

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on January 18, 2024**

Operations & Maintenance

There are no operational issues to report this month. We are preparing to pull our quarterly samples.

Influent Pump Station

With all the VFD's being accounted for, Central Sierra Electrical Contractors have been onsite wiring them in. The pumps are in the process of being installed, and integration for the control equipment and software is scheduled for the week of 2/5-2/9. We fully anticipate a working Influent Pump Station by the beginning of March 2024.

Resolution 01-24 (Investments of SC-OR Monies in L.A.I.F)

SC-OR places its money in the L.A.I.F. (Local Agency Investment Fund) because historically it has a better interest rate than our savings account. We are asking to continue this practice to earn as much interest as we can on SC-OR's reserves.

Contract With NorthStar Engineering

We are asking the board to consider approving a contract with NorthStar Engineering to complete the necessary surveying for the acquisition of the property, as well as for the construction of the new Ruddy Creek Pump Station.

General Services Contract with Coleman Engineering

We are asking the board to consider approving a contract for general engineering services with Coleman Engineering. We already have a contract with Jacobs Engineering in this capacity, but Coleman's rates are significantly lower, therefore, I would like to have the option to use them if institutional knowledge isn't mandatory for a project.

SC-OR's Future

Phase 1 of the upgrade project is still moving forward; we are about to post our environmental documents for the mandatory public comment period. With this timeline, we should be able to have the environmental documents adopted by the County Board of Supervisors at their February meeting.

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

(Held at the Commission office on December 19, 2023 at 5:00 p.m.)

1. Call to Order ❖

Chairman Taggart called the meeting to order at 11:09 p.m.

2. Roll Call ❖

Commissioners present were Commissioners Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, Pittman and Thomson from the City of Oroville, Taggart and Koch from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant, Plant Supervisor Mikah Salsi and Attorney Ryan Jones.

3. Salute to the Flag ❖

Manager Sturdevant led the commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

None

5. Board Meeting Minutes of the Regular Meeting held on November 14, 2023 ❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Commissioner Salvucci, the minutes of the November 14, 2023 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes held on December 5, 2023 ❖

Upon motion by Chairman Taggart to approve the minutes of the meeting, and seconded by Vice-Chair Pittman, the minutes of the December 5, 2023 employee safety meeting were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Koch met with Manager Sturdevant and reviewed the warrants earlier: Warrants included check numbers 28497-28563 for a total amount of \$1,463,797.01 from November 15 to December 19, 2023, including Commissioner fees and electronic fund transfers. The warrants were ordered paid by consensus.

8. Fiscal Reports ❖

Manager Sturdevant stated that the fiscal reports for November were included in the packets.

9. Authorization of Manager Sturdevant to sign the Purchase Agreement for Ruddy Creek Property purchase ❖

Manager Sturdevant reported that the seller has agreed and signed the contract for the purchase and sale agreement for the purchase of the property to build the new Ruddy Creek Pump Station. He is asking for authorization to sign the purchase agreement. Attorney Jones said that the agreement is finally in good legal order. Commissioner Mastelotto asked about the clause that the owner will not renew the billboard agreement if we are not closed by January 1, 2025, and how will that affect the overall agreement. Attorney Jones said she would not have the authority to extend it. We would have liked to have cancelled it now, but we will have to wait until the end of next year. The current owner cannot take any offers on anything for up to a year, which is near the end of the contract. Commission Mastelotto said that the property won't be in SC-OR's name until the property map is recorded, so if that isn't done before a year, will we begin construction before the property is in our name. Manager Sturdevant said he doesn't think we can do that. Once we have the design done, we will make that call. Plant Supervisor Salsi said that because we are a public entity and a utility, we are exempt from the subdivision map act and CEQUA on this project. He said the County told us to get a survey of the property, and get a legal description of the property and turn it in. Commissioner Mastelotto said we needed to turn that in to the title company also because they need to check it for errors.

Vice-Chair Pittman wanted included in the minutes our thanks to the committee members who helped to make this deal happen. Chairman Taggart also thanked staff for their efforts. Manager Koch said this was a team effort to get this purchase done.

A motion was made by Vice-Chair Pittman, and seconded by Commissioner Koch to give Manager Sturdevant the authorization to sign the purchase agreement for the Ruddy Creek Property Purchase. The motion passed by the following vote: Pittman – Yes, Taggart – Yes, Mastelotto – Yes.

10. Attorney's Report ❖

Attorney Jones said that there is no progress in the ongoing litigation. It is delayed due to the opposing attorney's personal issues. Vice-Chair Pittman asked if this was on the Mono Avenue project. Manager Sturdevant stated that there are four apartment projects that as included in this litigation, and of the four, only one was brought properly by the City to SC-OR; they approved the other three without authorization or notification of SC-OR. It was a real breakdown in the system.

11. Manager's Report ❖

Manager Sturdevant said there are no operational issues to report. We are in full winter mode.

We got news that two of the new VFD's are at Tesco being tested; the third is in transit, and the fourth ships today. We have tracking numbers on the three, and should get one soon on the fourth VFD today. This is huge news for our new pump station.

SC-OR's Future: Manager Sturdevant had a meeting with Lonnie Lind, the Cal Water Manager in Oroville, and Tony Carrasco, the Nor. Cal. District Manager of Cal Water regarding potentially partnering with them on future recycled water projects. They also need a permit to discharge raw water from a new well they are installing into our sewer system. He talked to them about applying for a recycled water feasibility study; the state only wants to fund half of that, and they mentioned that they may be willing to fund the other half of the study as a partner.

Regarding the HCD grant funding for the plant upgrade, after a conversation with Sherisse Allen of Butte County, she talked with her supervisors and got approval to send our application for funding in separately, and not wait for the other agencies in Butte County that don't have their projects ready yet. Our application is at the state to get approval so that we can start building.

Commissioner Thomson said that he had a conversation with Pacific Coast Producers (P.C.P.), who is very interested in using our recycled water if we are able to move forward with selling that. P.C.P. uses a lot of water. Manager Sturdevant said that we would have to look into the regulations for using that water for the food industry, as they have stricter regulations than using it on fields, etc.

12. Visitor Comments ❖

None

13. Commissioner and Staff Comments ❖

Chairman Taggart wished everyone a Merry Christmas. Vice-Chair mentioned that we have more affordable housing coming into town, one for low-income families, and one for seniors.

Commissioner Mastelotto mentioned that the Ridge subdivision has a new developer, and he has built four higher-end homes in the gated community, with plans for 70 more in that subdivision. Rich Salvucci said there was a ground-breaking for River Ranch project at Ophir.

14. Adjournment ❖

There being no further business, the meeting was adjourned at 11:28 a.m. to the regular meeting scheduled for January 23, 2024 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

Draft

SEWERAGE COMMISSION - OROVILLE REGION
BUDGETARY SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 12.31.2022	Balance of Funds Remaining	Time Left 50%
SALARIES & WAGES	997,600	69,936.86	440,981.51	556,618.49	56%
EMPLOYEE BENEFITS	717,922	38,381.43	442,782.50	275,139.50	38%
COMMISSIONERS' FEES	43,200	3,600.00	21,600.00	21,600.00	50%
CMSNRS FICA & MEDICARE	3,305	275.40	1,652.40	1,652.60	50%
GAS, OIL & FUEL	30,000	973.29	5,919.03	24,080.97	80%
INSURANCE	120,000	0.00	124,171.69	(4,171.69)	-3%
MEMBERSHIPS	10,000	8,851.00	9,929.84	70.16	1%
OFFICE EXPENSES	10,000	777.94	3,694.54	6,305.46	63%
OPERATING SUPPLIES	345,000	6,244.08	104,679.30	240,320.70	70%
PROFESSIONAL SERVICES	160,000	65,034.05	100,177.61	59,822.39	37%
PRINTING & PUBLICATIONS	3,000	0.00	847.00	2,153.00	72%
REPAIRS & MAINTENANCE	125,000	13,074.88	70,171.48	54,828.52	44%
BIOSOLIDS DISPOSAL	40,000	21,553.35	30,260.85	9,739.15	24%
MONITORING & COMPLIANCE	100,000	26,904.84	92,458.22	7,541.78	8%
TRAINING & MEETINGS	20,000	1,601.94	12,675.20	7,324.80	37%
UTILITIES	652,150	55,411.40	280,622.08	371,527.92	57%
TOTAL OPERATING	3,377,177	312,620.46	1,742,623.25	1,634,553.75	48%
Engineering Fees	4,503.49				
Legal Fees	2,108.56				
Auditing Fees	0.00				
Permits	58,422.00				
Miscellaneous	0.00				
	<u>65,034.05</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Received	Received	Restricted	Regulatory &	Restricted	Restricted	Restricted	
	This Month	Through 12.31.23	Unrestricted Funds	W.C.R.F. Funds	Capital Acct. Funds	Cap. Outlay Funds	Annl. M&O Funds	Fines&Pen. Funds
SERVICE CHARGES	0.00	303,937.86	303,937.86					
SEPTAGE DUMPERS	13,468.00	57,635.78	57,635.78					
EX. PEAK FLOWS	0.00	0.00	0.00					
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	151,539.16	151,539.16					
RFC CHARGES	0.00	19,914.00			19,914.00			
INTEREST	173,601.26	324,796.79	131,801.65	15,704.27	82,511.07	94,612.64	0.00	167.16
RCA (Rgltry & cap. acct)		565,930.00			565,930.00			
WCRF		38,483.24		38,483.24				
TOTALS	187,069.26	1,462,236.83	644,914.45	54,187.51	648,441.07	114,526.64	0.00	167.16

**SEWERAGE COMMISSION - OROVILLE REGION
ACTIVE & INACTIVE CASH - MONTHLY RECAP
FISCAL YEAR 2023/2024**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	7,214,794.29	7,042,009.27	7,078,012.35	7,660,430.64	7,503,478.54	7,392,187.21	0.00	0.00	0.00	0.00	0.00	0.00
Cash - Restricted												
WCRF	812,806.77	812,806.77	804,905.67	843,388.91	843,388.91	851,902.32						
R&CA	4,000,212.02	4,000,212.02	4,036,269.13	4,602,199.13	4,602,199.13	4,648,653.09						
Cap. Outlay	5,098,836.17	5,084,730.57	4,760,575.28	4,638,504.57	4,637,295.32	4,644,056.03						
Amnl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00						
Fines&Pen	8,739.21	8,739.21	8,817.83	8,817.83	8,817.83	8,906.37						
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	17,895,179.73	17,845,705.02	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST ALLOCATED:												
Unrestricted												
Reserve/WCRF												
Reserve/CO												
Reserve/M&O												
Reserve/F&P												
Reserve/RCA												
CONSISTING OF:												
Checking Account	1,201,582.65	49,692.03	38,578.92	1,333,339.74	45,178.39	285,703.68						
L.A.I.F. Account	16,233,805.81	17,198,805.81	16,950,001.34	16,720,001.34	17,850,001.34	17,560,001.34						
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	17,895,179.73	17,845,705.02	0.00	0.00	0.00	0.00	0.00	0.00
% of Funds Invested	93.11%	99.71%	99.77%	92.61%	99.75%	98.40%						

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2024

BALANCE PER BANK

Ending Balance on Bank Statement	31-Dec-23	296,744.70
Less Outstanding Warrants		(11,041.02)
Equals Adjusted Bank Balance at	31-Dec-23	<u>285,703.68</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Dec-23	<u>45,178.39</u>
Deposits		540,711.15
Less Warrants Written		(252,547.12)
Less Net Payroll Warrants		(47,638.74)
Equals Adjusted Checkbook Balance	31-Dec-23	<u>285,703.68</u>



MALIA M. COHEN
California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

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

As of 01/12/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2023.

Earnings Ratio		.00010932476863589
Interest Rate		4.00%
Dollar Day Total	\$	1,587,940,776.92
Quarter End Principal Balance	\$	17,560,001.34
Quarterly Interest Earned	\$	173,601.26

RESOLUTION 01-24

SEWERAGE COMMISSION - OROVILLE REGION

ANNUAL RESOLUTION AUTHORIZING INVESTMENT OF SEWERAGE COMMISSION - OROVILLE REGION MONIES IN LOCAL AGENCY INVESTMENT FUND

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Sewerage Commission - Oroville Region does hereby find that the deposit and withdrawal of monies in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein, is in the best interests of the Sewerage Commission - Oroville Region.

NOW THEREFORE, BE IT RESOLVED by the Sewerage Commission - Oroville Region as follows:

1. Authorization is hereby given for the deposit and withdrawal of Sewerage Commission - Oroville Region monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated herein.
2. The following officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Glen E. Sturdevant, Treasurer; Lauri Pittman, Administrative Assistant;
Angela Mastelotto, Commissioner; Rich Salvucci, Commissioner;
Commissioner; Scott Thomson, Commissioner; Scott Koch, Commissioner;
Brad Taggart, Commissioner, David Pittman, Commissioner.
3. The bank account for the Sewerage Commission - Oroville Region to be used for deposits and withdrawals shall only include that at the Bank of America in Oroville and our Local Agency Investment Account.
4. This resolution shall include the formal investment policies of the Sewerage Commission - Oroville Region and shall be reviewed and readopted annually at a regular meeting of the Sewerage Commission - Oroville Region duly noticed and conducted in their offices in accordance with the provisions of California Senate Bills 866 and 564.
5. This resolution supersedes Resolution 01-23.
6. The provisions of this resolution shall become effective January 23, 2024.

PASSED AND ADOPTED this 23rd day of January 2024 at the regular meeting of the Sewerage Commission - Oroville Region, duly noticed and conducted in the SC-OR offices, by the following vote:

AYES:

NOES:

ABSTAIN:

Brad Taggart, Chairman

ATTEST:

Glen E. Sturdevant, Clerk



Architecture
Civil Engineering
Planning
Surveying

January 18, 2024

Mikah Salsi
Sewerage Commission-Oroville Region
P.O. Box 1350
2880 S. 5th Ave
Oroville, CA 95965

RE: Boundary & Topo Survey & New Parcel Plat and Legal
APN 030-212-046

Dear Mikah,

NorthStar is pleased to submit the following proposal to provide surveying services for the proposed project. Our services shall include:

Task 1: Boundary Survey & New Parcel Plat and Legal

1. Perform a field survey to search for and locate any monuments in the area to resolve the property lines of the subject parcel. Key features such as utilities, fences, and roadways will also be located.
2. Coordinate with owner's title company to obtain title reports and documents for the subject parcel. The title company will be retained by the owner(s) directly for their services.
3. Review deeds and title reports (to be provided by client) to resolve the subject parcel lines.
4. Review said title work for any easements that may affect the subject property and plot them on the resolved boundary.
5. Coordinate with client and develop desired parcel line location based upon the field survey.
6. Prepare the tentative plat depicting the proposed boundary line modification per the requirements of the City of Oroville.
7. Prepare a plat and legal description to describing the new parcel. Provide client with Plat and legal to be used as exhibits in the Grant Deed prepared by others.

Task 2: Record Of Survey

1. Set durable iron monuments at the exterior, primary property corners of the existing and new parcel where none currently exist.
2. Prepare a Record of Survey in accordance with the California Professional Land Surveyor's Act.
3. Process the Record of Survey for approval by the Butte County Surveyor.
4. Upon approval of the County Surveyor, tender the Record of Survey for filing in the office of the Butte County Recorder
5. Provide Client with a digital copy of the recorded survey.

Task 3: Topographic Survey

NorthStar will perform a topographic survey and prepare a topographic map suitable for use as the base map for the design of the proposed improvements. The topographic survey area will be as shown on the attached Exhibit "A". The topographic survey shall include: all existing site improvements, hardscape features, topographic features, trees larger than 5" diameter at breast height, surface utilities, fence lines, surface spot elevations, and roadway improvements along Oroville Dam Blvd. The resolved property lines from Task 1 and 2 will be shown on the topographic survey. The topographic base map will be provided in an AutoCAD Civil 3D 2022 drawing file format for use by the project team. A signed PDF copy of the topographic survey will also be provided.

The fee to complete the above-described services is: **\$ 14,900.00**

In addition to the professional fees above, the following are estimated expenses associated with your project:

- | | |
|----------------------------------|--------|
| • Preliminary Title Report | TBD |
| • Butte County Map Checking Fee | \$ 800 |
| • Butte County Map Recording Fee | \$ 125 |

Estimated fees and expenses are based upon our experience with previous projects. Situations and requirements vary with each project and the actual cost may be more or less than this estimate.

Sincerely,



Timothy Alldrin, PLS
Associate Surveyor
NorthStar

EXHIBIT A

Scope of Services

Client: Sewerage Commission – Oroville Region
Project: On-Call Agreement with SC-OR
Project Location: Oroville, CA
Summary of Services: On-Call Engineering Services
Utility System: Wastewater Treatment Plant

Background

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

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

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

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

EXHIBIT A

Potential Services

Coleman Engineering will provide professional engineering services to SC-OR as needed and requested. It is anticipated that the services will be related to the wastewater treatment plant and other facilities owned by SC-OR.

Examples of engineering services that SC-OR may request to be included are listed below. Other services may be requested as this list is provided for illustration purposes only.

- Condition assessment of existing facilities
 - Coordinate inspections of existing facilities, identify and correspond with specialty contractors, make hydraulic calculations, and provide engineer opinions of cost, etc.
- Engineering for the rehabilitation of existing facilities
 - Provide engineering calculations, plans, technical specifications for the rehabilitation of existing facilities owned and/or maintained by SC-OR.
- Engineering design for proposed facilities
 - Provide engineering calculations, plans, technical specifications for proposed facilities to be owned and/or maintained by SC-OR.
- Operations consulting and contract operations services
- Coordination with other engineering disciplines as needed to coordinate services on behalf of SC-OR. These may include:
 - Surveying
 - Structural engineering
 - Electrical engineering
 - Instrumentation and controls engineering
 - SCADA system engineering
 - Geotechnical engineering
 - HVAC and odor control engineering

Scope of Services

There is no specific Scope of Services associated with this document. It is understood that prior to commencing services on any assignment, Coleman Engineering will prepare a project specific Scope of Services, Schedule, and Engineering Budget that is reviewed and approved by SC-OR management. All services will require specific authorization prior to commencement of such services.

There are no deliverables associated with this Scope of Services. Deliverables should be identified on each specific Task Order.

EXHIBIT A

Schedule

Schedules for requested engineering services will be discussed and agreed upon with SC-OR at the beginning of each requested service. Coleman Engineering will provide services in an expeditious and professional manner. We expect to be informed of overall project schedules and goals and will endeavor to provide services in a manner that compliments and supports those larger project milestones.

Engineering Fee

There is no budget associated with this Scope of Services since no services are identified. Each Task Order will include a project and authorization specific budget. It is understood that SC-OR will authorize \$20,000 as a budget to work against for future assignments.

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

January 23, 2024

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for December 2023. All dischargers and lines appear to be in compliance with their permits.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

ELAP requires an on-site assessment of the laboratory to be performed every two years. This assessment must be completed before submitting for renewal of our ELAP certificate. Our on-site assessment was performed January 18-19, 2024.

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

Sewerage Commission - Oroville Region

Monthly Flows Report - Dec-23

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
SC-OR Plant Total	80.973	2.612	6.00	12/19/2023
Lake Oroville Area P.U.D.	25.489	0.822	1.80	12/19/2023
Thermalito Water and Sewer	\	\	1.08	12/18/2023
City of Oroville	\	\	3.20	12/19/2023

Septage Pumps 0.0680 Million Gallons/Month

Monthly Rainfall 5.41 Total Inches/Month

TWSD flow meter malfunctioned on 12/22/23

City flow = SCOR total - (TWSD+LOAPUD)