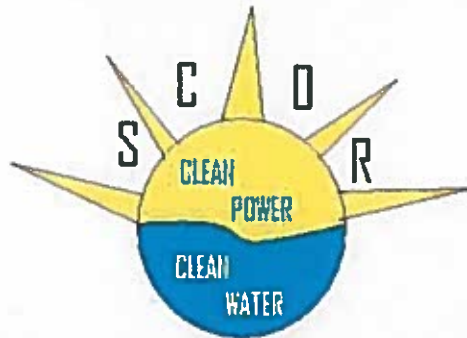


SEWERAGE COMMISSION – OROVILLE REGION



BOARD OF DIRECTORS MEETING AGENDA

**Regular Board Meeting
January 27, 2021 – 5:00 p.m.
SC-OR Boardroom
2880 South 5th Avenue,
Oroville, CA 95965**

Board of Directors: Trevor Hatley, TWSD, Chairperson
Sue Latulippe, TWSD
David Pittman, City of Oroville, Vice-Chairperson
Chuck Reynolds, City of Oroville
Larry Kuehner, LOAPUD
Dee Fairbanks, LOAPUD

SC-OR Staff: Glen Sturdevant, Manager/Superintendent

Materials related to an item on this Agenda submitted to the Sewerage Commission Oroville Region after distribution of the agenda packet are available for public inspection in the SC-OR office at 2880 S. 5th Ave., Oroville, CA 95965 during our normal business hours of 7:30am to 4:00pm.

Posted: January 22, 2021

AGENDA
REGULAR MEETING OF
SEWERAGE COMMISSION – OROVILLE REGION
JANUARY 27, 2021

1. Call to Order ❖

2. Roll Call ❖

3. Salute to Flag ❖

4. Acknowledgement of Visitors ❖

Individuals will be given the opportunity to address the Board on matters not scheduled on the agenda. No action will be taken on these matters. Comments on items scheduled on the agenda may be made as the Board considers them. Visitors' comments may be limited to five minutes (Government Code Sec. 54954.3).

5. Board Meeting Minutes ❖

The Board will review the minutes and consider their approval for the regular meeting of December 16, 2020 and the special meeting of January 7, 2021.

6. Authorization of Warrants ❖

The Board will review the warrants and take action to approve their payment for the period ending January 27, 2020.

7. Fiscal Reports ❖

The Board will review the fiscal reports for December 2020.

8. Resolution 01-21 (Investments of SC-OR Monies in L.A.I.F) ❖

The Board will review proposed Resolution 01-21 and take appropriate action. (Government Code Section 16429.1).

9. Annual Transfer of Funds in Accordance with Resolution 03-04 ❖

The Board will hear a report regarding the solar savings carryover and annual funds transfer from the unrestricted account into the capital outlay reserve fund. The Board will hear the report and take appropriate action.

(CONTINUED)

10. Contract with Duke Sherwood Contracting for Demolition and Disposal of Caustic Building ❖

The Board will consider approving the contract from Duke Sherwood Contracting for the demolition and disposal of the caustic building at a cost not to exceed \$31,500.00. Action Requested.

11. Legal Services ❖

The Board will consider contract options for legal services to the SC-OR Board of Commissioners. Action requested.

12. Manager's Report (All items may be subject to Board action) ❖

13. Visitor's Comments ❖

14. Commissioner and Staff Comments ❖

15. Adjournment ❖

The Chairman will adjourn the meeting until the next regular Board meeting to be held on February 24, 2021 at 5:00 p.m.

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on January 22, 2021**

Operations & Maintenance

There were no major operational or maintenance issues this month.

Reimbursement Disclosure

Government Code 53065.5 requires disclosure of reimbursements paid by the Commission during the preceding year. After the Commission reviews reimbursements, the data will be made available for public inspection. SC-OR had no reimbursements to report for calendar year 2020. Per Resolution 03-96, the forms will be available at the meeting.

Resolution 01-21 (Investing SC-OR Monies In LAIF)

Proposed resolution 01-21 authorizes the investment of SC-OR monies in the Local Agency Investment Fund. The Commission must annually review its investment policy in a public session (Government Code Section 16429.1). The resolution has been submitted for your review and adoption.

Transfer of Funds in Accordance with Resolution 03-04 (Savings from Solar Generated Energy)

In accordance with Resolution No. 03-04, a transfer from the unrestricted account into the capital outlay account in the amount of \$100,000.00 can be made before February 1st. This transfer will make it the eighteenth (18th) year of contributing money back to the capital improvement account from the annual solar savings, for a total repayment of \$2,217,739.

Caustic Building Demolition and Disposal

I had requested quotes from three construction firms, but only Duke Sherwood Contracting submitted a quote. Their quote for the demolition and disposal of the caustic building came in higher than expected, but after discussion of what SC-OR staff could do ourselves to lower the cost, we were able to knock off about \$8,000, for a total cost of \$31,348.00.

JPA Manager's Meeting

We held an initial JPA Manager's meeting on January 21st at our plant. It was a very productive meeting, where we prioritized a list of topics that we will cover in future quarterly meetings.

SC-OR Organizational Restructure

SC-OR staff, with input from the Assistant to the Manager, Ray Sousa, has completed draft versions of the new structure and positions. The Board made it very clear that there was not enough redundancy or cross-training to insulate SC-OR from potential staffing deficiencies that could be detrimental to the Commission's ability to meet its staffing obligations under our NPDES (permit to operate). The new structure will clearly define roles and responsibilities, as well as requirements for cross-training and redundancy of both ability and certification.

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

(Held at the Commission office on December 16, 2020 at 11:00 a.m.)

1. Call to Order ❖

Chairman Hatley called the meeting to order at 11:00 a.m.

2. Roll Call ❖

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

3. Salute to the Flag ❖

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

4. Acknowledgment of Visitors ❖

David Ritchie, Attorney for the City of Oroville

5. Board Meeting Minutes of the Regular Meeting held on November 18, 2020 ❖

Upon motion by Commissioner Reynolds to approve the minutes of the meeting, and seconded by Commissioner Kuehner, the minutes of the November 18, 2020 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes (November 16 and December 7, 2020) ❖

Manager Sturdevant reported that an employee was injured while operating SC-OR equipment. He suffered the loss of the tip of his finger. Manager Sturdevant immediately called for the placement of additional safety warnings on the equipment being used during the accident. He further called a safety meeting to discuss awareness when using the machinery while on the job.

Upon motion by Commissioner Reynolds to approve the minutes of the employee safety meetings, and seconded by Commissioner Kuehner, the minutes of the November 16, and December 7, 2020 meetings were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Kuehner met with Manager Sturdevant and checked the warrants earlier, and having found everything to be in order made a motion to approve warrants 26486-26525 in the total amount of \$406,695.81 from November 19 to December 16, 2020, including Commissioner fees and electronic fund transfers. The motion was seconded by Commissioner Kuehner, and the warrants were unanimously approved and ordered paid.

8. Fiscal Reports ❖

Chairman Hatley stated that the fiscal reports for November 2020 were in the packet for review. There were no questions regarding them.

9. Resolution 12-20 (A Resolution Authorizing the Appointment of Glen E. Sturdevant as Manager/Superintendent of the Sewerage Commission – Oroville Region), and a vote to ratify his contract. ❖

Upon motion by Chairman Hatley to adopt Resolution 12-20, A Resolution Authorizing the Appointment of Glen E. Sturdevant as Manager/Superintendent of the Sewerage Commission – Oroville Region, and a vote to ratify his contract. The motion was seconded by Commissioner Kuehner, and passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

10. Adoption of the Updated Hourly Wage Schedule ❖

Manager Sturdevant reported that CalPERS is requiring that the Managers hourly wages be added to the previously adopted wage schedule for all SC-OR positions, and adopted in an open meeting.

A motion made by Commissioner Reynolds, seconded by Commissioner Latulippe, and passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

11. Closed Session ❖

The Board adjourned to closed session at 11:09 a.m., and reconvened to open session at 11:58 p.m. Chairman Hatley announced that during closed session legal services were discussed. No action was taken. Chairman Hatley appointed members of LOAPUD to an ad hoc committee to review contract proposals for legal services. Candidates for legal services are to prepare and submit proposed contracts to the board by January 1, 2021. A special meeting to review the proposals was scheduled for January 7, 2021 at 10:00 a.m.

12. Contract for Legal Services ❖

This item was tabled pending the receipt of contract proposals and completion of the special meeting scheduled for January 7, 2021.

13. Attorney's Report ❖

Attorney Vance said there were no issues nor lawsuits, and everything is running smoothly.

14. Manager's Report ❖

Manager Sturdevant reported that the trees were removed that he had reported on last month. He has been in contact with Duke Sherwood to get an updated proposal on removing the damaged caustic building. He has also requested a couple of other proposals from different companies.

15. Visitor Comments ❖

Mr. Sousa said he is glad to stay on as Assistant to the Manager through the budgetary cycle. He reported that training is going very well.

16. Commissioner and Staff Comments ❖

All Commissioners wished one another a Merry Christmas.

17. Adjournment ❖

There being no further business, the meeting was adjourned at 12:03 a.m. to the regular meeting to be held on January 27, 2021 at 5:00 p.m.

Respectfully submitted,



Glen E. Sturdevant, Clerk

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

(Held at the Commission office on January 7, 2021 at 10:00 a.m.)

1. Call to Order ❖

Chairman Hatley called the meeting to order at 10:00 a.m.

2. Roll Call ❖

Commissioners present were Chairperson Trevor Hatley of Thermalito Water and Sewer District, Commissioner Susan Latulippe from the Thermalito Water and Sewer District, Commissioner Chuck Reynolds, City of Oroville, Commissioner David Pittman for the City of Oroville and Commissioner Larry Kuehner of LOAPUD. Staff present were Manager Glen Sturdevant and Attorney Desiree Vance.

3. Salute to the Flag ❖

Chairman Trevor Hatley led Commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

Scott Huber, Attorney for the City of Oroville

5. Closed Session ❖

The board adjourned to close session at 10:01 a.m. and reconvened at 11:30 a.m. Chairman Hatley reported the board discussed legal services and requested the matter of whether to approve Mr. Huber's, City of Oroville's Attorney, be approved be placed on the regular agenda of the regular meeting, scheduled for January 27, 2021 @ 5:00 p.m. No action was taken.

6. Visitor Comments ❖

None

7. Commissioner and Staff Comments ❖

Chairman Hatley accepts Attorney Vance's resignation.

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

DESCRIPTION	Adopted Budget 2020/19	Expended This Month	Expended Through 12.31.2020	Balance of Funds Remaining	Time Left 50%
SALARIES & WAGES	740,900	73,170.40	395,373.57	345,526.43	47%
EMPLOYEE BENEFITS	577,966	30,038.56	390,340.22	187,625.78	32%
COMMISSIONERS' FEES	43,200	3,600.00	21,600.00	21,600.00	50%
CMSNRS FICA & MEDICARE	3,306	275.40	1,652.40	1,653.60	50%
GAS, OIL & FUEL	19,000	5,527.95	13,838.70	5,161.30	27%
INSURANCE	67,000	0.00	66,586.04	413.96	1%
MEMBERSHIPS	8,850	7,253.00	7,811.00	1,039.00	12%
OFFICE EXPENSES	8,500	94.41	2,675.76	5,824.24	69%
OPERATING SUPPLIES	145,700	8,600.91	59,642.97	86,057.03	59%
PROFESSIONAL SERVICES	144,200	49,971.00	83,947.19	60,252.81	42%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	115,000	2,108.80	35,754.71	79,245.29	69%
BIOSOLIDS DISPOSAL	35,000	0.00	9,086.00	25,914.00	74%
MONITORING & COMPLIANCE	70,000	903.69	21,376.59	48,623.41	69%
TRAINING & MEETINGS	8,000	291.56	1,429.81	6,570.19	82%
UTILITIES	389,650	37,860.53	204,475.86	185,174.14	48%
TOTAL OPERATING	2,379,272	219,696.21	1,315,590.82	1,063,681.18	45%
Engineering Fees	0.00				
Legal Fees	2,000.00				
Auditing Fees	0.00				
Permits	47,971.00				
Miscellaneous	0.00				
	<u>49,971.00</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2020/2021

DESCRIPTION	Received This Month	Received Through 12.31.20	Unrestricted Funds	Restricted W.C.R.F. Funds	Regulatory & Capital Acct. Funds	Restricted Cap. Outlay Funds	Restricted Ann. M&O Funds	Restricted Fines&Pen. Funds
SERVICE CHARGES	0.00	569,092.45	569,092.45					
SEPTAGE DUMPER:	9,288.91	40,112.50	40,112.50					
EX. PEAK FLOWS	0.00	0.00	0.00					
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	7,680.00	7,680.00					
RFC CHARGES	6,638.00	139,398.00			139,398.00			
INTEREST	21,073.90	49,843.84	12,372.05	2,700.19	7,465.70	27,274.86	0.00	31.04
RCA (Rgltry & cap. acct)	0.00	291,186.00			291,186.00			
WCRF	0.00	19,412.40		19,412.40				
TOTALS	37,000.81	1,116,725.19	629,257.00	22,112.59	298,651.70	166,672.86	0.00	31.04

**SEWERAGE COMMISSION - DROVILLE 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	3,224,445.58						
Cash - Restricted												
WCRF	731,544.10	731,544.10	733,078.69	733,927.56	733,927.56	735,093.16						
R&CA	1,902,537.87	1,902,537.87	1,905,884.12	2,195,565.12	2,195,565.12	2,191,141.07						
Cap. Outlay	7,475,728.68	7,414,264.65	7,288,621.51	6,928,708.16	6,928,708.16	6,695,260.80						
Ann. M & O	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						
TOTAL CASH	13,928,420.60	13,560,187.65	13,340,157.39	13,619,563.48	13,577,631.54	13,154,394.37	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	439,984.78	21,751.83	70,951.63	420,357.72	31,422.78	33,188.61						
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						
TOTAL CASH	13,928,420.60	13,560,187.65	13,340,157.39	13,619,563.48	13,577,631.54	13,154,394.37	0.00	0.00	0.00	0.00	0.00	
% of Funds Invested	96.84%	99.84%	99.47%	96.91%	99.77%	99.75%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2020

BALANCE PER BANK

Ending Balance on Bank Statement	31-Dec-20	53,480.56
Less Outstanding Warrants		(20,291.95)
Equals Adjusted Bank Balance at	31-Dec-20	<u>33,188.61</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Dec-20	<u>31,422.78</u>
Deposits		440,926.91
Less Warrants Written		(387,015.56)
Less Net Payroll Warrants		(52,145.52)
Equals Adjusted Checkbook Balance	31-Dec-20	<u>33,188.61</u>



BETTY T. YEE
California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

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

As of 01/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2020.

Earnings Ratio		.00001719170547343
Interest Rate		0.63%
Dollar Day Total	\$	1,225,818,150.76
Quarter End Principal Balance	\$	13,121,205.76
Quarterly Interest Earned	\$	21,073.90

RESOLUTION 01-21

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;
Dee Fairbanks, Commissioner; Larry Kuehner, Commissioner; Chuck
Reynolds, Commissioner; David Pittman, Commissioner; Susan Latulippe,
Commissioner; Trevor Hatley, 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, being the Checking Account 32500-4665838, and at the Bank in Sacramento, being the Local Agency Investment Account 01485-15800.
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 01-20.
6. The provisions of this resolution shall become effective January 27, 2021.

PASSED AND ADOPTED this 27th day of January 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:

Trevor Hatley, Chairman

ATTEST:

Glen E. Sturdevant, Clerk

Bid Date: 1/08/2021
Time: 3:00PM

Proposal for:
SCOR S.H. Building Removal
from
Duke Sherwood Contracting Inc.
495 Stimpson Rd, Oroville, CA 95965
(530) 533-2710
License: 327827 Type: A



SCOR

Item	Description	Quantity	Unit	Unit Price	Total Price
01	Mobilization	1.00	LS	320.0000	320.00
02	Pre-Demo Asbestos Survey And Lead	1.00	LS	1,271.0000	1,271.00
03	Demo S.H. Building	1.00	LS	19,142.0000	19,142.00
04	Remove S.H.	1.00	LS	10,615.0000	10,615.00
				Total:	<u>31,348.00</u>

√ = Locked Bid-Item
! = Zero Total Price

Attachment Enclosed

Run by: Doug Sherwood
Estimator: Donald Sherwood

**Duke Sherwood Contracting Inc.
Job Conditions - Attachment 'A'**

SCOR S.H. Building Removal

Thank you for giving Duke Sherwood Contracting Inc. the opportunity to offer our services.

INCLUSIONS:

- 01- MOBILIZE AND DE-MOBILIZE EQUIPMENT TO SCOR.
- 02- PRE-DEMO ASBESTOS SURVEY AND LEAD INVESTIGATION.
- 03- DEMO EXISTING SODIUM HYDROXIDE BUILDING OFF-HAUL ALL DEMO MATERIAL.
- 04- REMOVE ALL LOOSE SODIUM HYDROXIDE BULK PRODUCT BY MEANS OF HEPA VACUUMING AND WET WIPING, ENTIRE AREA WILL BE NEUTRALIZED USING CITRIC ACID SOLUTION AND WET WIPED AGAIN.

SCOR TO PROVIDE DUST SUPPRESSION WATER AND FILL MATERIAL AT DEMO SITE TO RAISE TO ROUGH GRADE.

EXCLUSIONS:

FINISH GRADING
SEWER
STORM DRAIN
WATER
BASE
PAVE
SEAL COAT
STRIPPING & SIGNS
LANDSCAPING
SWPPP
PERMITS
FEES
ENGINEERING
SURVEYING
BONDS

ESCALATION CLAUSE: Oil surcharges for this quote are based on current rack prices for PG 64-10. An increase of \$0.60 per ton for every \$10.00 increase in liquid asphalt will be reflected in the price at the time of paving.

This proposal is valid for 30 days from the enclosed date.
Thank you,

Doug Sherwood
DIR#:1000007768

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

Presented by Ray Sousa

December 11, 2020

Met with Glen; subjects covered were as follows:

- Due to the COVID-19 restrictions that required SC-OR staff to be scheduled on a half on/half off routine, I worked my normal hours around Glen's available time. Today we researched the developer agreement resolutions. In addition, we reviewed the agreement between SC-OR and the Jeff Ashlock proposed subdivision on Lincoln and Ophir Rd.

1.5 hours committed.

December 15, 2020

Met with Glen; subjects covered were as follows:

- Glen and I spent time going over some of my old files (yes, my old files that were still where I left them) to show Glen my list of notes on what I considered very important issues, why they were important, and where he could find all the supporting documentation (resolutions, board meeting minutes, agreements, etc.). I felt this was useful for Glen, who has only 8 years history here in the Oroville area. I hope to be able to give Mika a brief update on this same information.

2.5 hours committed

December 16, 2020

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

- Attended the Board of Commissioners regular board meeting

1.5 hours committed

December 21, 2020

Met with Glen; subjects covered were as follows:

- Discussed the positions needed to fulfill the Boards request to make certain staff positions overlapping for the purpose of redundancy.

2.0 hours committed

December 23, 2020

Met with Glen; subjects covered were as follows:

- Continued to gather the information needed to format a new job description for the Plant Supervisor. Glen informed me that the SC-OR plant will go back to full staffing next week, which will allow us to bring Mikah back into discussions regarding the new positions.

2.0 hours committed

January 5, 2021

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

- Put together a draft of the new Plant Supervisor job description that will allow for the Plant Supervisor to assume duties of the Plant Manager in his absence. Mikah is now back on a normal work schedule.

2.75 hours committed

January 6, 2021

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

- Continued working on the draft of Plant Supervisors and Lead Operator new job descriptions. After that we started developing the new Compliance Manger/Chemist job description.

3.00 hours committed

January 12, 2021

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

- Worked on developing a new Environmental Compliance Supervisor (ECS) job description. This is somewhat more detailed, as it combines the Compliance Manager's and Chemist's previous duties into one position. Completed the draft on the new Plant Supervisors job description.

3.25 hours committed

January 13, 2021

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

- Continued working on job descriptions for the new ECS position.

3.0 hours committed

January 19, 2021

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

- Continued to develop the Environmental Compliance Supervisor (ECS) job description. There are a few significant changes being made as the plant chemist and the plant lab technician's previous job descriptions will be superseded by the new ECS description.

3.5 hours committed

January 20, 2021

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

- Completed and reviewed the drafts of the new Environmental Compliance Supervisor and Plant Lead Operator job descriptions. Reviewed all new job descriptions for final draft.
- Prepared memo for SC-OR Board to review at the January board meeting.

3.75 hours committed

Summary:

This last month was a bit less productive due to the holidays and the COVID issues that required staff to work part time.

Developing new job descriptions takes time, as we do not want to have to go back and make changes after people are hired for these positions. The positions we have created should work for the needs of the Commission.

Our goal was to have a deliverable package for you to review regarding these new job descriptions by the January meeting.

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Mikah Salsi

January 27, 2020

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their semi-annual self-monitoring for the second half of 2020. After review of their reports, it was determined that all dischargers appear to be in compliance with their permits. All annual pretreatment reports have been submitted to the state as required.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

The Grant Funding Agreement between Butte County and DWR for the new primary pump station is nearing completion. SC-OR staff is working closely with Butte County to know when the grant funds will be released so we can go out to bid.

Since former Plant Manager (Scott) has retired, the Environmental Compliance Manager has been working on transitioning into the roll of the Plant Supervisor.

Sewerage Commission - Oroville Region

Monthly Flows Report -

Dec-20

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
<i>SC-OR Plant Total</i>	78.797	2.542	4.60	1/14/2020
<i>Lake Oroville Area P.U.D.</i>	23.872	0.770	1.40	1/13/2020
<i>Thermalito Water and Sewer</i>	14.261	0.460	1.22	1/13/2020
<i>City of Oroville</i>	40.664	1.312	2.33	1/14/2020

Septage Pumps

0.1058 Million Gallons/Month

Monthly Rainfall

1.8 Total Inches/Month

Memo

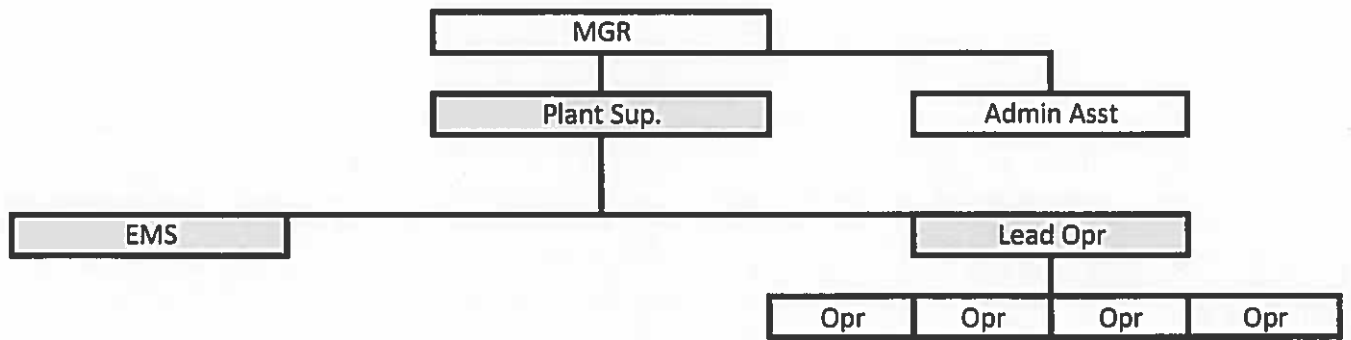
Sewerage
Commission
Oroville Region
Inter-Office
Memorandum

Date: January 21, 2021
To: SC-OR Board
From: Glen Sturdevant
RE: Restructure

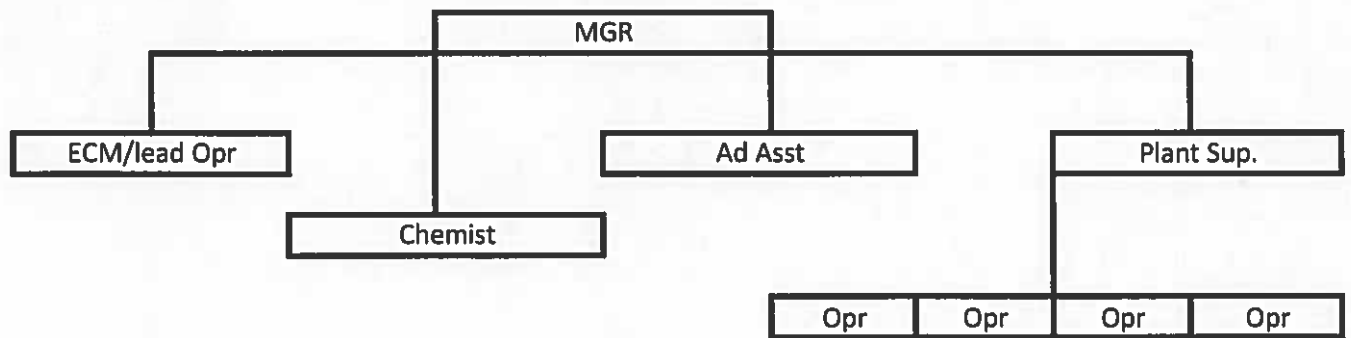
I have included 3 new positions and the corresponding job descriptions for your review. SC-OR staff made it our priority to build in the redundancy and cross-training that the Board requested. We have made sure to build in an overlap in duties, abilities, knowledge and certification requirements to ensure that SC-OR will have adequate staffing to handle any known or unforeseen scenarios it may face in the future.

Glen Sturdevant

Restucture



Current Structure



BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Job Description - Lead Operator
ADOPTION DATE: 24 February 2021

NUMBER 2861

Job Description

Under the direction of the Plant Manager and/or Plant Supervisor, the Lead Operator assigns, instructs and supervises all operations and maintenance for the Sewerage Commission of Oroville Region's wastewater plant, collection system, outfall line and all other appurtenances. Under direction of the Plant Manager and/or Plant Supervisor, the Lead Operator will supervise all daily operations and maintenance and help plan and implement non-routine operational needs. Duties may include but are not limited to:

1. Coordinate all maintenance, corrective and preventative.
2. May be required to analyze recording instrument readings, interpret laboratory results, and make the proper adjustments to plant processes to achieve the required effluent results.
3. May be required to requisition chemicals, supplies and parts, and schedule vendors.
4. Implement all safety rules and practices.
5. Determine remedial actions during emergencies.
6. Perform other duties that may be required by the Commission.
7. In the absence of both the Manager and the Plant Supervisor, will act in a "shift supervisor" roll.
8. Shall be a registered "Data Submitter" for state reporting to the California Water Resources Control Board (CWRCB).
9. Inspect plant to determine efficiency of operations and cleanliness.
10. Lead Operator acts as a working supervisor.

Desirable Qualifications

1. Formal Education:
 - A. High school graduate or equivalent. College courses in engineering and chemistry highly desirable.

2. General Requirements:
 - A. Possess a California State Water Resources Control Board Grade III Certificate, or higher.
 - B. Have knowledge of processes and equipment involved in wastewater treatment.
 - C. Have ability to direct and evaluate operation of the plant.
 - D. Have ability to handle emergencies.
 - E. Have ability to train and supervise plant operating personnel.
 - F. Have ability to prepare routine operation reports and maintain records.
 - G. Is willing and able to wear a self-contained breathing apparatus.
 - H. Is willing and able to work under adverse conditions such as alone at night, around dust and raw or treated sewage, outside, and handling chlorine and other chemicals.
 - I. Possess a valid California driver's license.
 - J. Possess a current C.P.R. card in accordance with the Standards of the American Heart Association.

3. General Educational Development:
 - A. Reasoning
 - (1) Apply principles of wastewater treatment to solve practical operational problems.
 - (2) Interpret a variety of instructions in written, oral, diagrammatic or schedule form.

B. Mathematical

Perform ordinary arithmetical, algebraic and geometric procedures in standard practical application.

C. Language

- (1) Write or assist in preparation of operation reports;
- (2) Establish and maintain communications with superiors and co-workers.

4. Specific Vocational Preparation:

- A. Completion of operator training course or equivalent in training and experience.**
- B. One to five years experience in wastewater treatment plant operation, depending upon the size and complexity of the plant. Supervisory experience desirable.**

DRAFT

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Job Description – Plant Supervisor
ADOPTION DATE: 24 February 2021

NUMBER 2862

Job Description

The Plant Supervisor is also the Designated Operator-in-Charge as defined in Section 3671 of Chapter 26 of Division 3 of Title 23 of the California State Water Resources Control Board Code of Regulations. Under general supervision of the Plant Manager, and in conjunction with Environmental Compliance Manager, he/she also assigns, instructs and supervises all plant operating personnel in the Sewerage Commission - Oroville Region's 6.5 million gallons-per-day secondary treatment plant during an assigned shift. Duties include:

1. Legally responsible official.
2. Analyzes recording instrument readings and laboratory test results and adjusts plant processes accordingly;
3. Oversees the coordination of maintenance, corrective or preventative;
4. Oversees the maintaining of required maintenance records and operating logs;
5. Prepares reports;
6. Inspects plant to determine efficiency of operation and cleanliness;
7. Oversees the requisition of chemicals, supplies and parts;
8. Schedules vendors;
9. Prepares work schedules, including holidays, vacations and work shifts, subject to Manager's approval;
10. Reviews and verifies weekly time records of all plant operating personnel;
11. Conducts training programs and safety meetings;
12. Conducts tours;

13. Determines remedial action in emergencies;
14. Performs other duties as assigned;
15. Duties may require one to be a working foreman.

Desirable Qualifications

1. Formal Education:

High school graduate or equivalent. College courses in engineering and chemistry highly desirable.

2. General Requirements:

- A. Possess a California State Water Resources Control Board Grade IV Certificate;
- B. Have knowledge of processes and equipment involved in wastewater treatment;
- C. Ability to direct and evaluate operation of the plant;
- D. Ability to handle emergencies;
- E. Ability to train and supervise plant operating personnel;
- F. Ability to prepare routine operation reports and maintain records;
- G. Willing and able to wear a self-contained breathing apparatus;
- H. Willing and able to work under adverse conditions such as alone at night, around dust and raw or treated sewage, outside, and handling chlorine and other chemicals;
- I. Possesses a valid California driver's license;
- J. Ability to obtain a C.P.R. card in accordance with the Standards of the American Heart Association.

3. General Educational Development:

A. Reasoning

- (1) Apply principles of wastewater treatment to solve practical operational problems;
- (2) Interpret a variety of instructions in written, oral, diagrammatic or schedule form.

B. Mathematical

Perform ordinary arithmetical, algebraic and geometric procedures in standard practical application.

C. Language

- (1) Write or assist in preparation of operation reports;
- (2) Establish and maintain communications with superiors and co-workers.

4. Specific Vocational Preparation --

- A. Completion of wastewater training course or equivalent in training and experience.
- B. One to five years experience in wastewater treatment plant operation, depending upon the size and complexity of the plant. Supervisory experience desirable.

5. In the Manager's absence:

Administrative Authority

- A. In accordance with Board Policy for the Plant Supervisor
 - (1) May be required to assume duties of CPO
 - (2) May be required to assume all administrative duties of Manager
 - (3) May be required to assume duties of Fiscal Officer and Clerk of the Board

Administrative authority may be delegated to the Plant Supervisor by either SC-OR Manager or the Board of Commissioners to meet the needs of SC-OR until said needs are abated.

All SC-OR staff will support the Plant Supervisor in this temporary role.

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Job Description-Environmental Compliance Supervisor NUMBER 2863
ADOPTION DATE: 24 February 2021

Job Description

Under general supervision of the Plant Manager, and in conjunction with the Plant Supervisor, the Environmental Compliance Supervisor will supervise and perform specialized and complex chemical, bacteriological and physical laboratory tests and analyses of raw, partially treated, and treated wastewater and by-products to determine efficiency of plant processes, and ensure that effluent meets local, state and federal requirements. Regulated, administer, and enforce activities related to the environmental compliance programs required by SC-OR. Programs including, but not limited to: Industrial Pretreatment Program, Risk Management Program, Process Safety Management Program, Spill Prevention Control and Countermeasure Plan.

Duties include but are not limited to:

1. Conducts or supervises less complex routine tests.
2. When laboratory technicians are present, supervises technicians and provides routine procedures to be followed.
3. Sets up pilot processes when conducting research in improved procedures.
4. Provides direct or indirect information to operating personnel regarding chemical requirements and adjustments, changes, or additions to various treatment processes.
5. Develops bid specifications for commercial laboratory contracts.
6. Conducts sampling at various sites, including the wastewater treatment Plant.
7. Ability to program and retrieve automatic samplers and flow metering devices, to remove manhole covers, and to comply with confined space entry rules and practices.

8. Reviews all data collected, analyzes results, and develops appropriate reports to industries and to regulatory agencies.
9. Develops and/or oversees development of technological based local limits and revisions.
10. Maintains existing Quality Assurance (QA) / Quality Control (QC) program for lab equipment, sampling equipment, probes, and sample containers.
11. Plans, organizes and administers the permitting, monitoring, inspection, enforcement and pollution prevention activities of the Industrial Pretreatment Program.
12. Formulates and implements new procedures and documents for compliance objectives.
13. Works with local businesses and other public agencies in evaluating the effects of hazardous chemicals on the regional wastewater system.
14. Develops procedures and documents for the Sewerage Commission – Oroville Region's Industrial Pretreatment Program, including code revisions when required.
15. Provides adequate information on pollution prevention for educational benefit to industries and the public.
16. Reviews new industrial permits to meet Industrial Pretreatment Requirements.

Desirable Qualifications

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a Bachelor of Science Degree from an accredited college, university, or equivalent in Chemistry or a related field, plus two years of field experience dealing with industrial wastes or equivalent combination.

1. Formal Education: College degree in chemistry, or high school graduate plus college-level courses in chemistry, biology and bacteriology.
2. General Educational Development:
 - A. Reasoning: Apply principles of chemistry, biology and bacteriology to solve a variety of problems related to wastewater treatment; interpret a variety of written, oral and diagrammatic instructions.

- B. **Mathematical:** Perform ordinary arithmetical and algebraic procedures in standard practical applications; may require knowledge of higher mathematics.
 - C. **Language:** Ability to evaluate and interpret technical data, prepare reports, and establish and maintain communications with superiors and co-workers.
 - D. **Understand chemical, biological and bacteriological processes** pertinent to wastewater treatment, and possess solid knowledge of problems and processes involved.
3. **Specific Vocations Preparation:**
- A. **Laboratory experience** in a position of responsibility.
 - B. **Ability to work well with others.**
 - C. **Possess a valid California driver's license.**
 - D. **Possess a current C.P.R. card** in accordance with the Standards of the American Heart Association.
 - E. **Ability to obtain a Laboratory Analyst/Water Quality Analyst Certificate** from the California Water Pollution Control Association (CWPCA) or the California-Nevada Section of the American Water Works Association (CA-NV/AWWA), or the ability to obtain required minimum lab analyst certification for which our lab is certified within 6 months of hiring.
4. **General Requirements:**
- A. **Thorough knowledge of wastewater treatment processes and chemicals, biological or bacteriological action** involved in each process.
 - B. **Thorough knowledge of pertinent local, state and federal regulations and requirements.**
 - C. **Ability to work on own initiative and establish proper testing procedures.**