost & Pritchard will run a United States Department of Agriculture Natural Resource Conservation Service Custom Soil Resource Report for the proposed Project site to determine soil types and any associated construction- or operations-related risks or hazards.
- Genesis Society will conduct a cultural resources inventory involving the following tasks:
  - Conduct records search at the Northeast Information Center (NEIC).
  - Consultation with the Native American Heritage Commission for Sacred Lands.
  - Pedestrian field survey, complete coverage, intensive-level.
  - Prepare site forms for newly identified sites. Present scope does not include evaluation of sub-surface components of prehistoric or historic-era sites, or recovery of any surface occurring artifacts.
  - Prepare inventory report per CEQA.
  - Transmittal of final inventory survey report to NEIC/Client.
- LOA will assess biological impacts involving the following tasks:
  - Background Information Review  
LOA will review existing sources of information prior to conducting fieldwork for the Biological Evaluation Report. The focus of this effort will be any information relevant to sensitive biotic habitats, special-status plants and animals, and other unique biotic resources known to occur in the vicinity of the project site.
  - Field Survey  
A reconnaissance level field survey for sensitive biotic resources will be conducted by a qualified biologist within and adjacent to the proposed project site to be used for the WWTP improvements.  
  
LOA does not propose to conduct a wetland delineation or intensive surveys for special-status plants and animals at this time.

- o **Biological Evaluation Report**

A stand-alone technical report will be prepared, identifying the biotic habitats of the project area and their constituent plant and animal species. The report will document the presence or absence of natural drainages, associated wetlands, and/or habitat suitable for special-status species. Project impact to sensitive biological resources will be discussed, including any potential effects to Endangered Species Act (ESA) listed species. Mitigation measures will be proposed for any significant environmental impacts that are identified.

- o **Assistance with the Environmental Package-Construction Form**

LOA will be available to assist with preparation of the ECP form, as needed. Their assistance would include reviewing and providing feedback on sections pertaining to their expertise.

**Task 3.2 Deliverable:** One (1) electronic copy of the Administrative Draft IS/MND.

**Task 3.3: Public Review Draft Initial Study/Mitigated Negative Declaration (MND) and Finalized Notice of Intent to Adopt the IS/MND**

- a. Provost & Pritchard will attend one (1) project team meeting with SC-OR and the SWRCB by teleconference to discuss any comments or concerns regarding the analysis and conclusions in the IS/MND.
- b. Upon receipt of one (1) set of consolidated SC-OR review comments and one (1) set of SWRCB review comments, Provost & Pritchard will incorporate all comments into the Draft IS/MND, Notice of Intent (NOI), and Notice of Completion (NOC) and provide the SC-OR Joint Powers Authority (JPA) with an electronic print-ready draft of the revised documents, with insertions, deletions and formatting changes shown in Microsoft Word "Track Changes".
- c. After SC-OR comments on the print-ready draft IS/MND, NOI, and NOC, LOA will be available to assist with preparation of the ECP form, as needed. Their assistance would include reviewing and providing feedback on sections pertaining to their expertise. Provost & Pritchard will finalize the documents based upon the comments received and will provide electronic copies of each document to the SC-OR. Provost & Pritchard will publish the NOI pursuant to CEQA Guidelines and distribute the NOC and the Draft IS/MND to the State Clearinghouse (SCH) and other interested agencies and individuals identified by the SC-OR JPA for the required public review period.

**Task 3.3 Deliverables:**

- One (1) electronic copy of the Draft IS/MND, NOI and NOC for the SC-OR JPA. Up to twenty-five (25) copies of the Draft IS/MND for distribution at the SCH.

#### **Task 3.4: Preparation of Notice of Determination**

CEQA Guidelines §15075 requires that the lead agency file a Notice of Determination (NOD) within five (5) working days of the agency's decision to approve the project (Public Resources Code §21083).

- a. Provost & Pritchard will prepare a draft NOD for review and comment by SC-OR JPA.
- b. Following that review, Provost & Pritchard will finalize the NOD and file with the Butte County Clerk's office and SCH. The NOD shall be posted for public review for a period of 30 days.

**Task 3.4 Deliverable: One (1) electronic copy of the NOD.**

#### **Task 3.5: State Revolving Fund Program EPC Form**

- a. Utilizing information from the completed IS/MND and supporting technical studies, Provost & Pritchard will prepare an EPC Form pursuant to the State Revolving Fund Program for submittal to the SC-OR and the SWRCB.

**Task 3.5 Deliverable: One (1) electronic copy of the EPC form.**

#### **Task 3 Assumptions:**

- This scope does not include evaluation of sub-surface components of prehistoric or historic-era sites, or recovery of any surface occurring artifacts.
- Tribal consultations or mitigation of impacts to Tribal Cultural Resources will not be needed pursuant to PRC 21080.3.1.
- This scope does not include intensive or protocol surveys for special status or endangered plant and animal species. Recommendations for further studies would be made in the biological evaluation report, should suitable habitat for special status species be identified on the site.
- SC-OR will provide Provost & Pritchard with one (1) set of consolidated review comments on the administrative draft Initial Study and MND, including comments from Legal Counsel, in MS Word "Track Changes" format.
- Meetings with the SC-OR JPA are assumed to be held by telephone conferencing for cost efficiency. Time, travel and mileage would be charged on a materials basis with rates in effect at the time.
- Provost & Pritchard will prepare, distribute, publish, and file a Notice of Intent (NOI) to Adopt (the MND) and Notice of Completion (NOC), for the Public Review Draft IS/MND, as required by CEQA and the State Guidelines.
- This scope and fee include the filing of the Notice of Determination with the Butte County Clerk's Office and the payment of the Butte County Clerk filing fee of \$58.00 and the payment of the California Department of Fish and Wildlife Environmental Document Filing Fee in effect at the time of filing (est. to be approximately \$2,280.75). If SC-OR prefers to pay said fees directly, the budgeted fee may be reduced accordingly.



- This scope and fee do not include responding to any public comments received during the public review period. If comments are received and the SC-OR would like to prepare responses, a separate scope and fee will be provided for review and approval to SC-OR.

## **Task 4: Financial Planning**

### **Task 4.1 Financial Study Initiation**

The Financial Study Initiation task will set the stage for all subsequent efforts related to the financial plan, cost-of-service analysis and sewer connection fee study (Proposition 218 Engineer's Report).

The project team will prepare a request list for the data required for the study. Example data needs will include, but may not be limited to:

- Sewer enterprise budgets and actual costs for past five years.
- SC-OR's most recent financial audit.
- Total number of equivalent dwelling units (EDU's) by entity.
- SC-OR's bylaws pertaining to rates, charges and connection fees.

SC-OR is somewhat unique in that it owns and operates the WWTP, two lift stations and a small length of force main and gravity collection pipe. The three member entities that make up the JPA are billed the cost of operating the SC-OR facilities on an EDU basis, based on the total number of EDU's in each of the three systems. These costs are recovered by the member entities through monthly charges to their customers.

### **Task 4.2 Revenue Sufficiency Analysis**

This task will begin with analyzing the revenue and expenditure data received as part of Task 4.1. The financial plan analysis will include current budget assumptions. The analysis includes the following elements:

**Capital Improvements Program Funding** – In addition to the capital costs associated with the WWTP upgrade, Provost & Pritchard will work with SC-OR staff to identify other projects related to renewal and replacement (R&R).

**Revenue Analysis** – Using the current number of EDU's, Provost & Pritchard will calculate the revenue that should be collected at current rates and compare this number with the actual revenue collected by SC-OR. Next, a projection of operating expenses based on the SC-OR's current and forecasted budget will be conducted in sufficient detail to:

- Recognize types of expenses incurred by the system;
- Project expenses for the study period; and
- Recognize changes in certain costs consistent with changes in projected utility operations.

**Debt Compliance Forecast** – Provost & Pritchard will prepare a forecast of SC-OR's financial performance and SC-OR's ability to meet its covenants and financial

requirements associated with its existing or proposed debt obligations, such as an SRF loan.

**Reserve Requirements** – An analysis will be conducted to examine two reserve requirements that Provost & Pritchard typically recommends:

- O&M reserves to satisfy yearly cash flow requirement
- CIP reserves for future refurbishment programs.

**Existing Debt Obligations** – We will incorporate existing debt service principal and interest payments. The model will also account for pertinent SC-OR fiscal policies, such as the maintenance of adequate working capital balances and debt service coverage ratios.

**Funding** – The model will be used to determine an appropriate balance of debt versus cash financing.

**Other Assumptions** – P&P will work with SC-OR to validate the model's remaining assumptions, such as growth rates, cost escalation rates, and debt interest rates.

#### **Task 4.3 10-Year Financial Plan Memorandum**

We will prepare a draft 10-Year Financial Plan Memorandum that summarizes our findings with respect to the forecast of revenue that SC-OR will need to generate from wastewater rates and sewer impact fees in order to support operations and future capital spending. We will include supporting documentation as to how the Financial Plan has taken into account current and future costs and reasonable approximations on assumptions such as cost escalation and growth.

Based on the results of the Financial Planning task, we will develop a 10-year Wastewater Rate Revenue Program. A Financial Plan report will document the study background, assumptions, methodology, findings and recommendations. The recommendations will include justifications that support the Proposition 218 notice. We expect the Financial Plan will include:

- A description of the purpose of the Wastewater Rates and Sewer Impact Fees;
- A brief description of the SC-OR's capital program;
- All financial planning assumptions, methodology, and backup documentation;
- A detailed, phased-in Wastewater Rate schedule for a 10-year planning horizon.

The draft Financial Plan will be reviewed by SC-OR and Provost & Pritchard will incorporate comments and deliver a final document. The Financial Plan will be incorporated into the draft and final Financial Report (see subsequent tasks).

#### **Task 4 Assumptions**

- SC-OR will provide EDU totals for each of the member entities.

- SC-OR will provide the budgets and audit describe above in PDF format.
- SC-OR to review draft Financial Plan within ten working days.

#### Task 4 Meetings

- One data gathering meeting.
- One draft Financial Plan review meeting.

#### Task 4 Deliverables

- Draft and Final Financial Plan Memorandum.

### Task 5: Sewer Connection Fee Review

Provost & Pritchard will review the connection fees consistent with the requirements of the Mitigation Fee Act (AB 1600). The revenue from new development will provide funding for the capital cost of wastewater treatment capacity created by future expansion projects. We will work with SC-OR to review the methodology for allocating costs. Due to the extremely low growth rate in the SC-OR service area, this task is expected to be a cursory review of existing fees and not an exhaustive analysis. Provost & Pritchard understands the existing WWTP has capacity to accommodate anticipated new growth and the proposed project only upgrades the WWTP's level of treatment to meet current and anticipated regulatory requirements.

#### Task 5 Assumptions

- None.

#### Task 5 Meetings

- None.

#### Task 5 Deliverables

- Draft and final technical memorandum.

### Task 6: Regional Rate Survey

Provost & Pritchard will survey other comparable utilities in the northern California region and will work with SC-OR to select the utilities. The survey will include a comparison of wastewater rates and connection fees set by the selected utilities.

#### Task 6 Assumptions

- None

#### Task 6 Meetings

- No additional meetings for this task are anticipated.

#### Task 6 Deliverables

- One draft and final sewer rate and sewer impact fee survey.

#### Task 7: Financial Report

Provost & Pritchard will prepare a draft Financial Report documenting the results of the Financial Plan and Connection Fee study. The draft Financial Report will be provided to SC-OR and then reviewed with SC-OR staff. Corrections and clarifications from SC-OR will then be incorporated to produce a final report. Provost & Pritchard will present the final report and its recommendations at one (1) Board meeting.

Provost & Pritchard will assist the SC-OR member entities in Proposition 218 compliance by making a presentation to each of the three member entity's governing boards to review the final Financial Report. Provost & Pritchard will also make a presentation to each of the three member entity's governing boards during a rate hearing in compliance with Proposition 218. Provost & Pritchard presentations will be solely to address the new rate schedules proposed by the SC-OR Commissioners and will not address any additional rate adjustments proposed by member entities.

#### Task 7 Assumptions

- SC-OR to review draft Financial Report within 10 working days.

#### Task 7 Meetings

- One review meeting.
- One SC-OR Board presentation.
- Six presentations to the member entities.

#### Task 7 Deliverables

- Draft Financial Report, digital file copy (pdf format).
- Final Financial Report and financial model, 12 printed copies and digital file copy (pdf, format).
- Presentation materials – PowerPoint presentation and digital file copy (pdf format).

#### Task 8: Funding Application

Provost & Pritchard will prepare a CWSRF funding application as well as complying with the SRF program's requirements for constructing the Facility, as required by the SWRCB's publication entitled "Policy for Implementing the State Revolving Fund for Construction of Wastewater Treatment Facilities". Anticipated tasks include preparing an Application for the Project Priority

List as the project planning and preliminary design progresses. Provost & Pritchard will work with SRF Program staff to determine if the project will be eligible for SRF Program funding.

Provost & Pritchard will also explore up to three alternate forms of funding and work with SC-OR to determine which programs to apply to. Options may include the California Infrastructure Bank (I-Bank) and revenue bond financing. For the alternate funding sources, Provost & Pritchard will prepare a technical memorandum summarizing the requirements of the funding sources and providing an estimated level of effort to pursue each of the alternate funding sources.

#### Task 8 Assumptions

- No application for funding will be made, other than to the SWRCB CWSRF program. Other funding applications can be made at additional cost, if so desired by SC-OR.

#### Task 8 Meetings

- No on-site meetings are anticipated; conference calls will be held as required.

#### Task 8 Deliverables

- SRF Application Package compiled from data completed in other tasks.

### Professional Fees

Provost & Pritchard Consulting Group will perform the services described above on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. Our fees for the services described above are estimated at \$184,200. These fees will be invoiced monthly as they are accrued. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimate above. If it appears we will need to exceed the fees above, we will notify you in writing before we do so and will provide a revised estimate. We will not continue work beyond the initial budget without additional authorization.

Proposed Fee	
Phase	Estimated Fee
Task 1 – Project Management	\$24,600
Task 2 – Project Report	\$14,300
Task 3 – Preparation of IS/MND & EPC	\$57,000
Task 4 – Financial Planning	\$24,000
Task 5 – Sewer Connection Fee Review	\$5,500
Task 6 – Regional Rate Survey	\$3,800
Task 7 – Financial Report	\$36,300
Task 8 – Funding Application	\$18,700
<b>Total Proposed Fee</b>	<b>\$184,200</b>

The above phase budgets are an estimate. Provost & Pritchard reserves the right to adjust the phase budgets as the project progresses. We will notify SC-OR if the total project budget may be exceeded.

During the project, there may be additional services not included in this proposal that Provost & Pritchard may be asked to provide. If so, a description of the work and the estimated additional fee would be prepared and agreed to prior to commencing the work.

## **Schedule**

Provost & Pritchard is prepared to begin immediately upon authorization to proceed. Provost & Pritchard will work with the SC-OR to establish an acceptable project schedule.

## **Terms & Conditions**

To convey a clear understanding of our mutual responsibilities under this proposal, the attached Consultant Services Agreement (CSA) is made a part of this proposal. Per your attorney's (Leo Battle) request, we have deleted Paragraphs 21 – 25 of our CSA relating to Construction Projects. If this proposal is acceptable, please sign below and sign the attached CSA, and return a copy of both to our office. This document will serve as our Notice to Proceed. This proposal is valid for 60 days from the date above.

Please let us know if you have any questions. Contact Ken at (530) 592-9240 or via e-mail at [kshuey@ppeng.com](mailto:kshuey@ppeng.com).

Sincerely,

Provost & Pritchard Consulting Group



Kenneth Shuey, RCE 33558  
Project Manager



Linda G. Sloan, PG 8299, CHG 930  
Vice President

**Terms & Conditions Accepted**

By Sewerage Commission – Orville Region



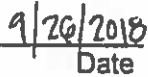
Signature



Printed Name



Title



Date





# BOARD POLICY

## Sewerage Commission - Oroville Region

TITLE: General Provisions  
ADOPTION DATE: 01 July 1977

NUMBER 2800  
AMENDMENT DATE: 25 July 1990  
AMENDMENT DATE: 27 May 2015  
AMENDMENT DATE: 24 March 2021

1. Membership: Membership fees and dues to professional societies and organizations may be paid for employees by the Commission, if in the opinion of the Manager/Superintendent such membership is a direct benefit to the Commission.

2. Operator Exams: SC-OR shall pay all fees involved whenever an employee takes an examination for an Operator's Permit, through Grade III. Such payment of fees is contingent upon the employee passing the examination.

3. Permit Renewal Fees: Renewal fees for each Operator's Permit shall be paid for by SC-OR at each permit renewal time, every two years.

4. Education Costs: At the Manager's discretion, SC-OR will pay employees' educational expenses (i.e., seminars, workshops, training, certification preparation classes, etc.) provided that the materials and/or course(s) are job-related and a direct benefit to SC-OR.

5. Subscriptions: Subscriptions to professional journals and publications may be made by the Commission at the discretion of the Manager/Superintendent.

6. Uniforms: SC-OR shall provide uniforms to regular fulltime O&M employees. SC-OR will report to CalPERS the monetary value for providing these uniforms on an annual basis in September of each year. The uniform allowance amount reported to CalPERS will derive from the total fiscal year budgeted amount for providing the employees uniforms, not to exceed \$310 per employee per year.

O & M employees will be given a cash allowance, up to \$200 per year, for the purpose of purchasing **steel-toed safety shoes**. Both the safety shoes and proof of purchase must be acceptable to the Manager/Superintendent for reimbursement.

The uniforms and safety shoes must be worn during working hours unless otherwise deemed by the Manager/Superintendent (O&M employees only).

7. Tailoring and Cleaning: Tailoring, cleaning, or laundering will be the responsibility of the employee; however, facilities for washing and drying are provided at the treatment plant.

## **RESOLUTION 03-21**

### **SEWERAGE COMMISSION – OROVILLE REGION**

#### **RESOLUTION ESTABLISHING MONTHLY SEWER SERVICE CHARGE RESERVES IN UNRESTRICTED ACCOUNT AND YEARLY REVIEW OF SEWER SERVICE CHARGE**

**WHEREAS**, the Sewerage Commission – Oroville Region (SC-OR) is in the process of meeting additional regulatory requirements forthcoming in its NPDES permit.

**WHEREAS**, to meet the new requirements imposed on the treatment plant major construction will need to take place.

**WHEREAS**, to meet the financial obligations to fund the needed construction, the Commission has hired the firm of Provost and Pritchard to prepare a cost analysis for such project.

**WHEREAS**, on January 23, 2019 the SC-OR Board was presented with four (4) options for increased sewer service charges.

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

1. At the February 27, 2019 monthly board meeting the Board of Commissioners voted unanimously to adopt option four (4) on the proposed EDU charge schedule.
2. The SC-OR monthly sewer service charge is hereby set at \$17.85/EDU/Month for fiscal year 2021/2022, beginning on July 1, 2021.
3. Resolution 3-77, 8-77, 4-19 and 3-20 are here by amended to reflect the prospective changes in the monthly sewer service charge for fiscal year 2021/2022.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of March 2021 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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**Trevor Hatley, Chairman**

**ATTEST:**

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**Glen E. Sturdevant, Clerk**



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

February 25th, 2021

Subject: Progress Report – Engineering Services for WWTP Upgrade Final Design, and General Consulting

Dear Glen,

This progress report for engineering services related to the Wastewater Treatment Plant Upgrade Design and General Consulting covers work performed from January 1<sup>st</sup> through January 29th, 2021. Our invoices for services performed during this period have are provided in the associated email.

Work performed during this period includes the following:

- General Consulting
  - Review / definition of additional work to add to influent pump station design
  - Attended site visit with Huber reps on new influent screen
  - Initial review of new capacity study
  - Review and comment of funding consultant's cost estimate
- Wastewater Treatment Plant Upgrade Design
  - Task 3 – SCADA Design
    - Continued development of SCADA design guide
    - QC of SCADA design guide
  - Task 5 – Contract Documents (90%)
    - Preparation for 90% design review meeting
    - Preparation and shipping of hard copies of 90% deliverable
- On-going project management and administrative tasks

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

Regards,

*Ted Couch*

Ted Couch, P.E.  
Project Manager



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

March 18th, 2021

Subject: Progress Report – Engineering Services for WWTP Upgrade Final Design, and General Consulting

Dear Glen,

This progress report for engineering services related to the Wastewater Treatment Plant Upgrade Design and General Consulting covers work performed from January 30<sup>th</sup> to February 26<sup>th</sup>, 2021. Our invoices for services performed during this period have are provided in the associated email.

Work performed during this period includes the following:

- General Consulting
  - Developed draft Mitchell Ave. capacity study
  - Produced final Riverbend capacity study
- TO 29 – Auxiliary Influent Pump Station Bid Docs
  - Developed final scope for revised IPS design
  - Began preparation for revised IPS design kickoff
- Wastewater Treatment Plant Upgrade Design
  - Task 3 – SCADA Design
    - Continued development of SCADA design guide
    - QC of SCADA design guide
  - Task 5 – Contract Documents (90%)
    - Conducted 90% design review meeting
  - Task 6 – Bid Documents
    - Initial development of Class 1 cost estimate
- On-going project management and administrative tasks

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

Regards,

*Ted Couch*

Ted Couch, P.E.  
Project Manager

**Daily report to the SC-OR Board of Commissioners**  
**Training Discussion with Glen Sturdevant, Manager**

Presented by Ray Sousa

Manager Retired

**February 22, 2021**

Met with Glen and Mikah; subjects covered were as follows:

1. Began working on draft budget
2. 3.5 hours committed

**February 23, 2021**

Met with Glen and Lauri; subjects covered were as follows:

1. Continued work on draft budget
2. 3.0 hours committed

**February 24, 2021**

Met with Glen and Lauri; subjects covered were as follows:

1. Continued work on draft budget
2. 3.0 hours on budget 1.5 hours attending monthly board meeting
3. 4.5 total hours committed

**March 1, 2021**

Met with Glen, Mikah and Lauri, subjects covered were as follows:

1. Discussed engineering contracts and the purpose and use of task orders
2. Continued to work on draft budget
3. 3.0 total hours committed

**March 2, 2021**

Met with Glen; subjects covered were as followed:

1. Walked around new influent pump station construction site to see where office trailers (for const. management) could go, needing electrical, water and sewer. Also, possible places for equipment storage during the proposed nine months of construction.
2. 2.0 hours committed.

**March, 10, 2021**

Met with Glen and Lauri; subjects covered were as follows:

1. Worked on draft budget. Discussed how to start new projects regarding various plant improvements for the purpose of Board approval, funding and appropriate task orders.
2. 3.5 hours committed

**March 15, 2021**

Met with Glen and Lauri; subjects covered were as follows:

1. Continued working on draft budget
2. 3.0 hours committed

**March 16, 2021**

Met with Glen and Lauri; subjects covered were as follows:

1. Finalizing draft budget. Will begin final review tomorrow
2. 3.0 hours committed

**March 17, 2021**

Met with Glen; subjects covered were as follows:

1. Prepared Resolution 03-21. Researched issues with Provost and Prichard regarding their request for additional funding. Assisted with agenda preparation for the upcoming board meeting.
2. Researched the requirements in SC-OR's NPDES permit for plant capacity reporting to the RWQCB (at what capacity triggers plant expansion).
3. 4.0 hours committed

**Summary:**

The majority of hours committed this month were for budget preparation. Glen and I went over what is needed to prepare the annual budget.

# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Mikah Salsi

*March 24, 2020*

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for February as required. All dischargers appear to be in compliance with their permits.

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

We have received a draft funding agreement from Butte County on the Integrated Regional Water Management (IRWM) grant. Butte County and the DWR are working on the final changes to the agreement. SC-OR has submitted our project comments on the grant. The Butte County grant administrator has given us the green light to go out to bid for the project. SC-OR staff is currently working with Jacob's Engineering to finalize the project plans and bid documents.

The operations staff continues to cover both the environmental compliance and the laboratory duties while the Environmental Compliance Supervisor is out on family leave.

