

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on November 8, 2023**

Operations & Maintenance

There are no operational issues to report this month. We have completed sludge hauling, and are now moving into winter preparation at our facility. We recently submitted our quarterly samples to adhere to our permit.

Influent Pump Station

At the direction of the Board, our general counsel sent a letter to Gateway Pacific Contractors to apply pressure on their sub-contractors to get the equipment that is holding up the project.

Closed Session

We will hold a closed session to hear an update on the potential litigation.

Amendment No. 1 to Engineering Task Order No. 36—Ruddy Creek Lift Station Design

We will ask the board to approve an amendment to Task Order No.36- "Ruddy Creek Pump Station Design". We finally have a tentative agreement to purchase the property, but need to finish the design so that we can move forward with the build. We will ask for approval of contract amendment no. 1 to finish the design for the new lift station.

SC-OR's Future

Plant Supervisor Salsi and I attended the California Water Reuse conference from November 5 to November 7, and gained valuable information about the regulatory future of recycled water in California. We once again made great contacts and learned a great deal.

Funding Search

We are working with the State of California on the SRF program to get on the "Fundable Project" list by summer 2024. We will also apply for a planning grant to do a feasibility study on recycled water. Plant supervisor Salsi had a good conversation with Sandeep Kals, who heads the recycle water funding program, and we are pretty confident that we can receive a grant to investigate the best path to recycle water for SC-OR and the community we serve.

Operator Recruitment

We have selected a local candidate, Sam Nevers, who will begin work on November 27th 2023.

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

(Held at the Commission office on October 24, 2023 at 5:00 p.m.)

1. Call to Order ❖

Vice-Chairman Pittman called the meeting to order at 5:00 p.m.

2. Roll Call ❖

Commissioners present were Commissioners Mastelotto and Salvucci (via Zoom) 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 ❖

Commissioner 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 September 26, 2023 ❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and seconded by Vice-Chair Pittman, the minutes of the September 26, 2023 regular meeting were unanimously approved.

6. Authorization of Warrants ❖

Vice-Chair Pittman met with Manager Sturdevant and reviewed the warrants earlier: Warrants included check numbers 28417-28462 for a total amount of \$274,727.86 from September 27, 2023 to October 24, 2023, including Commissioner fees and electronic fund transfers. The warrants were ordered paid by consensus.

7. Fiscal Reports ❖

Manager Sturdevant stated that the fiscal reports for September were included in the packets. There were no questions.

8. Closed Session ♦

The Commissioners adjourned to closed session at 5:03 pm and reconvened to open session at 5:37 pm. Chairman Taggart stated that there was information received in closed session, and direction was given. There was nothing further to report.

9. Adopt Final Audit for Fiscal Year 2022/2023 ♦

Manager Sturdevant said that he had not received any questions on the audit, so it is before the board for adoption.

A motion was made by Commissioner Mastelotto, and seconded by Commissioner Salvucci to adopt the financial statements prepared by Fechter and Company for Fiscal Year 2022/23. The motion passed by unanimous consensus.

10. Consolidation and Elimination of SC-OR Policies Pertaining to Septic Pumpers. Policy 3205 was Created to Cover the Eliminated Policies ♦

Manager Sturdevant stated that these policies were redundant and/or refer to one another. Several had to be changed whenever there was a change to the septic rate or insurance limits. We now refer to the Septage SOP in policy #3205, which has the rates and insurance limits included. These policies pertain specifically to septic pumpers, and thought best to consolidate them into one policy #3205, and eliminate policies 3210, 3220, 3230, 3240, 3250 and 3260. Commissioner Koch asked if there was a resolution associated with any of these policies. Manager Sturdevant said he didn't believe so, but would look into it further.

A motion was made by Commissioner Koch to approve the new consolidated policy #3205, which eliminates policies 3210, 3220, 3230, 3240, 3250 and 3260. The motion was seconded by Vice-Chair Pittman, and passed by unanimous consensus.

11. Amendment No. 6 to Engineering Task Order No. 20 – General Consulting Services ♦

Manager Sturdevant said that he was requesting an amendment to the Jacobs Task Order No. 20, General Engineering Consultation, for an amount not to exceed \$40,000. This is for any general engineering issues that come up at SC-OR so that we get quick answers.

A motion was made by Chairman Taggart, and seconded by Commissioner Salvucci to approve the amendment to the General Consulting Service Task Order No. 20 with Jacobs Engineering for an amount not to exceed \$40,000. The motion passed by the following vote: Pittman – Aye, Taggart – Aye, Mastelotto – Aye.

12. Attorney's Report ♦

Attorney Jones stated that there was nothing to report that hadn't already been reported in closed session.

13. Manager's Report ♦

Manager Sturdevant reported that he and plant supervisor Salsi were going to the California Water Reuse conference from November 5th – 7th. California passed a law that says we can go to direct potable reuse, so we are interested to see how they are going to roll that out.

He and plant supervisor Salsi had a meeting with the State of California regarding the State Revolving Fund Loan Application that we submitted. We are now on the fundable list. This is a reimbursement loan, so as we spend money on the upgrade, then we request money from the SRF. The application was for a \$45M loan to do the complete upgrade project. If we are able to obtain any grants monies, that means less money that we have to borrow from the SRF.

We have narrowed our search for an OIT to two candidates. We have a final interview with one candidate on Thursday, and the second on the following Monday.

Commissioner Koch asked how the meeting with Assemblyman Gallagher went. Manager Sturdevant said it went well, and he was going to try to get money for us in his budget for a study on recycled water and for the upgrade. He was very interested in our outside-the-box thinking, and that we wanted to be a leader in the north state for recycled water. He was also on board with our proposed power plant, and was surprised that no one else was trying to put one where we are looking to put ours.

14. Visitor Comments ♦

None

15. Commissioner and Staff Comments ♦

Commissioner Pittman reported that Fred Mayo, the new city public works director, met with Manager Sturdevant on the Fats, Oil and Grease (FOG) Program, and asked Glen if we were doing the FOG program. Manager Sturdevant told him that the city is in charge of their own FOG program, which has not been implemented. Manager Sturdevant said there had been discussion of consolidating the program for all JPA member entities, but nothing has been done towards making that happen. He told Fred that SC-OR would help him in whatever he needs help with to get his program up and running.

Chairman Taggart asked about the new garbage regulation. Manager Sturdevant said that we were trying to find out more about this new regulation. We do not have a green waste container, but have ordered one from Recology to put our food scraps in. We are wondering where Recology is going to put these food scraps, as they do not have a compost yard. Recology is going through the application process to hook up to our system.

Vice-Chair Pittman suggested that we could pose any questions on the new recycle/composting program to Victoria at City Hall. She is the city's new recycling/waste coordinator.

16 Adjournment ♦

There being no further business, the meeting was adjourned at 5:59 p.m. to the regular meeting scheduled for November 14, 2023 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 10.31.2023	Balance of Funds Remaining	Time Left 67%
SALARIES & WAGES	997,600	67,126.88	271,464.92	726,135.08	73%
EMPLOYEE BENEFITS	717,922	31,068.65	387,456.94	330,465.06	46%
COMMISSIONERS' FEES	43,200	3,600.00	14,400.00	28,800.00	67%
CMSNRS FICA & MEDICARE	3,305	275.40	1,101.60	2,203.40	67%
GAS, OIL & FUEL	30,000	1,158.99	3,978.90	26,021.10	87%
INSURANCE	120,000	0.00	124,171.69	(4,171.69)	-3%
MEMBERSHIPS	10,000	565.00	1,078.84	8,921.16	89%
OFFICE EXPENSES	10,000	106.27	2,814.40	7,185.60	72%
OPERATING SUPPLIES	345,000	9,718.45	63,521.62	281,478.38	82%
PROFESSIONAL SERVICES	160,000	6,160.75	34,443.56	125,556.44	78%
PRINTING & PUBLICATIONS	3,000	847.00	847.00	2,153.00	72%
REPAIRS & MAINTENANCE	125,000	6,831.67	51,596.96	73,403.04	59%
BIOSOLIDS DISPOSAL	40,000	29,537.99	29,537.99	10,462.01	26%
MONITORING & COMPLIANCE	100,000	7,586.14	31,560.82	68,439.18	68%
TRAINING & MEETINGS	20,000	1,628.85	10,284.21	9,715.79	49%
UTILITIES	652,150	7,566.47	138,044.91	514,105.09	79%
TOTAL OPERATING	3,377,177	173,778.51	1,166,304.36	2,210,872.64	65%
Engineering Fees	2,735.56				
Legal Fees	1,150.00				
Auditing Fees	1,410.00				
Permits	305.19				
Miscellaneous	560.00				
	<u>6,160.75</u>				

We did not have the PG&E invoice for Oct. when this worksheet was prepared. It will be updated next month.

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Received This Month	Received Through 10.31.23	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	303,937.86	303,937.86	303,937.86					
SEPTAGE DUMPERS	9,773.92	0.00	0.00					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	5,334.65	5,334.65	5,334.65					
RFC CHARGES	6,638.00	0.00				0.00		
INTEREST	0.00	0.00	62,661.48	7,190.86	36,057.11	45,207.46		78.62
R&CA (Regulatory & capital ac	565,930.00	565,930.00			565,930.00			
WCRF	38,483.24	38,483.24		38,483.24				
TOTALS	930,097.67	1,262,833.65	371,933.99	45,674.10	601,987.11	45,207.46	0.00	78.62

**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	7,660,430.84	0.00	0.00	0.00	0.00	0.00	0.00	0.24	0.24
Cash - Restricted												
WCRF	812,806.77	812,806.77	804,905.67	843,388.91								
R&CA	4,000,212.02	4,000,212.02	4,036,269.13	4,602,199.13								
Cap. Outlay	5,098,836.17	5,084,730.57	4,760,575.28	4,638,504.57								
Annl. M & O	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								
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	0.00	0.00	0.00	0.00	0.00	0.24	0.24	
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								
L.A.I.F. Account	16,233,805.81	17,198,805.81	16,950,001.34	16,720,001.34								
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
% of Funds Invested	93.11%	99.71%	99.77%	92.61%								

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2024

BALANCE PER BANK

Ending Balance on Bank Statement	31-Oct-23	1,466,387.48
Less Outstanding Warrants		(133,047.74)
Equals Adjusted Bank Balance at	31-Oct-23	<u>1,333,339.74</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Oct-23	<u>38,578.92</u>
Deposits		1,602,495.29
Less Warrants Written		(262,230.38)
Less Net Payroll Warrants		(45,504.09)
Equals Adjusted Checkbook Balance	31-Oct-23	<u>1,333,339.74</u>



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Redding, CA 96001-2443
www.jacobs.com

Mr. Glen Sturdevant, Manager/Superintendent
Sewerage Commission – Oroville Region
P.O. Box 1350
Oroville, California 95965
October 24th, 2023

Subject: Engineering Services for Task Order No. 36 - Ruddy Creek Lift Station Design – Amendment No. 1

Project No.: D3538600

Dear Glen,

The purpose of this letter is to obtain formal authorization of Amendment No. 1 to Task Order No. 36, dated July 28th, 2021.

Thank you for selecting CH2M Hill Inc. to submit a fee proposal to work with SC-OR on relocation of Ruddy Creek Lift Station from property lot 030-212-043 to 030-212-046.

Consultant's services will consist of performing tasks necessary as outlined in the following deliverables for the development of Bid Document for construction of the Ruddy Creek Lift Station:

➤ **Scope of Work and Deliverables:**

○ **Task 1 - Project Management**

Consultant will initiate and manage the project activities, schedule, and plan work such that activities are completed in a properly integrated and timely manner. Project management activities will include the following:

- Progress Monitoring—Monitor budget, work progress, and schedule for each Task. Monitor work efforts and evaluate actual versus planned progress. Supervise the Consultant's project team and identify actions needed to maintain the project schedule. Manage scope changes and act to resolve impacts on budgets as soon as scope changes have been identified.
- Coordination and Staff Management—Coordinate and schedule appropriate staffing to meet project requirements of each Task. Supervise activities of assigned Consultant staff, to help ensure that the authorized work is completed on schedule and within budget.
- Administration—Maintain project records, manage, and process project communications, subcontracts, and coordinate project administrative matters for each Task.

○ **Task 1 – Deliverables:**

- Meeting Preparation—Arrange for site visits and project update meetings with SC-OR's project team. Prepare and distribute agenda and meeting notes.

○ **Task 3 - Field Investigation**

▪ **Subtask 3.1 - Survey and Mapping**

Consultant will prepare survey and mapping information to be used during the Project for relocation of pump station to east side of acquired parcel.

Consultant will provide mapping, and field survey work to support the design efforts associated with this Project.

- **Task 5 – Design Development (60 Percent)**

- Subtask 5.1 - 60% Design Development

Consultant will prepare 60% Documents which will be the basis for the final review submittal. This submittal will include the Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical Specifications (CSI MasterFormat), Standard Details, and Drawings intended for bidding the construction contract. The Contract Documents will include the applicable general, demolition, civil site, structural, mechanical, instrumentation and control, and electrical technical specifications, standard details, and construction drawings necessary for permitting, bidding, and construction.

- Subtask 5.2 - 60% Design Review Workshop

Consultant will conduct a review workshop with SC-OR staff to present and discuss the major concepts and findings of the Design Development. This review is intended to be done by viewing the design models and design drawings on-screen during the workshop. Consultant will receive SC-OR's initial review comments at the workshop and will discuss outstanding issues. Major action items and decisions from the workshop will be documented in meeting minutes that will be distributed to SC-OR and Consultant's design team. It is anticipated that one 2-hour workshop will be required for this subtask.

- Subtask 5.3 - 60% Construction Cost Estimate

Consultant will develop a Class 2 construction cost estimate for the planned construction project based on the information available, within normal industry standards. Estimates will be formatted in accordance with the Construction Specifications Institute (CSI) specification format. Where sufficiently detailed information is lacking to obtain reasonably accurate quantities of materials, allowances will be used to provide an opinion of the estimated construction costs at the midpoint of construction. Cost estimates and levels of accuracy will conform to American Association of Cost Engineering International, AACE Recommended Practice No. 18R-97.

- **Task 5 – Deliverables:**

- Design Development 60 Percent Submittal – half-size construction drawings, and technical specifications in PDF format and two hard copy sets of drawings and specifications.
 - Design Development Construction Cost Estimate – Consultant will furnish SC-OR with a Class 2 estimate of construction costs at the completion of the Design Development task, PDF format.
 - Review Workshop Meeting Minutes

- **Task 6 – Contract Documents (90 Percent)**

Consultant will prepare Contract Documents which will be the basis for the final review submittal. This submittal will include the Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical Specifications (CSI MasterFormat), Standard Details, and Drawings intended for bidding the construction contract. The Contract Documents will include the applicable general, demolition, civil site, structural, mechanical, instrumentation and control, and electrical technical specifications, standard details, and construction drawings necessary for permitting, bidding, and construction.

- Subtask 6.1 Contract Documents Preparation

The contract document 90 percent submittal is intended to be a near final version of all construction drawings, standard details, and technical specifications that will be included in the Bid Documents.

- **Subtask 6.2 Review Workshop**

Consultant will conduct a review workshop with SC-OR staff to present and discuss the major concepts and findings of the Contract Document 90 Percent Submittal. Consultant will receive SC-OR's initial review comments at the workshop and will discuss outstanding issues. Consultant will prepare workshop minutes listing SC-OR's review comments and submit to SC-OR. Final written comments will be received from SC-OR within one-week after receiving the workshop minutes. It is anticipated that one 4 hour workshop will be required for this subtask.

- **Subtask 6.3 Quality Control**

Consultant will implement and carry out a quality control (QC) program. The review process includes coordinating the participation of senior reviewers. Consultant will perform multidisciplinary internal QC review activities using a senior review team during the progress of the final design. QC review activities will be governed by the requirements of an overall Project Quality Management Plan. Project deliverables will be reviewed from the perspective of sound engineering design, constructability, construction cost, operability, and maintainability.

- **Task 6 – Deliverables:**

- Contract Documents 90 Percent Submittal – half-size construction drawings, standard details, and specifications emailed in PDF format and two hard copy sets.

- **Review Workshop Meeting Minutes**

- **Task 7 - Bid Documents (100 Percent)**

- **Subtask 7.1 - 100% Bid Document Preparation**

Consultant will prepare Bid Ready Contract Documents. This submittal will include the Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical Specifications, Standard Details, and Drawings for bidding the construction contract. Following receipt of SC-OR's review comments on the Contract Document 60 percent submittal, Consultant will address and incorporate changes, and prepare the final, 100 percent complete Bid Ready Documents.

- **Subtask 7.2 - 100% Construction Cost Estimate**

Consultant will develop a Class 1 construction cost estimate for the planned construction project based on the information available, within normal industry standards. Estimates will be formatted in accordance with the Construction Specifications Institute (CSI) specification format. Where sufficiently detailed information is lacking to obtain reasonably accurate quantities of materials, allowances will be used to provide an opinion of the estimated construction costs at the midpoint of construction. Cost estimates and levels of accuracy will conform to American Association of Cost Engineering International, AACE Recommended Practice No. 18R-97.

- **Task 7 – Deliverables:**

- Two hard copy sets to SC-OR of the 100 Percent Bid Ready Documents, including Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical specifications, standard details (8 ½-inch by 11-inch), and signed and stamped half-size construction drawings (11-inch by 17-inch). Two sets to SC-OR of signed and stamped full-size construction drawings (22-inch by 34-inch)

- Electronic copies of Bid Ready Documents in PDF file format
- Final Construction Cost Estimate – Consultant will furnish SC-OR with a Class 1 estimate of construction costs at the Bid Document completion level in PDF format

Our services will consist of performing tasks necessary for the development of Bid Documents for one detailed set of construction documents. The project will include project management, quality control (QC) activities, survey, development of 60% design, one design review workshop and 100% design documents to ensure that project objectives, deliverables, and schedule are met.

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

1. SC-OR will be acquiring about a quarter acre of the east side of parcel APN 030-210-046.
2. Floodplain mapping alterations will not be required.
3. The design will be based on 90% design issued to SC-OR on March 18, 2022. No changes to equipment sizing are expected, but the wet well will increase in size and one to two manholes will be added. The across the line starters for the pumps will also be replaced by AFDs.
4. Landscaping will not be included in the final design.
5. Any lot line adjustment surveying, drawings or county submittals will be handled by the Client and are not part of this Scope of Work.
6. Any demolition drawings or work at the existing pump station is not part of this Scope of Work.

➤ **Schedule:**

A preliminary milestone schedule for this amendment is as follows:

Milestone	Target Start	Target Finish
Project Management	10/26/23	8/15/24
Field Investigation	11/1/23	12/1/2023
Final Design Documents	12/01/23	6/30/24
Bid Phase Services	7/01/24	8/15/24

➤ **Fee:**

We are asking for authorization of an additional \$166,305 budget to cover this additional effort. This will bring the total budget for Task Order No. 36 to \$564,345.

Table 1 – Estimated Fee Breakdown

Tasks for the Amendment	Contract Amount	Amendment	Revised Amount
Task 1 - Project Management	\$23,497	\$12,000	\$35,497
Task 2 - Project Definition	\$45,717	-	\$45,717
Task 3 - Field Investigation	\$37,593	\$20,000	\$57,593
Task 4 - Schematic Design	\$44,745	-	\$44,745
Task 5 - Design Development	\$77,491	\$59,605	\$137,096
Task 6 - Contract Documents	\$84,182	\$69,482	\$153,664
Task 7 - Bid Documents	\$43,219	\$5,218	\$48,437
Task 8 - Bid Phase Services	\$41,596		\$41,596
	\$398,040	\$166,305	\$564,345

The work will be in accordance with the terms and conditions of the original Task Order No. 36. To authorize this amendment, please sign and date both copies of this letter, keep one for your files, and return the other copy to Steve Parker. We appreciate the opportunity to continue to provide SC-OR with Engineering related services.

If you have any questions regarding this Task Order No. 36, please call Steve Parker at 530-515-0371.

Sincerely,
CH2M Hill, Inc.

Authorized by:
SC-OR

Steve Parker, P.E.
Project Manager

Glen Sturdevant
Manager/Superintendent

John Schoonover
Manager of Projects

Date Authorized: _____, 2023

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

November 14, 2023

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

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

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

All of the biosolids have now been disposed of at the Neal Road facility.

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

Sewerage Commission - Oroville Region

Monthly Flows Report - Oct-23

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
SC-OR Plant Total	76.544	2.469	6.20	10/22/2023
Lake Oroville Area P.U.D.	23.678	0.764	1.40	10/22/2023
Thermalito Water and Sewer	13.154	0.424	1.08	10/3/2023
City of Oroville	39.712	1.281	3.80	10/22/2023

Septage Pumpers 0.0808 Million Gallons/Month

Monthly Rainfall 0 Total Inches/Month