

# **Manager's Report**

**To the SC-OR Commissioners by Glen Sturdevant  
on June 24, 2022**

## **Operations & Maintenance**

There were no major operational issues to report this month

## **CalPERS Payment**

The CalPERS Employer Unfunded Accrued Liability (UAL) must be paid as a set monthly amount or an annual lump sum prepayment. The annual prepayment option of \$185,409.00 would save SC-OR \$6,380 in fiscal year 2022/23. If you choose to pay the UAL monthly it will be \$15,982.42/month, or \$191,789.04 for the year. I will ask you to consider authorizing the lump sum payment in July to take advantage of the savings. There will continue to be a monthly payment to PERS for the employer contributions rate expressed as a percentage of payroll.

## **Board Authority to Post Environmental Documents for Plant Upgrade Project**

Provost and Pritchard have completed the environmental documents for the plant upgrade project, and we now need to post the document in the local newspaper, as well as on our website, to give the public an opportunity to voice any questions or concerns. After that time period, if there are no concerns, we can then use the document to apply for a SRF (State Revolving Funds) Loan to begin the long-awaited upgrade.

## **Influent Pump Station Project**

As I stated in the last meeting, there are delays getting some of the electrical equipment, especially the pre-fab building. We had a meeting with Coleman Engineering (construction management), Gateway Pacific Contracting, and SC-OR staff to adjust the timeline and gameplan a solution. We believe the best path forward is to construct a building rather than wait on the pre-fab unit. The cost should be the around the same, as we are hoping not to increase the total cost of the project. The engineers are working on the change order, and I will inform the Board as soon as I know what the financial implications will be.

## **East Interceptor Repair Project**

The repair of the east interceptor line is moving forward and on schedule. I would like to thank to the LOAPUD crew for video inspecting the line for us; it gives us an up-to-date assessment of the line, which helps to formulate a gameplan for the repair.

### **Ruddy Creek Lift Station Project**

This project is still moving forward, but has slowed a bit while we investigate the option to purchase the property adjacent to the current lift station. Commissioner Mastelotto is helping gather the information needed to move forward with getting the property appraised so that we may purchase it.

### **JPA Manager's Meeting**

Like previous meetings, this again was a very productive meeting. These meetings allow us to bounce ideas or questions off each other, and helps to broaden all of our understandings of the ever-changing regulatory environment we face today. We discussed a district wide F.O.G. (Fats, Oils and Grease) program, introduction of an ADU policy to SC-OR, and other upcoming regulatory hurdles we will all face.

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

(Held at the Commission office on May 24, 2022 at 5:00 p.m.)

## **1. Call to Order ❖**

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

## **2. Roll Call ❖**

Commissioners present were Commissioners Mastelotto and Fairbanks from the Lake Oroville Area Public Utility District, Thomson and Reynolds from the City of Oroville, Hatley from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant, Plant Supervisor Mikah Salsi, and Attorney Scott Huber. Commissioner Wristen arrived at 5:25pm.

## **3. Salute to the Flag ❖**

Chairman Thomson 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 May 24, 2022 ❖**

Upon motion by Commissioner Hatley to approve the minutes of the meetings, and seconded by Chairman Thomson, the minutes of the April 26, 2022 regular meeting were approved.

## **6. Authorization of Warrants ❖**

Commissioner Hatley 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 Reynolds. Warrants 27439-27496 in the total amount of \$1,029,841.60 from April 27 to May 24, 2022, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

## **7. Fiscal Reports ❖**

Manager Sturdevant reported the fiscal reports for April 2022 were in the packets for review. There were no questions and nothing further to report.

## **8. Update to Policy 3110 – Expense Authorization ❖**

Manager Sturdevant stated that at the regular April meeting Commissioner Reynolds asked that we review the policy to increase the amount authorized for the Manager to spend, along with an increased amount during emergency situations. It was recommended that the limit be increased to \$10,000 for day-to-day operations, and \$25,000 in emergency situations without authorization, and up to \$50,000 with approval from the Chair or Vice-Chair, while informing legal counsel. Attorney Huber wrote up the language for the change in this policy that is before you now.

Commissioner Reynolds made a motion to approve the amendment to policy 3110 with the spending increases as written. The motion was seconded by Chairman Thomson and passed by the following votes: Fairbanks – Aye, Reynolds – Aye, Hatley - Aye.

## **9. Resolution 02-22 and SC-OR Policy 7400 (Establishing Septage Processing Charge Reserve in Unrestricted Account and Yearly Review as a Part of Sewer Service Charge) ❖**

Manager Sturdevant said that once a year we review our charges. Last year the Board chose to adopt a rate increase schedule that had already been determined for sewer service charges. Part of this resolution and policy covers the septage fees charged to the septic pumps. Our fees are pretty far under what Neal Road charges for dumping septage, so next year we will research to determine what we should be charging. Staff's recommendation is to keep the septage processing fee the same as last year.

Commissioner Hatley asked if the entities would have to hold a proposition 218 hearing to implement this increase. Manager Sturdevant said that SC-OR would have to hold the proposition 218 hearing, as we are the entity that charges the septic pumps. Attorney Huber concurred. He said there are some advertising obligations that the JPA entities would have to undertake on behalf of SC-OR prior to holding the 218 hearing.

Commissioner Hatley made a motion to approve Resolution 02-22 and Policy 7400, Establishing Septage Processing Charge Reserve in Unrestricted Account and Yearly Review as a Part of Sewer Service Charge. The motion was seconded by Commissioner Reynolds, and passed by unanimous consensus.

## **10. Closed Session ❖**

Adjourned to closed session at 5:10 pm and reconvened to open session at 5:34. Chairman Thomson reported that information was given, and there was no action taken.

## **11. Attorney's Report ❖**

Reported under closed session

## 12. Manager's Report ♦

Manager Sturdevant reported on the following:

On Wednesday, May 18, 2022, he and Mikah, and Jayme Boucher and Chris Heindell from TWSD met with property owner Dena Hubert regarding the land acquisition at the Ruddy Creek Pump Station. Preliminary discussions were held, and they believe that a deal can be worked out. The property needs to get appraised to know the value, and then we can determine the trade value for services.

We spent a total of \$78,675 for the emergency repair of the Feather River Bridge Force Main, so we were under the authorized \$80,000.

In the design of the Influent Pump Station, the electrical building was designed as a pre-fab building. It was supposed to come pre-built with the panels, be set down on the foundation, run the wires into it and it would be ready to go. Now it sounds that the lead time of these pre-fab buildings is more than a year out. We had a meeting with Coleman and Gateway, and they think they could build one for nearly the same cost, but we are waiting to get numbers from Coleman. Commissioner Wristen asked if there will be parts available to build this building. Manager Sturdevant said that Coleman is looking into that.

Plant Supervisor Salsi reported on the Risk Management Plan. He and Manager Sturdevant talked with Chris Heindell at TWSD about doing that plan for SC-OR, but he is not comfortable doing it as it is out of his expertise. We are moving forward with Coleman as the Board directed if TWSD couldn't do it, for a cost not to exceed \$10,000.

## 13. Visitor Comments ♦

None

## 14. Commissioner and Staff Comments ♦

Commissioner Wristen apologized for being late. He said the judge held the public defenders over in court. He came straight from the courthouse once they were released.

## 15. Adjournment ♦

There being no further business, the meeting was adjourned at 5:40 p.m. to the regular meeting scheduled for June 28, 2022 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

(Held at the Plant on June 13, 2022)

On Monday, June 13, 2022, safety training was held. In attendance were: Manager Glen Sturdevant, Plant Supervisor Mikah Salsi, Lead Operator Mitch Maxwell, Plant Operators Josh Sorenson, Chris Wright, Joe Battaglia, OIT's Mike Klemm and Mark Roach, Environmental Compliance Supervisor Kendra Morgan, and Administrative Assistant Lauri Pittman.

Mike Klemm called the meeting to order at 2:22. Employees took turns reading the following information covering Lock out/Tagout Procedures: Normal Production; Provisions of the Standard; Energy Control Procedure; Energy-Isolating Devices; Requirements for Lock-Out/Tag-Out Devices, Employee Training, Periodic Inspections, Application of Controls & Lock-Out/Tag-Out Devices. A test was read orally, and all employees answered and reviewed the questions.

Lead Operator Mitch Maxwell handed out the SC-OR Policy on Lock-out/Block-out Procedures. He read it for all employees and said it must be followed at all times.

The meeting was adjourned at 3:15 p.m.

**SEWERAGE COMMISSION - OROVILLE REGION**  
**BUDGETARY SUMMARY - FISCAL YEAR 2021/2022**

DESCRIPTION	Adopted Budget 2021/22	Expended This Month	Expended Through 05.31.2022	Balance of Funds Remaining	Time Left 8%
SALARIES & WAGES	770,800	60,971.63	676,410.74	94,389.26	12%
EMPLOYEE BENEFITS	639,473	14,523.38	565,146.60	74,326.40	12%
COMMISSIONERS' FEES	43,200	3,600.00	39,000.00	4,200.00	10%
CMSNRS FICA & MEDICARE	3,305	275.40	3,029.40	275.60	8%
GAS, OIL & FUEL	30,000	12,049.75	28,804.38	1,195.62	4%
INSURANCE	81,000	0.00	77,616.82	3,383.18	4%
MEMBERSHIPS	8,850	0.00	8,340.00	510.00	6%
OFFICE EXPENSES	8,500	172.01	10,667.79	(2,167.79)	-26%
OPERATING SUPPLIES	164,250	555.37	92,103.18	72,146.82	44%
PROFESSIONAL SERVICES	134,200	6,601.83	84,890.11	49,309.89	37%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	115,000	7,002.60	93,721.28	21,278.72	19%
BIOSOLIDS DISPOSAL	35,000	0.00	6,087.50	28,912.50	83%
MONITORING & COMPLIANCE	70,000	4,967.01	58,762.66	11,237.34	16%
TRAINING & MEETINGS	16,000	266.15	8,007.18	7,992.82	50%
UTILITIES	404,650	3,796.35	425,288.60	(20,638.60)	-5%
<b>TOTAL OPERATING</b>	<b>2,527,228</b>	<b>114,781.48</b>	<b>2,177,876.24</b>	<b>349,351.76</b>	<b>14%</b>
Engineering Fees	2,774.88				
Legal Fees	0.00				
Auditing Fees	0.00				
Permits	3,826.95				
Miscellaneous	0.00				
	<u>6,601.83</u>				

**SEWERAGE COMMISSION - OROVILLE REGION**

**REVENUE SUMMARY - FISCAL YEAR 2021/2022**

DESCRIPTION	Received This Month	Received Through 05.31.22	Unrestricted Funds	Restricted W.C.R.F. Funds	Regulatory & Capital Acct. Funds	Restricted Cap. Outlay Funds	Restricted Annl. M&O Funds	Restricted Fines&Pen. Funds
SERVICE CHARGES	0.00	1,712,888.45	1,604,097.45			108,791.00		
SEPTAGE DUMPER: (including gray water)	11,496.81	89,453.28	89,453.28					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	19,290.35	19,290.35					
RFC CHARGES	982,424.00	1,696,407.28				1,696,407.28		
INTEREST	0.00	29,041.08	4,047.01	1,694.29	3,890.42	19,391.36	0.00	18.00
R&CA (Reg. & capite	0.00	879,506.25			879,506.25			
WCRF	0.00	58,633.75		58,633.75				
<b>TOTALS</b>	<b>993,920.81</b>	<b>4,485,220.44</b>	<b>1,716,888.09</b>	<b>60,328.04</b>	<b>883,396.67</b>	<b>1,824,589.64</b>	<b>0.00</b>	<b>18.00</b>



**SEWERAGE COMMISSION - OROVILLE REGION  
ACTIVE & INACTIVE CASH - MONTHLY RECAP  
FISCAL YEAR 2021/2022**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	3,393,318.95	3,180,641.16	3,048,225.09	3,604,012.45	3,467,828.76	3,339,133.74	3,520,731.37	2,941,611.86	3,118,058.89	4,534,496.56	4,431,653.43	
Cash - Restricted												
WCRF	785,169.15	785,169.15	785,708.48	805,275.23	805,275.23	805,795.09	825,371.64	825,371.64	790,621.74	810,112.19	810,112.19	
R&CA	1,611,695.10	1,609,185.40	1,526,150.70	1,809,513.71	1,809,513.71	1,805,822.85	2,096,793.70	2,087,550.82	2,088,334.44	2,378,738.69	2,372,148.29	
Cap. Outlay	9,785,784.73	9,785,784.73	9,740,812.59	8,586,646.84	9,052,473.14	8,577,003.17	8,561,897.32	8,210,357.13	8,129,311.41	7,175,739.61	7,947,989.35	
Ann. 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	300,000.00	300,000.00	300,000.00	
Fines&Pen	8,470.32	8,470.32	8,475.10	8,476.10	8,476.10	8,481.53	8,481.53	8,481.53	8,488.33	8,488.33	8,488.33	
<b>TOTAL CASH</b>	<b>15,884,438.25</b>	<b>15,669,250.76</b>	<b>15,409,372.96</b>	<b>15,113,924.33</b>	<b>15,443,566.94</b>	<b>14,836,236.38</b>	<b>15,313,275.56</b>	<b>14,373,372.98</b>	<b>14,434,814.81</b>	<b>15,207,575.38</b>	<b>15,870,391.59</b>	
<b>INTEREST ALLOCATED:</b>												
Unrestricted			542.49			1,066.94			2,437.57			
Reserve/WCRF			539.33			519.86			635.10			
Reserve/CO			6,892.69			5,727.35			6,771.34			
Reserve/M&O			0.00			0.00			0.00			
Reserve/F&P			5.78			5.43			6.80			
Reserve/RCA			1,047.68			1,165.11			1,677.62			
<b>CONSISTING OF:</b>												
Checking Account	1,806,282.75	21,095.26	70,189.49	1,061,740.86	552,383.47	70,052.91	773,607.40	33,704.82	95,146.65	556,378.80	986,195.01	
L.A.I.F. Account	14,078,155.50	15,648,155.50	15,339,183.47	14,052,183.47	14,891,183.47	14,766,183.47	14,539,668.16	14,339,668.16	14,339,668.16	14,651,196.58	14,884,196.58	
<b>TOTAL CASH</b>	<b>15,884,438.25</b>	<b>15,669,250.76</b>	<b>15,409,372.96</b>	<b>15,113,924.33</b>	<b>15,443,566.94</b>	<b>14,836,236.38</b>	<b>15,313,275.56</b>	<b>14,373,372.98</b>	<b>14,434,814.81</b>	<b>15,207,575.38</b>	<b>15,870,391.59</b>	
<b>% of Funds Invested</b>	<b>88.63%</b>	<b>99.87%</b>	<b>99.54%</b>	<b>92.98%</b>	<b>96.42%</b>	<b>99.53%</b>	<b>94.95%</b>	<b>99.77%</b>	<b>99.34%</b>	<b>96.34%</b>	<b>93.79%</b>	

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2022

**BALANCE PER BANK**

Ending Balance on Bank Statement	31-May-22	1,012,235.32
Less Outstanding Warrants		(26,040.31)
Equals Adjusted Bank Balance at	31-May-22	<u>986,195.01</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	1-May-22	<u>556,378.80</u>
Deposits		1,160,920.81
Less Warrants Written		(688,278.05)
Less Net Payroll Warrants		(42,826.55)
Equals Adjusted Checkbook Balance	31-May-22	<u>986,195.01</u>



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Financial

# Circular Letter

June 15, 2022

Circular Letter: 200-046-22

Distribution: VI

**To:** All Contracting Public Agencies  
**Subject:** Options to Pay the UAL Lump-Sum

### Purpose

The purpose of this Circular Letter is to announce the annual July 2022 window for making a lump-sum prepayment of your required monthly unfunded actuarial liability (UAL) and to provide payment method instructions.

### Save 3.5% Interest by Prepaying Annual UAL in July

We want to make sure you are aware of this cost-saving payment option available to all CalPERS contracting agencies. If you make a lump-sum prepayment of your required monthly UAL payment in July, the prepayment amount will **reflect a 3.5% interest savings**. When your contributions are invested early in the fiscal year it gives a better chance of maximizing potential investment returns throughout the remainder of the year. Last year, 74% of our contracting agencies took advantage of this payment option. **This option is exclusive to the month of July.**

### Find your Prepayment Amount

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

SEWERAGE COMMISSION-OROVILLE REGION

NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION  
FOR THE WASTEWATER TREATMENT PLANT UPGRADE PROJECT

NOTICE IS HEREBY GIVEN that the Sewerage Commission-Oroville Region (SC-OR) plans to adopt a Mitigated Negative Declaration for the Wastewater Treatment Plant Upgrade Project. The public hearing will be held by the Board of Commissioners on Tuesday, August 23, 2022 at 5:00 pm, at the Board's office, 2880 S. 5th Ave, Oroville, CA 95965.

The Project includes construction of a variety of structures, devices and plumbing to upgrade the existing wastewater treatment plant located in the City of Oroville. The current plant has an operational capacity of 10.6 million gallons per day (MGD). Although the Project is not a capacity expansion project but rather an upgrade project to improve the quality of water discharged and handle existing peak flows (estimated at +25 MGD), the component upgrades will result in a minor residual additional average flow capacity increase of about 9%. The upgrades to the plant will add 1,852 Equivalent Dwelling Units (EDUs) to the current 20,703 EDUs, for total new capacity of 13.3 MGD.

Pursuant to the California Environmental Quality Act (CEQA), an Initial Study/Mitigated Negative Declaration has been prepared, describing the degree of potential environmental impacts of the proposed project. The District has assessed the potential environmental impacts of this proposed project and has determined that they will be less than significant with mitigation. Copies of the Initial Study and proposed Mitigated Negative Declaration are on file and available for public review at the District Office, 2880 S. 5th Ave, Oroville, CA 95965. The public review period during which the District will receive comments on the proposed Mitigated Negative Declaration will begin on July 7, 2022 and end on August 5, 2022. Comments should be in writing, if possible, and addressed to Briza Sholars at Provost & Pritchard, 455 W. Fir Avenue, Clovis, CA 93611, or at [bsholars@ppeng.com](mailto:bsholars@ppeng.com).

The site has been reviewed in accordance with Government Code Section 65962.5 and is not listed as hazardous waste or materials site.

**Thermalito  
Water and  
Sewer  
District**

A Public Agency

410 Grand Avenue  
Oroville, California 95965  
(530) 533-0740  
FAX (530) 533-9243

**DIRECTORS**

Brad Taggart  
Division 1

Trevor Hatley  
Division 2

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Division 3

Bruce Wristen  
Division 4

Ernest L. Reynolds  
Division 5

Jayme Boucher  
Manager/Secretary

John Jeffrey Carter  
Legal Counsel

June 22, 2022

SC-OR  
Attn: Mr. Glen Sturdevant  
P O Box 1350  
Oroville, CA 95965

Re: District's SC-OR Representatives and Voting  
Member

Dear Glen:

At our regular Board meeting held on June 21, 2022 the representatives to serve on the SC-OR commission were appointed. For the following year Mr. Bruce Wristen and Mr. Brad Taggart will represent the District. Mr. Bruce Wristen will serve as the voting member.

Should you have any questions, please feel free to contact me at 530-533-0740.

Cordially,



Jayme Boucher  
General Manager

# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Kendra Morgan

*June 28, 2022*

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for May 2022. RCBS has continued suspending discharge from their tumbling line until they can maintain the BOD under their limit. All other dischargers and lines appear to be in compliance with their permits.

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

A JPA meeting was held between the JPA managers on June 15, 2022 at SC-OR. One of the topics discussed in that meeting was development of a joint Fats, Oils, and Grease (FOG) program. FOG programs are part of a Sanitary Sewer Master Plan. FOG programs are generally designed to educate the public and business owners about the proper use of the sewer system, basically things that you should and shouldn't pour or flush down the drain. The program also includes regulating the use of three stage clarifiers, oil/water separators and grease traps, for businesses and residential complexes that use them. The main points of that discussion were: 1) The development of a JPA FOG program enforced by SC-OR with the support of JPA Member Entities and, 2) Public education campaign on the FOG program and its requirements. SC-OR will be working with the JPA members on the development of this program.

Also discussed at the JPA meeting was a conversation with LOAPUD manager about State Parks and the Lake Oroville Marina. We will be working with LOAPUD to issue Pollutions Prevention (P2) Permits to potentially both the State Parks office and the Lake Oroville Marina for Best Management Practices of their waste streams.

# Sewerage Commission - Oroville Region

## Monthly Flows Report - May 2022

<b>Name of Agency</b>	<b>Total Monthly Flow (MG)</b>	<b>Average Daily Flow (MG)</b>	<b>Total Peak Flow (MG)</b>	<b>Date of Peak Flow</b>
<b>SC-OR Plant Total</b>	71.312	2.300	6.00	5/8/2022
<b>Lake Oroville Area P.U.D.</b>	22.498	0.726	1.30	5/6/2022
<b>Thermalito Water and Sewer</b>	9.818	0.317	1.00	5/10/2022
<b>City of Oroville</b>	38.996	1.258	3.94	5/8/2022

*Septage Pumps* 0.1477 Million Gallons/Month

*Monthly Rainfall* .1 Total Inches/Month