

# SEWERAGE COMMISSION – OROVILLE REGION



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## BOARD OF DIRECTORS MEETING AGENDA

**Regular Board Meeting  
May 26, 2020 – 5:00 p.m.  
SC-OR Boardroom  
2880 South 5<sup>th</sup> Avenue,  
Oroville, CA 95965**

**Board of Directors:**

**Trevor Hatley, TWSD, Chairman  
Sue Latulippe, TWSD  
David Pittman, City of Oroville, Vice-Chairman  
Chuck Reynolds, City of Oroville  
Angie Mastelotto, LOAPUD  
Dee Fairbanks, LOAPUD**

**SC-OR Staff:**

**Scott Huber, Attorney  
Glen Sturdevant, Manager/Superintendent**

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*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. 5<sup>th</sup> Ave., Oroville, CA 95965 during our normal business hours of 7:30am to 4:00pm.*

**Posted: May 21, 2021**

**AGENDA**  
**REGULAR MEETING OF**  
**SEWERAGE COMMISSION – OROVILLE REGION**  
**MAY 26, 2021**

**1. Call to Order ❖**

**2. Roll Call ❖**

**3. Salute to Flag ❖**

**4. Acknowledgement of New Commissioner ❖**

The Board will welcome Commissioner Angie Mastelotto, the new representative from Lake Oroville Area Public Utility District who has replaced Larry Kuehner on the SC-OR Board. Commissioner Mastelotto was sworn into office on May 20, 2021.

**5. 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).

**6. Board Meeting Minutes ❖**

The Board will review the minutes and consider their approval for the regular meeting of April 28, 2021.

**7. Authorization of Warrants ❖**

The Board will review the warrants and take action to approve their payment for the period ending May 26, 2021.

**8. Fiscal Reports ❖**

The Board will review the fiscal reports for April 2021.

**(CONTINUED)**

**9. Changing Existing Primary Principal to our Intuit Account (QuickBooks) ❖**

The Board will consider authorizing a letter naming Glen Sturdevant as the new primary principal for our Intuit (QuickBooks) account (removing Scott Koch as the primary principal), and keeping Lauri Pittman as the secondary principal. Action requested.

**10. Update to Policy 2530 – Family and Medical Leave ❖**

Board will consider amending policy 2530 to update the benefit changes of California Family Rights Act (CFRA). Action requested.

**11. Update Policy 2910 – Manager’s Absence Procedures ❖**

Board will consider amending policy 2910 to clean up certain procedures. Action requested.

**12. Resolution 06-21 and SC-OR Policy No. 7400 (Establishing Septage Processing Charge Reserve in Unrestricted Account and Yearly Review as a Part of Sewer Service Charge) ❖**

The Board will consider adoption of resolution 06-21 and policy 7400 to keep septage processing fees at \$71.52 per 1,000 U.S. gallons for inside the SC-OR service area (yellow area) and \$83.55 per 1,000 U.S. gallons for inside the SC-OR sphere of influence area (blue area) for fiscal year 2021/2022. Action requested.

**13. Consideration of Construction Management and Engineering Services for Influent Pump Station Project; Presentations by Jacobs Engineering and Coleman Engineering ❖**

The board will consider the submitted Scope of Services proposals, and hear presentations from Jacobs Engineering and Coleman Engineering. Action Requested.

**14. Jacobs Engineering Contract Amendment No. 3 to Task Order #34 for Plant Upgrade ❖**

The board will consider approving the contract amendment no. 3 for task order #34 with Jacobs Engineering to provide design engineering services to SC-OR on the plant upgrade design project for an amount not to exceed \$81,700. The board will also consider authorizing Manager Sturdevant to sign the contract amendment. Action requested.

(CONTINUED)

**15. Auxiliary Pump Station Third Pump ❖**

The board will consider approving the purchase of a third auxiliary pump to be used in a backup role, as well as serve as the influent pump under certain circumstances during construction of the new influent pump station. The cost of the new pump will not exceed \$75,000.00. Action requested.

**16. New Zero CL<sub>2</sub> Probe and Analyzer ❖**

The Board will review, discuss, and consider the purchase of a new zero chlorine analyzer at a cost not to exceed \$5,500. Action requested.

**17. Preventative Maintenance on the High Voltage Breakers and Other Electrical Equipment by HART High Voltage Electrical ❖**

Hart High Voltage Electrical has given us a quote to perform the charging, rewinding and cleaning of all of our high voltage breakers and switch gear for a cost not to exceed \$10,000. Action requested.

**18. Pick up Broom Attachment for Track Loader**

The Board will consider approving the purchase of a Pickup Broom attachment for the track loader for a cost not to exceed \$10,000.00. Action Requested

**19. Attorney's Report (All items may be subject to Board action) ❖**

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

**21. Visitor's Comments ❖**

**22. Commissioner and Staff Comments ❖**

**23. Closed Session ❖**

*Pursuant to Gov. Code 54957, Public Employment: Personnel Issues ❖*

The board will meet in closed session to evaluate Manager Sturdevant's job performance.

**24. Adjournment ❖**

The Chairman will adjourn the meeting to the next regular Board meeting to be held on June 23, 2021 at 5:00 p.m.

# Manager's Report

To the SC-OR Commissioners by Glen Sturdevant

on May 21, 2021

## Operations & Maintenance

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

## New Commissioner

Angie Mastelotto, representative from the Lake Oroville Area Public Utility District, was appointed to replace Commissioner Larry Kuehner on our board, and Commissioner Fairbanks was named the voting member. Ms. Mastelotto was sworn into office on May 20, 2021; witness to the swearing-in was Administrative Assistant Lauri Pittman. I would like to welcome Ms. Mastelotto to the SC-OR Board. The letter of appointment is in your packet.

## Updates to SC-OR Policies 2530 and 2910

Policy 2530 has been updated to include new criteria for the California Family Rights Act (CFRA). The State of California has expanded who an eligible employee can request CFRA time off for in the case of a serious health condition.

Policy 2910 has been updated to change Item 3a—also notifying the newspaper, the Oroville Mercury-Register and furnish them with a meeting agenda—eliminating it from the policy, as it is outdated wording, and the agenda is now posted to our webpage.

## Resolution 06-21 and SC-OR Policy No. 7400 (Establishing Septage Processing Charges Reserve in Unrestricted Account and Yearly Review as a Part of the Sewer Service Charge)

This Resolution and Policy set the septage processing fees at \$71.52 per 1,000 U.S. gallons for inside the SC-OR service area and \$83.55 per 1,000 U.S. gallons for inside the SC-OR sphere of influence area for fiscal year 2021/2022.

### Influent Pump Station Update

The influent pump station went out to bid for construction on April 30<sup>th</sup>, and the bid opening will be held on June 15, 2021. We had a pre-bid walk around on Tuesday, May 18<sup>th</sup>. Currently we have six contractors that have requested a plan set. From my initial investigation in talking with other plants and managers, I have found that most of them have great reputations and are well qualified. I am very excited to get this much-needed project off the ground and one step closer to completion.

### Presentations will be given by both Jacobs Engineering and Coleman Engineering on Engineering Services During Construction (ESDC) and Construction Management (CM) for the Influent Pump Station Project

Jacobs submitted a quote for ESDC and CM for the construction of the new Influent Pump Station for an amount not to exceed \$746,270. Coleman submitted a quote for the ESDC and CM for an amount not to exceed \$731,051. Engineers from both companies will be here to give presentations and answer any questions you may have regarding their proposals.

### Jacobs Contract Amendment No. 3 to Task Order No. 34 - Wastewater Treatment Plant Upgrade Final Design

Jacobs Engineering is requesting an amendment to task order No. 34. There are five potential design features that need additional engineering. The Board is requested to consider adding all, some or none of the new design features. Included is a cost per design feature, and I have ranked them based on my recommended prioritization. Also included are estimated construction costs associated with these design changes. Approval of the design costs **only** will be what the board is considering at the meeting, but with that said, these designs changes will increase the estimated construction **final** costs of the Plant Upgrade. If the board were to approve all of these features, it would cost SC-OR an amount not to exceed \$81,700 in **design** costs, and an additional \$919,000 in **construction** costs.

The order of Importance and Cost Breakdown:	<u>Engineering</u>	<u>Construction</u>
BWW Evaluation, Tank Dem	\$19,748	\$650,000
Road/Site Civil work	\$ 4,224	\$49,000
Enclose Blower Building	\$14,872	\$42,500
Enclose Thickener Building	\$ 7,587	\$57,500
Women's Locker Room	\$31,028	\$120,000
PM for the above work	<u>\$ 4,241</u>	
<b>Total not to exceed</b>	<b><u>\$81,700</u></b>	<b><u>\$919,000</u></b>

### **3rd Pump for Auxiliary Pump Station**

The purchase of this 3<sup>rd</sup> pump was approved by the board at a previous meeting. SC-OR staff worked with distributors to find the pump that would best serve SC-OR's needs. This pump will serve as a backup to help with high flows during wet weather events, and will also serve as our Influent Pump Station while certain aspects of construction are being completed in the new Influent Pump Station Project. Total cost not to exceed \$74,957.00.

### **Chlorine Analyzer Purchase Request**

I am requesting authorization to purchase a new total chlorine analyzer. Our current analyzer has been in service well over 10 years and is having issues. During certain times of the year we create nitrites; this happens during the process to remove ammonia from the wastewater which is required to meet our discharge permit, and to pass certain biological tests to stay in compliance. The nitrites play havoc on the old analyzer and give us false readings. We are not in violation when we have these false readings, but it requires some explanation and other analytical data to prove that they were indeed false. The Krypton analyzer uses different technology that isn't affected by the nitrites, and will give consistently more accurate readings and prevent unnecessary call-outs from these false readings.

### **HART High Voltage Electrical Maintenance**

2009 was the last time SC-OR had its major electrical components serviced and/or any preventative maintenance done. SC-OR staff does not have the experience, knowledge or required certifications to do this work, so I am requesting the Board allow me to hire HART High Voltage (who has done this work for SC-OR previously) to clean, charge and service our high voltage gear. Cost not to exceed \$10,000.00.

### **Peterson Cat Pickup Broom Attachment for the Track Loader for Sludge Season**

On the agenda is a request to purchase a pickup broom attachment for our track loader to cleanup dry sludge without damaging the bottom of the ponds. The quote is for an amount not to exceed \$9,600.00.

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

(Held at the Commission office on April 28, 2021 at 5:00 p.m.)

**1. Call to Order ❖**

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

**2. Roll Call ❖**

Present were Commissioners Fairbanks and Kuehner from the Lake Oroville Area Public Utility District, Pittman and Reynolds from the City of Oroville, and Hatley and Latulippe from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant and Plant Supervisor Salsi.

**3. Salute to the Flag ❖**

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

**4. Acknowledgment of Visitors ❖**

None

**5. Board Meeting Minutes of the Regular Meeting held on March 24, 2021.❖**

Upon motion by Commissioner Reynolds to approve the minutes of the meetings, and second by Commissioner Fairbanks, the minutes of the March 24, 2021 meeting were unanimously approved.

**6. Employee Safety Meeting Minutes of April 16, 2021.❖**

A motion was made by Commissioner Kuehner to approve the minutes of the meeting, and seconded by Commissioner Reynolds. The minutes of the April 16, 2021 employee safety meeting were unanimously approved.

**7. Authorization of Warrants ❖**

Commissioner Kuehner met with Manager Sturdevant and reviewed the warrants, and having found everything to be in order made a motion to approve warrants 26669-26727 in the total amount of \$118,203.05 from March 24, 2021 to April 28, 2021, including Commissioner fees and electronic fund transfers. The motion was seconded by Commissioner Fairbanks, and the warrants were unanimously approved and ordered paid.



## **8. Fiscal Reports ❖**

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

## **9. Renaming a Guarantor for the SC-OR Credit Card Accounts and/or Applications ❖**

Manager Sturdevant said that this was to change the guarantor on our accounts from Scott Koch to himself. Chairman Hatley made a motion to name Manager Sturdevant as the guarantor on the Bank of America accounts replacing Scott Koch. The motion was seconded by Commissioner Reynolds and was unanimously approved.

## **10. Fiscal Year 2021/2022 Proposed Budget. ❖**

Manager Sturdevant said that two different budgets for fiscal year 2021/2022 were presented at the March meeting, the first to hire two O-I-T's and the second to hire one O-I-T. Chairman Hatley asked how the new O-I-T was doing, to which Manager Sturdevant said Joe was doing very well. He said that he asked Joe if he would consider keeping his EMT certificate renewed per the Commissions' request if SC-OR would pay for the renewal, to which Joe said he had no problem doing that.

A motion was made by Chairman Hatley to adopt the budget option (option 1) that includes the hiring two O-I-T's for fiscal year 2021/2022, and was seconded by Commissioner Kuehner. The motion passed by the following votes: Reynolds – Aye, Hatley – Aye, Kuehner – Aye.

## **11. Resolution 04-21—Resolution Establishing District Reserves, and SC-OR Policy No. 3140 ❖**

Manager Sturdevant stated that this is to clean up the resolution and policy adding the Regulatory and Capital Account Reserve created in 2015 to pay for updating the plant, as the resolution and policy did not get changed to reflect the new reserve.

A motion was made by Chairman Hatley to adopt Resolution 04-21 and approve updates to Policy No. 3140, which was seconded by Vice-Chair Pittman. The motion passed by the following votes: Reynolds – Aye, Hatley – Aye, Kuehner – Aye.

## **12. Resolution 05-21—Resolution Establishing Monthly Sewer Service Charge Reserves in Unrestricted Account, and SC-OR Policy No. 7140 ❖**

Manager Sturdevant said he is bringing the preapproved schedule for sewer service rate increases through 2023/2024 for adoption. He recently found out that he needed a resolution with the scheduled increases for the SRF application. Policy No. 7140 also needs to be updated accordingly.

A motion was made by Commissioner Reynolds to adopt Resolution 05-21, Establishing Monthly Sewer Service Charge Reserves in Unrestricted Account, and approve updates to SC-OR Policy No. 7140. The motion was seconded by Commissioner Fairbanks, and passed by the following votes: Reynolds – Aye, Hatley – Aye, Kuehner – Aye.

### **13. Provost and Pritchard Contract Amendment for SRF Application ❖**

Chairman Hatley stated that Manager Sturdevant called him asking if this item should be put on the agenda or to wait because the APE (Area of Potential Effect) is going to change, and scope of work probably will also. Chairman Hatley told him to keep it on the agenda so it can be discussed as a group.

Manager Sturdevant said there are potential changes to the design in the plant upgrade. If the Commission chooses to change some or all of the designs, it will change the project description in the SRF application. The APE had already been completed, but then design changes were made in the upgrade project to the ponds under the previous manager. The APE is no longer valid, and biologists now must come back. Since we are not in a time crunch, and more design changes may be approved, this can be brought back once those have been determined. His recommendation is that we wait on this until next month.

Attorney Huber reported that Ken Shuey said that the \$48,765 he has requested is sufficient to finish the SRF loan for the current scope, but asked if that is what the Commission wants? If the Commission wants to consider the design changes, then he suggested to wait and amend the contract one time instead of now and then again when another change is approved.

Chairman Hatley said that Provost and Pritchard is continuing to do work on the SRF application. It was the consensus of the Commission to table this item until the May meeting.

### **14. Jacobs Engineering Construction Management Proposal for Primary Pump Station (T.O. #37) ❖**

Manager Sturdevant reported that the Primary Pump Station project is going out to bid on Friday, April 30, 2021. He said the Engineering Construction Management Proposal from Jacobs seems high at \$746,270, when the proposal from Provost and Pritchard was around \$500,000 for the same work. He said if directed he will get more quotes and additional information. It was the direction of the Commission to table this project until additional quotes have been gathered and then a special meeting may be called to decide on the direction to proceed.

## 15. Jacobs Engineering Contract Amendment No. 3 for Plant Upgrade ❖

Manager Sturdevant spoke on his recommended design changes prioritized in terms of importance. The quoted costs are only for the engineering design changes; the design changes will add to the cost of the construction in the upgrade.

1. Demolition of the digester tanks: The concrete is falling off of the bottom of the staircase, and the entire building is similar.
2. Road/site civil work: We are proposing that Jacobs design a road around the back side of the plant because, as things start to be built there will be just enough room to get a truck into our caustic area for deliveries, and the driver would then have to back out. It would be better to have a road for ingress and egress. We would have to have our one-water system ~~demoed and rebuilt in the process.~~ *relocated.*
3. Enclose blower building: The new blower building will serve air to the aeration basin, and they are very loud. He believes it would be better to have it in an enclosed building instead of a 3-walled building to reduce the noise.
4. Enclose thickener building: He would like to see this in an enclosed building also, but it is just for housekeeping and to prevent exposure to the elements.
5. Women's locker room: (Per Scott Huber we do not legally need separate facilities for men and women anymore). Manager Sturdevant reported we had a good female candidate apply for the O-I-T position, but we do not have a locker room to accommodate a female. He would like it considered to extend one of the bathrooms to add a shower.
6. Project management for the above work: This would be for all of the work listed above.

The consensus was to table a decision until we get some estimated figures from Jacobs of what the project costs will be.

## 16. Attorney's Report ❖

Nothing

## 17. Manager's Report ❖

Manager Sturdevant said he met with TWSD and City representatives at the Ruddy Creek Pump Station to get everyone on the same page for the pump station expansion. It went very well. We should have information on the progress at the pump station to bring to the May meeting.

## 18. Visitor Comments ❖

None

## 19. Commissioner and Staff Comments ❖

Commissioner Kuehner thanked the Commissioners for the opportunity to serve with them. All of the Commissioners wished him well in his move and thanked him for his service. Chairman Hatley asked if he knew who his replacement would be, to which he responded that he did not know.

Vice-Chair Pittman reported that houses are getting built, and there is interest in more homes.

Plant Supervisor Salsi reported that Graphic Packaging is looking at connecting to the sewer system as an industrial discharger.

## 20. Adjournment ❖

There being no further business, the meeting was adjourned at 5:57 p.m. to the regular meeting scheduled on May 26, 2021 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

<b>DESCRIPTION</b>	<b>Adopted Budget 2020/21</b>	<b>Expended This Month</b>	<b>Expended Through 04.30.2021</b>	<b>Balance of Funds Remaining</b>	<b>Time Left 17%</b>
<b>SALARIES &amp; WAGES</b>	<b>740,900</b>	45,527.90	582,111.38	158,788.62	21%
<b>EMPLOYEE BENEFITS</b>	<b>577,966</b>	24,822.68	499,912.76	78,053.24	14%
<b>COMMISSIONERS' FEES</b>	<b>43,200</b>	3,600.00	36,000.00	7,200.00	17%
<b>CMSNRS FICA &amp; MEDICARE</b>	<b>3,306</b>	275.40	2,754.00	552.00	17%
<b>GAS, OIL &amp; FUEL</b>	<b>19,000</b>	642.51	16,265.61	2,734.39	14%
<b>INSURANCE</b>	<b>67,000</b>	0.00	66,586.04	413.96	1%
<b>MEMBERSHIPS</b>	<b>8,850</b>	0.00	7,811.00	1,039.00	12%
<b>OFFICE EXPENSES</b>	<b>8,500</b>	1,090.03	5,574.95	2,925.05	34%
<b>OPERATING SUPPLIES</b>	<b>145,700</b>	14,369.44	110,460.30	35,239.70	24%
<b>PROFESSIONAL SERVICES</b>	<b>144,200</b>	0.00	93,231.88	50,968.12	35%
<b>PRINTING &amp; PUBLICATIONS</b>	<b>3,000</b>	0.00	290.00	2,710.00	90%
<b>REPAIRS &amp; MAINTENANCE</b>	<b>115,000</b>	9,523.02	69,855.49	45,144.51	39%
<b>BIOSOLIDS DISPOSAL</b>	<b>35,000</b>	0.00	9,086.00	25,914.00	74%
<b>MONITORING &amp; COMPLIANCE</b>	<b>70,000</b>	2,658.92	34,674.31	35,325.69	50%
<b>TRAINING &amp; MEETINGS</b>	<b>8,000</b>	762.11	3,465.22	4,534.78	57%
<b>UTILITIES</b>	<b>389,650</b>	30,380.13	351,301.06	38,348.94	10%
<b>TOTAL OPERATING</b>	<b>2,379,272</b>	133,652.14	1,889,380.00	489,892.00	21%
Engineering Fees	0.00				
Legal Fees	0.00				
Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>0.00</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2020/2021

DESCRIPTION	Received This Month	Received Through 04.30.21	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	569,913.10	1,707,870.30	1,607,870.30			100,000.00		
SEPTAGE DUMPERS	9,253.12	74,566.78	74,566.78					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	7,822.65	7,822.65					
RFC CHARGES	0.00	365,090.00				365,090.00		
INTEREST	0.00	64,470.19	15,262.50	3,535.79	9,022.24	36,609.26	0.00	40.40
RCA (Reg. & capital acct)	291,858.00	874,413.75			874,413.75			
WCRF	19,457.20	58,294.25		58,294.25				
<b>TOTALS</b>	<b>890,481.42</b>	<b>3,152,527.92</b>	<b>1,705,522.23</b>	<b>61,830.04</b>	<b>883,435.99</b>	<b>501,699.26</b>	<b>0.00</b>	<b>40.40</b>

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

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	3,510,187.23	3,203,418.31	3,104,132.80	3,452,922.37	3,410,990.43	3,219,385.08	3,869,412.40	3,174,102.31	1,810,853.65	2,886,907.70		
Cash - Restricted												
WCRF	731,544.10	731,544.10	733,078.69	733,927.56	733,927.56	735,093.16	750,779.93	750,779.93	751,615.53	771,072.73		
R&CA	1,902,537.87	1,902,537.87	1,905,884.12	2,195,565.12	2,195,565.12	1,129,933.01	1,418,032.06	1,398,645.86	2,460,490.54	2,149,175.34		
Cap. Outlay	7,475,728.68	7,414,264.65	7,288,621.51	6,928,708.16	6,928,708.16	7,761,529.36	7,763,188.86	7,922,930.86	8,065,207.76	8,065,207.76		
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00		
Fines&Pen	8,422.72	8,422.72	8,440.27	8,440.27	8,440.27	8,453.76	8,453.76	8,453.76	8,463.12	8,463.12		
<b>TOTAL CASH</b>	13,928,420.60	13,560,187.65	13,340,157.39	13,619,563.48	13,577,631.54	13,154,394.37	14,109,867.01	13,554,912.72	13,396,630.60	14,180,826.65	0.00	
<b>INTEREST ALLOCATED:</b>												
Unrestricted			7,043.74			5,328.32			2,890.46			
Reserve/WCRF			1,534.59			1,165.60			835.60			
Reserve/CO			16,182.81			11,092.05			9,334.40			
Reserve/M&O			17.50			13.49			9.36			
Reserve/F&P			3,991.25			3,474.45			1,556.54			
Reserve/RCA												
<b>CONSISTING OF:</b>												
Checking Account	439,984.78	21,751.83	70,951.63	420,357.72	31,422.78	33,188.61	992,587.35	27,633.06	19,724.59	913,920.64		
L.A.I.F. Account	13,488,435.82	13,538,435.82	13,269,205.76	13,199,205.76	13,546,208.76	13,121,205.76	13,117,279.66	13,527,279.66	13,376,906.01	13,266,906.01		
<b>TOTAL CASH</b>	13,928,420.60	13,560,187.65	13,340,157.39	13,619,563.48	13,577,631.54	13,154,394.37	14,109,867.01	13,554,912.72	13,396,630.60	14,180,826.65	0.00	
<b>% of Funds Invested</b>	96.84%	99.84%	99.47%	96.91%	99.77%	99.75%	92.97%	99.80%	99.85%	93.56%	#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	30-Apr-21	939,508.27
Less Outstanding Warrants		(25,587.63)
Equals Adjusted Bank Balance at	30-Apr-21	<u>913,920.64</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	1-Apr-21	<u>19,724.59</u>
Deposits		1,000,481.42
Less Warrants Written		(75,548.08)
Less Net Payroll Warrants		(30,737.29)
Equals Adjusted Checkbook Balance	30-Apr-21	<u>913,920.64</u>



**Sewerage  
Commission  
Oroville  
Region**



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◇ P.O. Box 1350 ◇ OROVILLE, CA 95965-1350 ◇ OFFICE 530.534.0353 ◇ FAX 530.534.3467 ◇

May 27, 2021

To Whom it May Concern:

This letter constitutes the Sewerage Commission – Oroville Region's (SC-OR) request to name a new Primary Principal on Intuit payroll account number 858973633. The current primary principal, Scott Koch, is no longer employed by SC-OR, and SC-OR would like to name our new manager, Glen Sturdevant, as the primary principal, and keep Lauri Pittman as the secondary principal.

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Glen Sturdevant, Primary Principal

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Lauri Pittman, Secondary Principal

# BOARD POLICY

## Sewerage Commission - Oroville Region

**TITLE: Family and Medical Leave**  
**ADOPTION DATE: 26 May 2021**

**NUMBER 2530**

1. The purpose of this policy is to detail how the Sewerage Commission – Oroville Region (SC-OR) will implement the California Family Rights Act (CFRA). The provisions of the Personnel Policy shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the CFRA.

2. **Eligibility:** To be eligible for leave under the CFRA, an employee must have: (1) been employed by SC-OR for at least 12 months, which need not be consecutive; and (2) worked at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

3. **Leave Benefit:**

a. In the case of CFRA, eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for the serious health condition of a spouse, domestic partner, parent, minor child, adult child, a child of a domestic partner, grandparent, grandchild or sibling. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that entails inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

b. To be eligible for paid leave under or CFRA, the employee will first be required to use applicable accrued leaves permitted by the Commission, including sick leave and vacation leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without Manager/ Superintendents approval.

c. Employees on leave who were previously covered by SC-OR's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

d. At the end of the leave the employee will be reinstated at his/her previous position or to an equivalent job with equivalent pay, benefits and working conditions. If the leave extends beyond the 12 weeks, then the employer does not have to reinstate the employee to the previous position, and the employee will not accrue seniority or employment benefits during the leave period. SC-OR may also require the employee to obtain medical certification that he/she is able to return to work.

#### 4. Employee Obligations

a. If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his/her superintendent with at least 30 days' notice. However, if the date of the birth, adoption or foster placement requires that leave begin in less than 30 days, the employee must provide the superintendent with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the superintendent with 30 days' notice, or with as much notice as possible.

b. Employees seeking leave on account of a serious health condition must provide the superintendent with medical certification regarding their condition. The Manager/Superintendent may require employees to obtain, at SC-OR's expense, a second opinion. If the second opinion differs from the first, the Manager/Superintendent may require a third opinion from a mutually agreed upon health care provider.

SC-OR employees do not fall under the conditions to benefit from the Family Medical Leave Act (FMLA).

# **BOARD POLICY**

## **Sewerage Commission - Oroville Region**

**TITLE: Manager's Absence Procedures**  
**ADOPTION DATE: 15 June 1984**

**NUMBER 2910**  
**AMENDMENT DATE: 26 May 2021**

If it is not feasible to either contact the SC-OR Manager or to wait for his return, then the following procedure concerning a request for application of a SC-OR policy shall be followed:

1. Refer all questions relating to legal matters to the SC-OR Attorney.
  - a. The Attorney will inform the SC-OR Manager of the details of any such referral upon Manager's return.
  - b. Copies of any correspondence will be forwarded immediately to SC-OR.
2. Refer all questions relating to connection to the SC-OR system to the SC-OR Engineer.
  - a. The Engineer will inform the SC-OR Manager of the details of any such referral upon Manager's return.
  - b. Copies of any correspondence will be forwarded immediately to SC-OR.
  - c. Any written correspondence shall be to the SC-OR Manager with a copy of the response along with any applicable policies or resolutions, if appropriate, to the party inquiring.
3. If a meeting of the Commission appears to be necessary, contact the Chairman for approval.
  - a. The Commissioners must be notified 24 hours minimum in advance of any such meeting.
4. The Plant Supervisor will be in charge of the daily maintenance and operation activities at the SC-OR plant, and all related actions of the maintenance and operation in regards to personnel activities and Board Policies. In the absence of the manager, the plant supervisor will also be responsible for the following activities:

- a. He/she will be the contact person for any related activities that require consulting with the SC-OR Commissioners, Attorney or Engineer.
- b. He/she will notify the manager in person and will also submit in writing a report of any personnel problems that may have occurred in the manager's absence.
- c. He/she will make contact with the SC-OR attorney when any conflict arises from any outside source (state or federal agencies, SC-OR entities or the public at large)
- d. He/she will make contact with the SC-OR engineer whenever he or she feels the need for their assistance to rectify any operation or maintenance problem that may occur.
- e. The Environmental Compliance Supervisor, in conjunction with the Plant Supervisor, will deal with any issues that may arise regarding Industrial Pretreatment Program.

## **RESOLUTION 06-21**

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

#### **RESOLUTION ESTABLISHING SEPTAGE PROCESSING CHARGE RESERVE IN UNRESTRICTED ACCOUNT AND YEARLY REVIEW AS A PART OF SEWER SERVICE CHARGE**

**WHEREAS**, the Sewerage Commission-Oroville Region has reviewed its financial projection as it applies to the unrestricted (M&O) fund; and

**WHEREAS**, the projections indicate that the monthly sewer service charge be set at \$17.85 per month for fiscal year 2021/2022; Resolution 05-21 adopted the \$17.85 monthly service charge; and

**WHEREAS**, this resolution will be reviewed and revised annually to reflect any changes pertinent to the septage processing charge.

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

1. The septage processing charge for septage from within the SC-OR service area shall be \$71.52 per 1,000 US gallons.
2. The septage processing charge for septage from within the SC-OR sphere of influence, however, outside of the service area, shall be \$83.55 per 1,000 US gallons.
3. The sphere of influence shall be the physical limit of service by SC-OR, and no septage from beyond the sphere of influence will be accepted at the SC-OR facility.
4. The septage processing charges are to be paid directly to SC-OR by the licensed septic tank pumping contractor delivering the septage.
5. Resolutions 3-77, 8-77 and 04-20 are hereby amended to reflect these upgrades in the SC-OR revenue program for fiscal year 2021/2022 only.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of May 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 Sturdevant, Clerk**

# **BOARD POLICY**

## **Sewerage Commission - Oroville Region**

**TITLE: Current Septage Processing Charges**  
**ADOPTION DATE: May 26, 2021**

**NUMBER 7400**  
**RESOLUTION 06-21**

The regulations contained herein regarding establishing septage processing charge reserve in unrestricted account and yearly review as a part of sewer service charge for the Sewerage Commission—Oroville Region were enacted by Resolution 06-21.

1. The Sewerage Commission—Oroville Region has reviewed its financial projection as it applies to the unrestricted (M&O) fund.
2. The projections indicate that the monthly sewer service charge be set at \$17.85 per month for fiscal year 2021/2022.
3. This resolution will be reviewed and be revised annually to reflect any changes pertinent to the septage processing charge.
4. The septage processing charge for septage from within the SC-OR service area shall be \$71.52 per 1,000 US gallons.
5. The septage processing charge for septage from within the SC-OR sphere-of-influence, however, outside of the service area shall be \$83.55 per 1,000 US gallons.
6. The sphere-of-influence shall be the physical limit of service by SC-OR, and no septage from beyond the sphere-of-influence will be accepted at the SC-OR facility.
7. The septage processing charges are to be paid directly to SC-OR by the licensed septic tank pumping contractors delivering the septage.



## **Sewerage Commission – Oroville Region**

### **Task Order No. 37 – Influent Pump Station No. 2 Engineering Services During Construction and Construction Management**

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#### **General**

This Task Order authorizes Jacobs (formerly CH2M HILL) to perform the services described in the Scope of Work below in accordance with the terms and conditions of our agreement dated July 27, 1998, as amended June 2, 2006.

#### **Background**

The Sewerage Commission – Oroville Region (SC-OR) owns and operates a wastewater treatment plant (WWTP) that serves the three member agencies (Thermalito Water and Sewer District, Lake Oroville Area Public Utilities District and the City of Oroville). SC-OR also owns and operates a small portion of the collection system that conveys the wastewater from the member agencies to the WWTP. SC-OR has contracted with Jacobs to produce a design for a new Influent Pump Station (IPS2), Rag Removal Screen, piping, electrical modifications, and associated appurtenances. This task order is to provide engineering services during construction and construction management for implementation of this design.

#### **Scope of Work**

Jacobs' services described in this task order are intended to assist SC-OR with the administration of the contract for construction, verify that the work of the Construction Contractor is in substantial compliance with the Contract Documents, assist SC-OR in responding to events that occur during construction, and provide construction management services. Jacobs' services are based upon the understanding that SC-OR will contract directly with the Construction Contractor and will be actively involved in the construction process to manage construction activities, make decisions, provide approvals, coordinate existing plant shutdowns, and perform other actions necessary for the completion of construction.

Jacobs will not be responsible for the means, methods, techniques, sequences, or procedures of the Construction Contractor, or for the Construction Contractor's failure to perform in accordance with the Contract Documents.

The following assumptions were used in developing this Task Order and estimated fee for Jacobs's services. These assumptions are in addition to the scope and additional services set forth in the following scope of services:

- The Project will be constructed under a single construction contract.

- SC-OR will furnish to Jacobs all data in SC-OR's possession relating to Jacobs' services on the Project. Jacobs will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by SC-OR.
- SC-OR will make its facilities accessible to Jacobs, as required for Jacobs's performance of its services. SC-OR will perform, at no cost to Jacobs, such tests and inspections of equipment, machinery, pipelines, construction materials, welding, material installations, and other components of SC-OR's new and existing facilities as may be required in connection with Jacobs's services. SC-OR will be the sole judge of whether such tests are required.
- SC-OR will give prompt notice to Jacobs when SC-OR observes or becomes aware of any development that affects the scope or timing of Jacobs's services.
- SC-OR will examine information submitted by Jacobs and render in writing or otherwise provide decisions in a timely manner.
- SC-OR will furnish required information, comments on submittals, and approvals in a timely manner.
- All construction inspectors will be paid the Prevailing Wage as determined by the State of California.
- Except as described below, SC-OR will review and process all change orders. SC-OR will prepare documentation for minor change orders and negotiate the cost of all change orders with the Construction Contractor.
- Jacobs is not responsible in any way for any health or safety precautions of the Construction Contractor, SC-OR, or any other personnel working at the Project sites. Jacobs is also not responsible for the Construction Contractor's, or SC-OR's compliance with the health and safety requirements in the contract for construction, or with federal, state, and local occupational health and safety laws and regulations.
- During the Project construction period, Jacobs assumes Contractor will work an average of forty (40) hours per week over a twenty-four (24) week duration, and Jacobs CM will also be onsite forty (40) hours per week to perform CM and Inspection activities. Jacobs has assumed an additional ten (10) hours per week of travel and office construction administration time. If less or additional CM onsite construction observation and inspection or office administration activities are required to accommodate extended work hours, such as evening or weekend work, the scope of these services will be affected and may require an adjustment to Jacobs's budget.

## Scope of Engineering Services

The services to be provided under this Task Order consist of Engineering SDC and Construction Management (CM) for the Project. The services to be provided are categorized into the following tasks and subtasks.

### Task 1—Project Management Services

#### Subtask 1.1—Project Management

Jacobs will furnish project management services for the Project, as follows:

- Status Reporting—Monitor budget, progress, and schedule. Monitor work efforts and evaluate actual versus planned progress. Supervise the Project team and identify actions

needed to execute the Project. Provide verbal progress reports to SC-OR's project manager as necessary or when requested. Meet with SC-OR's project manager during planned visits to SC-OR.

- Administration – Maintain Project records, manage and process Project communications, coordinate Project administrative matters, and prepare monthly progress report letter and invoice.
- Coordination – Coordinate tasks/subtasks and staff to complete authorized work on schedule and within budget. Coordinate staff site visits.
- Staff Management – Supervise and control activities of staff assigned to the Project. Coordinate and schedule appropriate staffing to meet Project requirements.

## **Task 2—Engineering Services During Construction**

Jacobs will furnish the following services under this task:

### **Subtask 2.1—Conformed Documents**

Jacobs will incorporate changes made as addenda during the bid phase to the 100 percent Project specifications, drawings, and standard details, and prepare Conformed Documents for use during construction. Five (5) sets of Conformed specifications, five (5) sets of 1/2-size Conformed drawings, and two (2) sets of full-size Conformed drawings will be printed and sent to SC-OR for distribution; Conformed Documents delivered electronically in PDF format will also be prepared and distributed for use during construction. Engineering budget is based on 80 hours to support the work required under this subtask.

### **Subtask 2.2—Document Management System and Procedures**

Jacobs will establish a system and set of procedures for managing, tracking, and storing all relevant documents received from SC-OR or Construction Contractor during the Construction, Testing, Startup, and Closeout phases of the Project. Jacobs will use an appropriate computer-based document management system selected by Jacobs and will provide access to SC-OR.

### **Subtask 2.3—Site Coordination**

#### **Pre-Construction Conference**

Jacobs engineering staff will attend one pre-construction conference with SC-OR, CM and Construction Contractor, to review Project communications, coordination, and other procedures, and to discuss the Construction Contractor's general work plan and requirements for the Project. It is assumed that the conference will be attended by one Jacobs staff.

#### **Technical Site Visits**

Jacobs engineering staff will participate in eight (8) one-day, and four (4) half-day technical site visits with SC-OR and the Construction Contractor, at dates as determined by SC-OR. During the visits, Jacobs engineering staff will observe the general quality of the work at the time of the visit and review any specific items of work that are brought to their attention by the Jacobs Construction Manager or SC-OR. For each site visit involving structural observation of the work, Jacobs will prepare a brief report documenting the site visit and any discrepancies found that require attention. Structural observation reports will be sent to

SC-OR and to the Construction Contractor. It is assumed that each of the technical site visits will be attended by one of the Jacobs's staff.

**Subtask 2.4—Changes**

**Change Orders**

When requested by SC-OR, Jacobs will review Construction Contractor requested significant changes to the contract for construction. Jacobs will make recommendations to SC-OR regarding the acceptability of the Construction Contractor's request. Upon agreement and approval, Jacobs will prepare final change order documents. It is assumed that five (5) change order requests will be reviewed. Engineering budget is based on 56 hours to support the work required under this subtask.

**Subsurface and Physical Conditions**

When requested by SC-OR, Jacobs will advise SC-OR as to the appropriate action(s) to take in responding to the Construction Contractor's notification of differing subsurface or physical conditions at the site. Field visits that are required to investigate the subsurface or physical conditions will be considered technical site visits, as described above.

**Subtask 2.5—Interpretations of Contract Documents**

When requested by SC-OR, Jacobs will review Construction Contractor Requests for Information (RFI) or clarification of the contract for construction. Jacobs will log and track written requests received from the Construction Contractor. Jacobs will coordinate such review with the design team and with SC-OR, as appropriate, and prepare and issue responses to the requests for information or clarification. It is assumed that a maximum of 50 requests will be received from the Construction Contractor, with review and written response provided for each request. Engineering budget is based on 250 hours to support the work required under this subtask.

**Subtask 2.6—Shop Drawings, Samples, and Submittals**

Jacobs will review shop drawings, samples, and submittals as received from the Construction Contractor, including operations and maintenance manual submittals. Jacobs will log and track all shop drawings, samples, and submittals. It is assumed that a total of 70 original submittals and 35 re-submittals will be reviewed (includes shop drawings, O&M submittals, and samples). It is assumed that coordination services for Construction Contractor submittals, including preparation of a tracking system which cross-references submittals to the contract documents, will be performed by the Construction Contractor. Engineering budget is based on 600 hours to support the work required under this subtask.

Jacobs's review of all shop drawings, samples, and submittals will be for general conformance with the design concept, and general compliance with the requirements of the contract for construction. Such review will not relieve the Construction Contractor from responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples, and submittals is free of errors, inconsistencies, or omissions.

**Subtask 2.7—Substantial Completion**

Jacobs engineering staff will assist the Construction Manager in the preparation of a punch list at substantial completion of the entire Project, in accordance with the contract for

construction. Jacobs staff from different disciplines will review the construction related to their discipline and prepare a list of items to be completed or corrected. It is assumed Jacobs will make a total of three (3) one-day site visit each attended by three of Jacobs's staff.

Jacobs's review of the work will not be an exhaustive observation or inspection of all work performed by the Construction Contractor. Jacobs will not guarantee the performance of the Construction Contractor or the equipment installed. Jacobs's observations will not relieve the Construction Contractor from responsibility for performing the work in accordance with the contract for construction, and Jacobs will not assume liability in any respect for the construction of the Project.

#### **Subtask 2.8—Record Drawings**

Jacobs will prepare Record Drawings for the Project based on neatly marked up set of full-size Contract Drawings received from the Construction Contractor. Two hard copy half-size set of Record Drawings, and a copy delivered electronically in PDF form will be furnished to SC-OR.

Record drawings will be prepared, in part, on the basis of information compiled and furnished by Construction Contractor, and may not represent the exact location, type of various components, or exact manner in which the Project is finally constructed. Jacobs is not responsible for errors or omissions in the information provided by Construction Contractor, which errors or omissions are incorporated into the Record Drawings, except to the extent that such errors or omissions would have been ascertainable to an engineering professional exercising a reasonable degree of care under similar circumstances. Such duty of care in no way obligates Jacobs to perform field verifications not otherwise required under this Task Order.

### **Task 3 – Construction Management and Inspection Services**

Jacobs will furnish the following services under this task:

#### **Subtask 3.1 – Construction Contract Administration**

Jacobs will provide onsite CM and Inspection Services in support of Commission during the construction phase of the Project. As described below, these services generally include providing a Construction Manager (CM) to monitor the work activities and daily progress of Contractor, verify that the Contractor's work is in compliance with the Contract Documents, as defined in the Contract, and to assist in responding to events that occur during construction. An assumption of (25) soils compaction tests (test, curve, and report) and 16 concrete tests (cylinders, break and report) as well as (10) welding Non-Destructive Examinations are included.

#### **Subtask 3.2 – Construction Contract Administration**

**Construction Observation and Inspection:** Jacobs shall act as the onsite representative of SC-OR during the construction phase of the Project, will monitor the progress and quality of the work, and will determine if the work is proceeding in accordance with the Contract Documents. Jacobs shall provide a dedicated onsite Construction Manager to administer the Construction Contract, to conduct daily onsite inspections and observations to determine if the work conforms to the Contract Documents, and to confirm that the integrity of the design concept as reflected in the Contract Documents has been implemented and

preserved. Jacobs at all times, shall advise SC-OR of potential construction work that will not function as anticipated and may require re-work.

Jacobs shall observe/inspect the construction of the work, including but not limited to Contractor mobilization and demobilization activities, material quality control checks, environmental controls monitoring, temporary traffic control monitoring, temporary sediment and erosion control mitigation measures, field testing and other quality control measures, and compliance with the plans and specifications for the Project. Jacobs's CM services shall be performed to assist Commission to be in compliance with the latest RWQCB Best Management Practices, other applicable standards, and applicable laws.

Jacobs's CM shall have authority to order minor changes in the work not involving an adjustment in the Contract sum or an extension of the Contract time, which are not inconsistent with the intent of the Contract Documents.

**Review of Contractor's Work:** Jacobs shall keep SC-OR informed of the progress and quality of the work and shall inform SC-OR of defects and deficiencies in the work of the Contractor. Should Jacobs discover or believe that any work by the Contractor is not in accordance with the Contract Documents, or is otherwise defective or not conforming to requirements of the Contract Documents or applicable rules, regulations, or environmental permits, Jacobs will notify the Contractor and SC-OR in writing. Jacobs CM will also issue written correction notices to Contractor for safety violations, erosion control, and other matters not in conformance with the Contract Documents. Jacobs will monitor Contractor's corrective actions and advise SC-OR as to the acceptability of the corrective actions.

**Substitution Requests & Contract Change Orders:** Jacobs shall review Contractor requested substitutions and proposed change orders, make recommendations to SC-OR regarding the acceptability of the Contractor's request, and upon approval of SC-OR, assist SC-OR in negotiations of the requested substitution or change. As necessary, and upon agreement and approval, Jacobs shall assist SC-OR with preparation of final change order documents.

**Field Instructions and Orders:** Jacobs CM, in collaboration with SC-OR, shall issue field instructions and orders to the Contractor, as required during construction in support of administering the Contract Documents.

**Construction Status Reporting:** Jacobs's CM will provide SC-OR with daily construction inspection reports, including photographs. The daily reports prepared by the Jacobs's CM shall include, at a minimum, the following information: general observations, description of work being performed, corrective actions taken, observed deviations from, violations of, or inconsistencies with the Contract Documents, observed safety violations and traffic control deficiencies, work accepted, approved or rejected-specific items, and summaries of conversations with representatives of the Contractor, subcontractors and SC-OR, which include directions given or received. Reports for the previous week will be delivered to SC-OR on the proceeding Tuesday.

**Payments to Contractor:** Jacobs shall review the Contractor's monthly progress payment estimate (PPE) and final payment request, to determine whether the amount requested reflects the progress of the Contractor's work, reflects the approved schedule of values, is in accordance with the Contract Documents, and will provide recommendation to SC-OR as to the acceptability of the request. Recommendations by CM to SC-OR for payment will be

based on CM inspection of the work to determine that the work has progressed to the extent indicated.

The issuance of recommendations for payment shall constitute a representation by Jacobs to SC-OR, based on Jacobs' observations at the site and on the data comprising the Contractor's application for payment, that the work has progressed to the point indicated; that, to the best of the Jacobs' knowledge, information and belief, the quality of the work is in accordance with the Contract Documents (subject to an evaluation of the work for conformance with the Contract Documents upon completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in the certificate for payment); and that the Contractor is entitled to payment in the amount recommended. However, the issuance of a recommendation for payment shall not be a representation that the Jacobs has made any examination to ascertain how and for what purpose the Contractor has used the monies paid on account of the Contract sum.

**Subtask 3.3 – Construction Coordination**

**Preconstruction Conference:** CM, in collaboration with SC-OR, will coordinate, conduct, and attend a preconstruction conference with SC-OR and Contractor to review the Project communication, coordination and other procedures; discuss the Contractor's work plan and requirements for the Contract Documents, plans and specifications; and examine the Contractor's schedule. Jacobs will record and distribute meeting summary notes for this conference.

**Correspondence and Communications:** Jacobs shall implement and maintain regular communications with the Contractor and Commission during construction. Jacobs shall receive and log communications from the Contractor and shall coordinate communications between SC-OR and Contractor. Commission's instructions to the Contractor shall be forwarded to the Contractor through the Jacobs. Jacobs will not communicate directly with the Contractor's subcontractors or vendors.

**Construction Coordination Meetings:** CM shall conduct weekly construction coordination meetings with Contractor and Commission. CM will prepare an agenda, prepare meeting summaries, and distribute copies of the meeting summaries to SC-OR and Contractor.

**Subtask 3.4 – Project Safety**

**Compliance:** Jacobs will manage the health, safety, and environmental activities of its staff and the staff of its subcontractors to achieve compliance with applicable health and safety laws and regulations, including COVID 19 protocols.

**Coordination:** Jacobs will coordinate its health, safety, and environmental program with the responsibilities for health, safety, and environmental compliance specified in the Contract Documents. Jacobs will coordinate with responsible parties to correct conditions that do not meet applicable federal, state, and local occupational safety and health laws and regulations when such conditions expose Jacobs staff or staff of Jacobs's subcontractors to unsafe conditions.

**Responsibility:** Jacobs will notify affected personnel of site conditions posing an imminent danger to them that Jacobs observes. Jacobs's CM will be trained as a Safety Coordinator - Construction (SC-C). Jacobs is not responsible for the health or safety precautions of Commission or Contractor staff or any third party. Jacobs is not responsible for the Contractor's or other third party's compliance with the health and safety requirements of the Contract Documents or with federal, state, and local occupational health and safety laws and regulations.

### **Subtask 3.4 – Project Closeout**

**Substantial Completion:** Jacobs shall perform an onsite inspection with the Contractor and SC-OR to determine outstanding construction punch list items. Jacobs shall document and transmit construction punch list items to Contractor and SC-OR, with Contractor's proposed schedule for Substantial Completion, as defined in the Contract Documents. Jacobs shall provide SC-OR with a Notice of Contractors' Substantial Completion and shall assist SC-OR in issuing documents to the Construction Contractor for Substantial Completion, acceptance of work, and final payment to the Contractor. Jacobs shall assist SC-OR in issuing a Notice of Completion.

**Closeout File and Records:** Jacobs shall provide SC-OR an organized electronic PDF set of construction Project documents.

**Record Drawings:** Jacobs's Construction Manager shall periodically review Contractor's record drawings for general accuracy and compliance with the Contract Document requirements. Jacobs's Construction Manager shall review Contractor's final record drawings and shall direct the Contractor to make corrections, as necessary. However, Jacobs shall not be responsible for errors or omissions in the record drawings.

### **Task 3 Deliverables**

- Delivered Electronically, in PDF Format:
  - Agenda and minutes of Preconstruction Conference
  - Agenda for Weekly Construction Coordination Meetings with Commission and Contractor
  - Change Order Documents
  - Daily Construction Inspection Reports
  - Monthly Contractor's PPE
  - Notices of deficient or non-conforming work
  - Notice of Substantial Completion
  - Project Construction Records

### **Assumptions**

#### **Additional Services**

The services described below are not included in this Task Order but can be performed if requested and approved by SC-OR and Jacobs. Time, scope, and fee have not been budgeted for the tasks listed hereunder. Authorization to proceed shall be in the form of an amendment to the AGREEMENT specifying the work to be performed and the additional payment for such services rendered. The amendment, after execution by both parties, shall become a supplement to and a part of the AGREEMENT.



Additional services are as follows:

- Disputes related to the contract for construction.
- Permitting services.
- Development, coordination, or participation in partnering programs.
- Value engineering or similar value analysis studies.
- Reviewing, monitoring, and managing Construction Contractor's progress schedule.
- Materials testing, specialty inspection, testing, and surveying services.
- PLC software programming and HMI software configuration services, including software testing, coordination, field startup, and warranty support.
- RTU programming modifications and remote telemetry services associated with any proposed or necessary upgrades to SC-OR's existing radio-based SCADA system.
- Functional and witness testing, other than specifically provided in the above scope of engineering services.
- Preparation of operations and maintenance manuals. Jacobs will prepare a Process Operations for SC-OR under a separate task order.
- Formal training SC-OR's personnel.
- Services necessary due to the default of the Construction Contractor.
- Warranty claims, enforcement, and inspection.
- Preparation for and serving as a witness in connection with any public or private hearing or other forum related to the Project.
- Project closeout, other than as specifically provided in the above scope of services.
- Malfunction, failure, or accident investigations.
- Additional items noted to be excluded within the scope of services.

## Schedule

A preliminary milestone schedule for this Task is as follows:

Milestone	Target Start	Target Finish
Task 1 - Project Management	6/1/21	5/31/22
Task 2 - Engineering Services During Construction	6/15/21	5/31/22
Task 3 - Construction Management	6/30/21	5/31/22

All work under this Task Order is expected to be completed by May 31<sup>st</sup>, 2022. If the work is delayed beyond the reasonable control of Jacobs, Jacobs reserves the right to request a scope and fee modification for additional administrative and support time.

## Compensation

Compensation for services described herein will be on a time and materials basis for a total not-to-exceed budget of \$746,270. Compensation is based on Salary Costs, times a multiplier of 2.2, plus direct expenses. A minimum bill rate of \$90 per hour will be used on this project. This total fee will not be exceeded without prior authorization from SC-OR. A breakdown of

the estimated fee is summarized in Table 1. SC-OR understands and agrees that individual tasks may be completed either under or over budget and that Jacobs can reallocate budgets within and across tasks provided the total authorized estimated fee is not exceeded. SC-OR is not obligated to compensate Jacobs for work beyond the authorized budgets nor is the Jacobs obligated to incur costs that exceed the authorized budgets. Costs for sub-consultants are rough order or magnitude estimates based upon the anticipated work.

**Table 1 – Estimated Fee Breakdown**

<b>Task</b>	<b>Budget</b>
Task 1 - Project Management	\$24,650
Task 2 - Engineering Services During Construction	\$240,400
Task 3 - Construction Management	\$481,320
	<b>\$746,270</b>

This Task Order No. 37 is effective as of the date noted below and will become part of the referenced agreement when executed by both parties.

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

IN WITNESS WHEREOF, the parties execute below:

For CLIENT, SEWERAGE COMMISSION - OROVILLE REGION

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

Name & Title: Glen Sturdevant/Manager

For Jacobs, CH2M HILL, INC.

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

Name & Title: John Schoonover/Manger of Projects

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# **Coleman Engineering**

## **Primary Influent Pump Station No. 2**

### **Scope of Services**

## EXHIBIT A

### Scope of Services

**Owner/Client:** Sewerage Commission – Oroville Region

**Project:** Primary Influent Pump Station No. 2

**Project Location:** Oroville, CA

**Summary of Services:** Engineering Services During Construction

**Utility Systems:** Wastewater Treatment Plant

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#### Project 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 sewerage 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 up to 10.6 MGD. 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 latitude 39° 27' 11" N and longitude 121° 38' 13" W.

SC-OR has contracted previously for design and engineering services during bidding for a new Primary Influent Pump Station No. 2 at the existing wastewater treatment plant.

## EXHIBIT A

The purpose of the services described in this Scope of Services is for Coleman Engineering to provide Engineering Services During Construction for the anticipated project.

### Project Definition

The services described in the Scope of Services below will provide SC-OR with Engineering Services During Construction for the planned facility upgrades. The purpose of this section is to review the Scope and Schedule of the planned project.

The project that has been designed is planned to result in the following upgrades to the existing SC-OR WWTP.

1. Primary Influent Pump Station No. 2: A new 17 MGD influent pump station consisting of a wetwell structure, four submersible pumps and associated piping and valves.
2. Bar Screen Structure, Diversion Box No. 1 and 2.
3. A new electrical building to house electrical equipment.
4. A new diesel engine generator.
5. Two new flowmeter vaults.
6. Site improvements.
7. Auxiliary Pump Station No. 2: Electrical system modification and improvements, and instrumentation and control system modification and improvements.
8. New yard piping, drain pipeline modification, and new pipe support systems.
9. Pipe support systems.
10. Plant drain.
11. Monorail hoist system.
12. Electrical system improvements.
13. Automatic sampler.

The contractual project schedule milestones are itemized in the table below.

<b>Milestone</b>	<b>Maximum Specified Days</b>	<b>Target Dates</b>
Project Posted for Public Bid		May 3, 2021
Planned Bid Opening Date		June 14, 2021
Bid Evaluation period and Notice of Award Issued	60 days	August 13, 2021
Contractor to return Signed Contract Documents	15 days	August 28, 2021
Owner to deliver fully signed Contract	10 days	September 7, 2021

## EXHIBIT A

Milestone	Maximum Specified Days	Target Dates
Documents and a complete set of Conformed Drawings		
Notice to Proceed issued by the City	30 days	October 7, 2021
Construction Time/Substantial Completion	360 days	October 2, 2022

Labor hours have been allocated to the project with respect to the 360 calendar day schedule. It is calculated that there are 257 working days in a 360 calendar day schedule (360 days/7 days per week \* 5 working days per week = 257 working days). All labor budgets have been calculated with respect to 257 working days.

### Services and Data to be Provided to Coleman Engineering by Client

In preparation for writing this Scope of Services, the Owner has delivered the following data to Coleman Engineering.

- SC-OR, Primary Influent Pump Station No. 2, Contract Documents, Volume 1 of 2, Bidding Requirements, Contracting Requirements, Specifications (pages 1-808), prepared by CH2M, Redding, CA, dated June 2016
- SC-OR, Primary Influent Pump Station No. 2, Volume 2 of 2, Drawings (sheets 1-35), prepared by CH2M, Redding, CA, dated June 2016
- Grant Agreement between the State of California (Department of Water Resources) and Butte County Department of Water and Resource Conservation, Agreement Number 4600013826, Proposition 1 Round 1 Integrated Regional Water Management (IRWM) Implementation Grant (pages 1-55)

In addition to data provided to facilitate the Scope of Services, SC-OR will provide all relevant data in SC-OR's possession related to Coleman Engineering's ability to perform on the project.

### Assumptions

- SC-OR will contract directly with the Construction Contractor and separately with Coleman Engineering. Coleman Engineering will have no contractual relationship with the construction contractor.
- Coleman Engineering will have no contractual responsibility for the means, methods, schedules, procedures, etc. of the Construction Contractor. Coleman Engineering will have no responsibility for the Contractors failure to perform in accordance with the Contract Documents.

## EXHIBIT A

- Coleman Engineering will have no responsibility for the health, safety, or well-being of the contractor or SC-OR staff.
- The Project will be constructed by a general contractor under a single construction contract.
- SC-OR will require the Contractor to provide the facilities detailed in the Specifications for the benefit of the Engineer, including the project office and all associated appurtenances.
- SC-OR will cooperate productively with Coleman Engineering in the management of documents related to the contractors' submittals, shop drawings, notices, schedules, change orders, etc.
- Coleman Engineering has not assumed the need to pay its professional's overtime. If overtime is required, as defined by applicable labor law, the budget may need to be adjusted.

### Scope of Services

#### TASK 1 – Engineering Services During Construction

- 1.1 Project Management During Construction: Coleman Engineering will manage the construction engineering phase of the project by coordinating with the Contractor, Client, and sub-consultants, allocating the resources, and planning and organizing its efforts to maximize the goals of the Client.

It is assumed that Project Management tasks may include the following:

- Coordination of Coleman Engineering staffing and scheduling
- Coordination of sub-consultant staffing and scheduling
- Reporting of budgets, progress, schedules, etc. to SC-OR.
- Administration of typical project records including contracts, insurance, timesheets, invoices, etc.

Coleman Engineering has budgeted for the Principal and Project Assistant to each dedicate 10% of their total time to the project. This is an average of 4-hours per week during the Construction Duration.

- 1.2 Engineering Services Following Bidding: It is understood that the design engineer is also contracted to the Client to provide Engineering Services During Bidding. Coleman Engineering has not anticipated providing any services during the bidding period.

Coleman Engineering will assist the Client following the bidding period by providing some or all of the following services as requested by the Client:

## EXHIBIT A

- Coordinate with the Client to help process paperwork required to get the Contractor under contract and issue a Notice to Proceed.
- Assist with grant requirements and communications.
- Coordinate with the design engineer to get Conformed Drawings and Specifications created and issued to the Contractor for use in the field.
- Coordinate with the Contractor to set up and begin the submittal review process.

Coleman Engineering has budgeted 40 staff hours to support this task prior to the commencement of the construction period.

In addition, Coleman Engineering has included an allowance of \$22,000 to retain the design engineer as a sub-consultant to prepare the Conformed Documents. If the design engineer exceeds the budget of \$22,000, a budget adjustment to this line item may be required.

- 1.3 Construction Manager: Coleman Engineering will provide a Construction Manager to provide Quality Assurance reviews and technical oversight to other Coleman Engineering staff and to sub-consultant team members. The Construction Manager will be the point of contact to SC-OR for all contractual matters, staffing needs, etc.

It is anticipated that the Construction Manager will utilize the budgeted time to provide the following services:

- Management of Coleman Engineering and sub-consultant team.
- Management of construction documents processing, including submittals, RFI's, change orders, etc. See the attached Required Submittal List taken from the project specifications for an itemization of approximately 272 submittals that are required.
- Attend construction meetings on site and via remote telephone and video.
- Technical consulting during site visits and in the office.
- Evaluation of potential changes to the contract including change orders, work directives, RFI's, etc.
- Interpretation of contract documents and subsequent recommendations to SC-OR.
- Assistance to Coleman Engineering professionals and sub-consultants to achieve substantial completion.

Coleman Engineering has budgeted for the Construction Manager to dedicate 25% of his total time to the project. This is an average of 10-hours per week during the Construction Duration.



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- 1.4 **Resident Engineer:** Coleman Engineering will provide several Resident Engineers to the project. The purpose of the Resident Engineers is to provide a full-time daily presence on the job site. The Resident Engineers will occupy and operate out of the Engineer's Field Office that is specified for the Contractor to provide on the site (see Specification Section 01 50 00).

The Resident Engineer will satisfy the requirements of the Grant to provide a "full-time engineering construction observer... on site for the duration of the project."

The Resident Engineer will coordinate day-to-day construction observation activities intended to confirm that construction is progressing in accordance with the intent of the design and in the Clients best interest. Resident Engineer's activities will be consistent with the requirements of Task 10. *Construction Administration* of the Grant Agreement, including the following:

- Daily logging of construction activities, personnel, equipment, weather, visitors, etc.
- Daily photo and written documentation of construction progress, activities, questions, challenges, etc.
- Attend and record summary notes from specified and impromptu construction meetings.
- Review of the contractor's work for comparison to the approved project plans and specifications.
- Review of the contractor's schedules and sequences for upcoming work.
- Coordination and response to Requests for Information from the Contractor.
- Coordination and response to substitution requests and Potential Change Order requests from the Contractor.
- Recommendations to the Client for Change Order requests from the Contractor.
- Observations and measurements for monthly Payment Applications.
- Forecasting cash flow.
- Review and response to Contractor Submittals and Shop Drawings. See the attached Required Submittal List compiled by Coleman Engineering using the technical specifications for the project.

## EXHIBIT A

- Coordination with specialty sub-consultants for testing and observations of geotechnical, electrical, and structural project elements.
- Coordinate with the Client and Contractor for project closeout, training, and testing activities.
- Coordinate with the Client and Contractor to create a final Punch List and to manage project completion and recommendation for final payment.

Coleman Engineering has budgeted for the Resident Engineer to dedicate 100% of his/her total time to the project. This is an average of 40-hours per week during the Construction Duration.

It is anticipated that this full-time coverage will be staffed with multiple individuals so that there is backup to the project in case of illness, vacation, emergencies, etc.

In addition, project coverage will be provided on an as-needed basis. It is likely that in the middle of the project that full-time project coverage may not be required to maintain quality. If so, Coleman Engineering will assign the Resident Engineer to other Coleman Engineering projects while remaining at the SC-OR construction site so that actual expenditures for SC-OR can be reduced while still meeting the requirement to provide a "full-time engineering construction observer... on site for the duration of the project." Any reduction in the full-time allocation of Resident Engineering support will be discussed in advance and approved by SC-OR.

- 1.5 Geotechnical Engineering During Construction: The Geotechnical Engineer on the Coleman Engineering team will provide the following services that are specific to geotechnical construction activities:
- Submittal Reviews
  - Responses to Geotechnical RFI's
  - Site visits and observations during construction
  - Special inspections and testing required to be provided by the Owner by General Note 8 on Plan Sheet 4 of 35
- 1.6 Electrical Engineering During Construction: The Electrical Engineer on the Coleman Engineering team will provide the following services that are specific to the electrical construction activities:
- Submittal Reviews – up to 24
  - Responses to Electrical RFI's – up to 12
  - Assistance with two change order evaluations and documentation
  - Site visits and observations during construction – up to 4

## EXHIBIT A

- Underground conduit prior to cover
  - Equipment anchorage and conduit installation prior to pulling wire
  - Wire installation and termination
  - Factory testing services to verify proper assembly and operation of panels prior to shipment to the site. Assumed to require 1 day.
  - Witness testing on site to verify proper integration of the instrumentation and controls. Assumed to require 6 days.
  - Final Review and Punch List – 2 days.
- 1.7 **Structural Engineering During Construction:** The Structural Engineer on the Coleman Engineering team will provide the following services that are specific to the structural construction activities:
- Submittal Reviews
  - Responses to Structural RFI's
  - Site visits and observations during construction
  - Specialty structural inspections

- 1.8 **Coordinate Record Drawings:** Coleman Engineering will coordinate with the design engineer who will prepare Record Drawings using As-Built information prepared by the Contractor. Coleman Engineering will review Record Drawing drafts vs. As-Built plans prepared by the Contractor. Coleman Engineering will work with the design engineer through iterations as required to prepare accurate Record Drawings which can be submitted to the Client for archival as reference materials.

Coleman Engineering has budgeted 24 staff hours to support this task. In addition, Coleman Engineering has included an allowance of \$22,000 to retain the design engineer as a sub-consultant to prepare the Record Drawings. If the design engineer exceeds the budget of \$22,000, a budget adjustment to this line item may be required.

***Task 1 Deliverables:***

- *Submittal Review Comments*
- *Response to Requests for Information*
- *Change Order request recommendations*
- *Payment Request recommendations*
- *Record Drawings*
- *Project Construction File including the following:*
  - *Meeting Agendas and Notes*
  - *Change Order documentation*
  - *Daily construction inspection reports*
  - *Photo's documenting construction progress*

## EXHIBIT A

- *Notice of Substantial Completion*
- *Punch Lists*
- *Notice of Final Completion*

### Optional Scope of Additional Services

#### OPTIONAL TASK 2 – Additional Special Inspections

The Coleman Engineering team has budgeted to provide additional special inspections if they are required during construction. The extent of special inspections that may be required is highly dependent on the quality of the construction contractor and his reliability and management of the project site, and schedule. For budgeting purposes, we have provided the following additional testing services together with associated labor and expenses.

- 213 nuclear density tests
- 64 concrete cylinders
- 32 hours of welding inspection

Optional Task 2 Budget = \$122,346

#### OPTIONAL TASK 3 – Programming and Training Services

The Coleman Engineering team will program the new PLC and Operator Interface and revise the existing SCADA Panel PLC new and revised site process controls. We have used the Contract Plans and Specifications and assumed control requirements based on experience to approximate the effort needed to do PLC and Operator Interface programming and startup. The budgeted tasks include:

1. Operator Interface Programming
  - A. Coordination meetings
  - B. Program and Configure Operator Interface in office
  - C. Database configuration
  - D. Alarm Summary and configuration
  - E. Factory Testing
  - F. On-site start-up and testing services
2. PLC Programming
  - A. We will coordinate with the Engineers and Owner to develop the station control strategy for the pump station and flow monitoring. We will document and program to that strategy.
  - B. Develop the database that is shared among the PLCs and SCADA System.
  - C. Perform PLC programming for the site PLCs to operate the station and flow station. The program will be modeled after the system description. The program will address pump operation, level control,

## EXHIBIT A

mixing system, alarm generation, alarm notification and flow monitoring.

- D. Factory Testing
- E. Start-up and testing services
- 3. Operator Training
  - A. Electronic O&M manual
  - B. Training for staff – one session

Optional Task 3 Budget = \$104,508

### Schedule

It is understood that the Client is following the contractual timeline set forth in the Design documents as summarized in the table above. It is also understood that the Client may wish to accelerate the project schedule by issuing documents in advance of contractually required dates. Coleman Engineering will be supportive of an accelerated timeline without additional cost if the total project time remains the same.

### Budget

Coleman Engineering will bill on a Time & Materials basis according to the terms of payment outlined in the Agreement. Coleman Engineering reserves the right to transfer budget between tasks without affecting the total project budget.

The estimated budgets below include the cost of expenses directly related to the project including mileage, duplication, blueprinting, postage, delivery charges, plotting, outside reproductions, etc.

Coleman Engineering estimates the following budgets will be required to provide the services described above. As stated above, Coleman Engineering will seek to reduce required hours without sacrificing project coverage by providing the Resident Engineer with other project assignments during times of reduced construction demand on the project. Any reduction of hours will be reviewed and approved in advance by SC-OR.

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Task	Scope Item	Estimated Budget
1.1	Project Management During Construction	\$63,902
1.2	Engineering Services Following Bidding	\$29,456
1.3	Construction Manager	\$104,558
1.4	Resident Engineer	\$325,842
1.5	Geotechnical Engineering During Construction	\$41,858
1.6	Electrical Engineering During Construction	\$117,420
1.7	Structural Engineering During Construction	\$22,000
1.8	Coordinate Record Drawings	\$26,016
TOTAL ENGINEERING BUDGET =		\$731,051

### Tasks Not Included in this Scope of Services

This Scope of Services is intended to outline the services offered to the Client by Coleman Engineering. The list below is offered as a clarification of the services that are not included, not anticipated, or that will be completed by others.

1. Design services of the facilities is not included in this Scope since a design has already been prepared by others. Any design required to mitigate unknown conditions may be provided by Coleman Engineering as an additional service.
2. Engineering Services During Bidding is not included and not anticipated to be required.
3. Special inspections are not included in the base fee but have been provided as an optional additional service that SC-OR may choose to authorize.
4. Surveying or mapping. All topographic survey and construction staking is to be provided by the Contractor.
5. Operator Interface Programming, PLC Programming, and Operator Training are not included in the base fee but have been provided as an optional additional service that SC-OR may choose to authorize.
6. No SCADA system programming is included since these services are assumed not to be required.
7. Physical radio path surveys are not included and are not anticipated to be required.
8. The only coordination for approvals that will be made are with SC-OR. No other agencies will be consulted, coordinated with, or sought out for approvals.
9. Observations of any off-site construction. All construction activity will occur on the SC-OR WWTP site.
10. Neighborhood meetings and public relations activities are not included in the scope of services.

## EXHIBIT A

11. CEQA review, permitting, or other environmental consulting including cultural review or clearances. If environmental consulting is required during construction those services can be provided as an additional service.
12. SWPPP preparation is not included but will be provided by the Contractor.
13. Coordination of off-site dry utilities and services, including electrical and telephone, and data communications is assumed to be provided by the Contractor.
14. Water quality, including sample collection and laboratory analysis, are not included in this scope of services.
15. Permit applications and necessary services to obtain permits, including meetings and fees, are not included in this scope of services. This includes CEQA, NEPA and CA-RWQCB approvals for the project. Coleman Engineering will assist the Client with coordination services but does not anticipate a need to take the lead in preparing applications or securing actual approvals.
16. Obtaining NPDES permits for discharges from sites (may be offered under a separate contract).
17. Hazardous materials permits or approvals.



April 22, 2021

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

Subject: Amendment No. 3 to Task Order No. 34— Wastewater Treatment Plant Upgrade  
Final Design

Dear Glen:

This proposal is to amend Task Order No. 34, dated October 23, 2019 for providing design engineering services to SC-OR on the Wastewater Treatment Plan Upgrade Design Project. Task Order No. 34 has been amended as follows:

Contract	Date	Amount	Total
Initial Contract	October 23, 2019	2,301,342	2,301,342
Amendment No. 1	April 1, 2020	32,000	2,333,342
Amendment No. 2	February 25, 2021	62,411	2,395,753
Amendment No. 3	April 15, 2021	81,700	2,477,453

This amendment increases the budget by \$81,700 to a total budget of \$2,477,453. This Amendment will be used to add design features discussed during the Upgrade Design Project's 90 percent Workshop on February 11, 2021. The design features to be incorporated into the overall final design deliverable are as follows:

1. Addition of road along north property boundary for direct truck access to the existing caustic facility, which will include demolition of existing well pump facility and addition of a bladder tank to the existing air gap system.
  - a. Design cost: \$4,224
2. Evaluation of the backwash waste (BWW) storage requirements with the intent to identify different BWW storage. Demolition of the current BWW storage tank, and existing anaerobic digester (abandoned-in-place).
  - a. Design cost: \$19,748
3. Modify design of new Blower Building to enclose the three-walled covered area housing the blower equipment by adding a rollup door and ventilation equipment.
  - a. Design cost: \$14,872
4. Modify design of the new Thickener Building to enclose the three-walled covered area housing the rotary drum thickener, pump equipment, and polymer handling and storage equipment.
  - a. Design cost: \$7,587
5. Evaluation of options and design selected option of a Women's locker room to the existing Control Building.
  - a. Design cost: \$31,028



The Task Order may be amended in the future with additional budget as the need arises. Such amendments will be authorized by letter. All work will be performed in accordance with the terms and conditions of the October 23, 2019 contract.

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

Sincerely,  
CH2M HILL

Authorized By,  
SC-OR

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

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

\_\_\_\_\_  
John Schoonover  
Manager of Projects

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



PAMARON WAY, SUITE A, NOVATO, CA 94949  
P. 415-884-4501, F. 415-883-3961

**Quotation # DP04405**

To: Contractors

Date: May 11, 2021

From: Dennis Prahm

Pages: 3

Subject: Wastewater Treatment Plant Primary Influent Pump Station Project.  
10" Electric Driven Self-Priming Pump, 50 HP VFD motor control, mounted on DOT highway trailer assy.

Qty.	Item Description	Net Price
1	<p><b>Gorman-Rupp 10" Self-Priming Centrifugal Pump Model T10A3S-B /F:</b> in standard materials of construction, with 14.25" trimmed DI impeller, tungsten titanium carbide mechanical seal, and furnished with 10" ANSI flanged suction and discharge port connections. The pump shall be mounted on a factory fabricated standard horizontal base, and shall be flex-coupled to a TECO-Westinghouse, PN# EPO506; 50 HP, 230/460VAC, 3-phase, 365T Frame, CI, Premium Efficient, TEFC motor, with standard F1 mounting for junction box</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- OSHA coupling guard</li> <li>- Impeller trimmed to 14.25"</li> <li>- Motor Supplied with M23; shaft grounding ring</li> </ul> <p><b>Simplex Centrifugal Pump Control</b> <b>50 HP/460V rated Motor Control with integrated VFD</b></p> <ul style="list-style-type: none"> <li>- NEMA 3R enclosure with inner door</li> <li>- Main disconnect switch with door interlocking handle, 65 FLA.</li> <li>- Circuit breaker VFD starters</li> <li>- Control power transformer (except for 120/1 type panels)</li> <li>- Transformer primary fuse protection</li> <li>- HAND-OFF-AUTO selector switches</li> <li>- Terminals for all field wiring connections</li> <li>- Terminals for motor over-temperature cut-outs</li> <li>- UL 508A label</li> <li>- Anti-Condensation Heater</li> <li>- Ventilation Fans</li> <li>- Reverse Power Receptacle</li> <li>- 15 Amp Convenience Outlet</li> <li>- PUMP Vision PV600 Universal Controller</li> <li>- Terminals for 4-20mA Sensor (customer provided)</li> <li>- Run Indicators</li> <li>- Elapsed Time Meters</li> </ul>	\$63,769.00

	<ul style="list-style-type: none"> <li>- Pump Over-Temperature Indicators</li> <li>- 22MM Oil Tight Pilot Lights</li> <li>- Alarm Dome Light – Red 40w</li> <li>- Four (4) Alarm Contacts wired to terminals</li> <li>- Heat shrink wire markers. Hinged window kit over HMI screen.</li> <li>- VFD "NO LOAD" and "FAULT" indicators</li> <li>- Pressure Transducer input, transducer is by others.</li> <li>- Input for remote Start-Stop signal and Local-Remote switch.</li> <li>- Aux contacts for Run, Fault, No Flow/Load, Pump High Temp., Torque/Power Out Of Range.</li> <li>- Portable trailer mounted control panel with power input receptacle</li> </ul> <p><b>Gorman-Rupp PN# 29313-019; Highway Trailer Assembly</b>  Maximum Load Capacity (GVRW): 12,000 Lb. (5443 Kg.).  Two 6000 Lb. (2722 Kg.) Leaf Spring Axles. ST235/80 R16 Radial Tires.  Includes: Adjustable Pump Positioning for Proper Weight Distribution. 12 Volt Electrical System w/Tail, Brake, Turn Signal, Clearance, License Plate Light. Trailer Connector Plug for Towing Vehicle. Emergency Breakaway Safety Cable w/Hook (Automatically Applies Brakes if Trailer Breaks Away From Tow Vehicle). Steel Fenders w/Non- Skid Step Pads. Safety Reflectors. Safety Cables/Chains w/Hooks. Rear Jack Stands. Front Jack Stand  (See Dimensional Drawings).</p>	
1	ARI, PN D021P02 2" NPT ARI MODEL D-021 COMBINATION AIR RELEASE VALVE FOR WASTEWATER, REINFORCED NYLON BODY (shipped loose for field mounting)	\$888.00
Lot	<b>Total Materials</b>	<b>\$64,657.00</b>
Lot	<b>Two (2) 8-hour days, for up to two individuals for field start-up, testing and training</b>	<b>\$4,800.00</b>
Lot	<b>Estimated Total Freight Charges</b>	<b>\$5,500.00</b>
Lot	<b>Total Net Sale</b>	<b>\$74,957.00</b>

**Additional notes:**

- 1) The skid mounted pump, along with the wall mounted motor control/VFD control shall be mounted on the Highway Trailer, with all connected wiring and conduit joining the motor and motor control cabinet.
- 2) All suction and discharge hoses, fittings, adapters etc., which are needed after the pump suction and discharge port connections, shall be furnished by others.
- 3) The VFD Panel shall not be exposed to direct sunlight to mitigate the risk of overheating during operation. Direct sunlight protection for the motor control panel shall be provided by others.
- 4) SCADA Integration to be performed by others
- 5) Power Cable to connect to the Simplex Motor Control shall be provided by others

FOB: Factory

Freight charges to be Prepaid and Add

Subject to our standard terms and conditions of sale, Terms: Net 30 days

No Federal, State, local Sales or Use Tax included

Lead Time: Submittals: 3 - 4 weeks, ARO

Production: Approx. 14 weeks to ship, after approved submittals

Provided by, Dennis Prahm

## STANDARD TERMS AND CONDITIONS OF SALE

### WARRANTY

Thomas & Associates (herein called T&A) warrants machinery and equipment sold by it to be free from defects in material or workmanship. T&A's obligation hereunder is limited to replacing, or at its option repairing, f.o.b. its factory, any part returned to its factory, transportation charges prepaid, within one (1) year from the date of shipment and found, upon examination by T&A, to be thus defective. Said period is extended to one (1) year from completion of installation if T&A contracts to install or supervise the installation hereunder, provided T&A is not unreasonably delayed by Purchaser in so doing. All other obligations or liabilities on the part of T&A which might otherwise arise hereunder are hereby expressly excluded. In no event shall T&A be liable for special or consequential damages. The foregoing warranty does not apply to motors, accessories or component parts manufactured by others, and Purchaser relies solely upon the warranties, if any, of such manufacturers, which are hereby assigned insofar as possible, to Purchaser. T&A makes no representation against the effects of corrosion or abrasion from any cause, nor as to the life of the machinery or parts since it has no control over their use and maintenance. T&A will not be responsible for any work done to correct alleged defects unless such work is expressly authorized in writing. No performance test of T&A products shall be binding upon T&A unless the conditions of such tests have been mutually agreed upon in writing and T&A has ample notice and the right to attend such test and receive the results.

### QUOTATIONS

All quotation prices are in U.S. currency. All quotations expire after 30 days, and are subject to change without notice thereafter. All sales are made f.o.b. factory unless otherwise noted herein.

### ACCEPTANCE

Any purchase pursuant to a T&A quotation shall not result in a contract until it is accepted and acknowledged by T&A. There are no provisions with respect to this quotation which are not specified herein. If the Purchaser places an order based on the quotation, then the quotation and T&A's acceptance of Purchaser's order will constitute the entire contract between Purchaser and T&A with respect to the subject matter of this quotation. Any conflict in the terms of Purchaser's order and these provisions will be governed by the terms of these provisions, and T&A shall not be bound by any terms on Purchaser's order. T&A's failure to object to provisions contained in Purchaser's order shall not be deemed a waiver of the provisions of T&A.

### DELIVERY

Delivery terms are f.o.b. the factory unless otherwise stated. Delivery dates are approximate and are based upon prompt receipt of all necessary information and data and approvals from Purchaser. Arrival of shipment at destination will not be guaranteed by T&A. T&A shall not be liable for any delays or defaults in making shipment where occasioned by any cause of any kind or extent beyond its control, or the control of its suppliers, manufacturers or contractors, which prevent or interfere with T&A making shipment on an estimated date, including without limitation by reason of enumeration, delay in performance due to acts of God, war, riot, embargoes, acts of civil or military authorities, fires, floods, accidents, quarantines, restrictions, mill conditions, strikes, differences with workmen, delays in transportation, shortages of cars, fuel, or labor materials, or any causes beyond the reasonable control of T&A. In event of shipment delay, if the Purchaser and T&A do not mutually agree to cancel the order for the item involved, the shipping date shall be automatically extended to the manufacturer's current estimate.

### PAYMENTS

The net amount of invoices shall be due and payable in cash 30 days after invoice date. If performance of work hereunder is delayed by Purchaser, pro rata payments shall be due at the option of T&A at the time such delays begin. Equipment held for Purchaser shall be at Purchaser's risk and expense. If the financial condition of Purchaser at any time does not, in the judgment of T&A, justify continuance of work on the original terms of payment, T&A may require payment in advance. In the event of bankruptcy or insolvency of Purchaser or any proceeding brought by or against Purchaser under the bankruptcy or insolvency laws, T&A, at its option, may cancel any order then outstanding and recover liquidated damages as herein provided in the event of Purchaser's cancellation. Acceptance of Quotation or Invoice constitutes agreement by Purchaser that provisions of the Truth in Lending Law are understood.

A service charge of 1-1/2 percent monthly or 18 percent annually, will be added to all invoices past due.

### LIQUIDATED DAMAGES

Purchaser may cancel an order only upon written notice and payment to T&A, as liquidated damages, of an amount equal to the expenses and liabilities incurred by T&A in connection therewith (including the costs of making the proposal and sales commissions due) plus an amount equal to 25 percent of quoted price. In such case title to all materials made or acquired for said order shall remain in T&A.

### TAXES

T&A's prices do not include any sales, Use, Excise or similar taxes unless stated. The amount of any such tax applicable to the sale or use of the equipment herein shall be paid by Purchaser, or Purchaser shall provide a proper tax exemption certificate.

### GENERAL

Orders may not be assigned without written consent of T&A. No waiver, alteration or modification or any provision hereof shall be binding unless in writing and signed by an authorized representative of T&A.

**RYAN  
PROCESS  
INC.**

511 1st Street, Benicia, CA 94510  
P: (925) 837-0670 E: sales@ryanprocess.com

To: Sewerage Commission - Oroville  
2880 South 5th Street  
Oroville, CA 95965

Contact: Mikah Salsi  
Email: [msalsi@sc-or.org](mailto:msalsi@sc-or.org)  
Phone: 530-534-0353

**RYAN PROCESS QUOTE FORM**

Date:	5/20/2021
Quote #:	SC072020PM
Valid For:	6/19/2021
Prepared by:	Phillip Maffei
Email:	<a href="mailto:pm@ryanprocess.com">pm@ryanprocess.com</a>
Phone:	707-862-6954

Project Description

RPI TERMS	F.O.B.	Ship Via	Shipping Terms	
30 Days Net	Factory	Common Carrier	Prepay and Add	
ITEM #	DESCRIPTION	Qty.	UNIT PRICE	EXT PRICE
70153000KI+-TCL	Krypton MULTI Total Chlorine Measuring System Three Parameter - Chlorine/pH/Temperature 110 V, 5 4-20 mA Outputs, PID controll Includes: Neon MULTI Controller, Touch Screen, Configurable Argon Stabiflow Flow Controller 30L/Hr. Zirkon FTG Flow Monitor Zircon Total Chlorine Sensor Zircon pH Sensor  Featuring: 5 mA Outputs PID Control List Price \$6,195.00	1	\$5,498.25	\$5,498.25
			<b>TOTAL</b>	<b>\$5,498.25</b>

Special Notes: Customer provided data for system configuration.

Lead Time: 1-2 Weeks

Est. Freight: Not Included

**Thank You**  
Phillip Maffei

\*\*All prices are in U.S. Dollars.

\*\*Standard Ryan Process Terms: See Attached

\*\*Credit card payments require a 5% handling fee. We accept Visa and Mastercard

\*\*Standard Ryan Process Terms: See Attached

\*\*UNLESS OTHERWISE STATED Freight and Sales Taxes not included in pricing.

**RYAN PROCESS, INC**  
**TERMS AND CONDITIONS QUOTE # SC072020PM**

**1.) CONDITIONS OF SALE:** Purchaser's purchase order or quotation shall be subject only to the terms and conditions ("T&C") set forth herein, which shall supersede any purchase order, acknowledgement or other form by Purchaser. Any contrary terms and conditions of Purchaser shall not bind Ryan Process, Inc. ("Ryan") unless accepted by Ryan in writing.

**2.) TERMS OF PAYMENT:** 25% with order, 45% prior to shipping, balance net 30 days for orders over \$5,000.00. Credit Card Payments are charged a 5% convenience fee on entire invoice including sales tax, freight and product. All freight invoices billed separately are due upon receipt of invoice.

**3.) COLLECTION, APPLICABLE LAW & VENUE:** Purchaser shall pay Ryan all costs of collection including, but not limited to, collection service's cost, attorney's fees, and litigation costs. Any action arising out of, or relating to these T&C shall be governed by the law of the state of California and shall be brought solely in Contra Costa Superior Court.

**4.) TAXES:** Ryan Process is a distributing seller and accordingly taxes are not included unless separately stated as such. Any sales, use, excise or similar tax payable by Ryan Process which is or may be imposed by any taxing authority pursuant to these T&C, shall be added to the sales price. Purchaser agrees to reimburse and indemnify Ryan Process for any sales tax assessed as a result of Purchaser's failure to notify Ryan Process that the purchase is for retail.

**5.) RETENTION FEES:** Purchaser acknowledges and agrees that Ryan Process shall not be subject to any retention and/or holdback unless separately negotiated and accepted in writing, prior to the issuance of any purchase order. In no event shall retention be (1) held more than 60 day after shipment, (2) applied to sales tax and/or shipping costs.

**6.) LIMITATION OF LIABILITY:** Ryan Process, Inc. no implied and/or express warranties or fitness for a particular purpose. Purchaser waives any right to claim consequential, delay, or liquidated damages. In no event shall Ryan Process be liable for greater than the amount of purchase.

**7.) TIME OF POSSESSION:** Buyer shall take possession of the equipment FOB Factory and shall inspect and accept it for payment upon receipt. Claims for damage in transit shall be made directly by Buyer to Freight Company.

**8.) DELIVERY & PERFORMANCE:** Ryan Process is a distributing representative and limited by the performance of its suppliers. Supplies generally deliver, but Ryan Process, Inc. does not warrant or otherwise guarantee that delivery will occur, as follow:

- a. SUBMITTALS: 2-3 weeks following acceptance of signed Purchase Order
- b. EQUIPMENT SHIPMENT: \_\_\_\_\_ weeks following receipt of approved submittal.

**9.) WARRANTY CLAIMS:** The supplier and/or manufacturer of any product supplied by Ryan Process, Inc. may provide a warranty which shall be Purchaser's sole warranty.

**10.) DESIGN SPECIFICATIONS:** Ryan Process, Inc. has relied upon the specifications provided by Purchaser in providing quotations, services and goods. Ryan shall not be liable for omissions, lack of notifications, compliance with laws or codes, or lack of clarity of specifications, drawings and/or requirements by Purchaser, designer, architect, engineer and/or others. Good faith efforts will be made by Ryan Process, Inc. to interpret the specifications. The submittal of a purchase order by Purchaser represents and warrants that Purchaser has confirmed with the owner or its designated representatives that the quotation and/or purchase order meets all required specifications, including those of the supplier and/or manufacture.

**11.) CONFIDENTIALITY:** Manufacturer may require Buyer or Owner to sign a confidentiality agreement prior to release of any proprietary information including drawings and calculations.

**12.) MATERIAL RETURNS:** Buyer may not return any material without express written authorization and upon terms and payment of any applicable restocking charges up to 100% of the purchase price.

**13.) ACCEPTANCE OF TERMS AND CONDITIONS:** Purchaser by either (1) execution, or (2) submitting a purchase order, agrees to be bound by these Terms & Conditions. Any purchase order or contract shall incorporated our proposal and terms. Any changes shall be negotiated prior to any order acceptance.

**PETERSON**



April 16, 2021

**SEWERAGE COMMISSION**  
**##TRACTOR ACCOUNT##**  
P O BOX 1350  
OROVILLE  
California

Attention: GLEN STURDEVANT

**RE: Quote 190998-02**

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Model: WT-SSL Work Tools

**MACHINE SPECIFICATIONS**

BROOM, PICKUP, BP118C

448-5690

KIT, GUTTER BRUSH, C-SERIES

452-4150

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<b>SELL PRICE</b>	<b>\$8,884.19</b>
<b>NET BALANCE DUE</b>	<b>\$8,884.19</b>
<b>SALES TAX (7.25%)</b>	<b>\$644.10</b>
<b>AFTER TAX BALANCE</b>	<b>\$9,528.29</b>

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**WARRANTY**

Standard Warranty: 12 Month, Unlimited Hours Standard Warranty

F.O.B./TERMS: Chico

Accepted by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Signature

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Travis Boyan  
Machine Sales Representative  
Peterson CAT  
(530) 990-0961  
TLBoyan@petersoncat.com





March 11, 2021

Quotation #032122

Mr. Mikah Salsi  
Sewerage Commission – Oroville Region  
P.O. Box 1350  
Oroville, CA 95965

**Re: Equipment Testing and Cleaning**

Mr. Salsi:

As a result of your recent request, we are pleased to submit this quotation for your consideration:

**H.A.R.T. High-voltage will provide Supervision, Field Technicians, Tools, Calibrated Test Equipment and Test Data to perform the following:**

**I. Equipment to be Serviced**

**Item A:**

- 1 each 480V, 1600A Switchboard Assembly (PB-1)
- 3 each ABB K1600S, 480V, 1600AF Draw-Out Circuit Breakers (Main, Tie, Generator)
- 6 each ABB K600S, 480V, 600AF Draw-Out Circuit Breakers (MCC-1, 2A, 2B, 3A, 3B, Spare)
- 1 each 480V, 1600A Automatic Transfer Switch

**Item B:**

- 5 each 480V Motor Control Centers

**II. Procedures**

**Switchgear and MCC Assemblies**

**1. Visual and Mechanical Inspection**

1. Inspect physical, electrical, and mechanical condition including evidence of moisture or corona.
2. Inspect anchorage, alignment, grounding, and required area clearances.
3. Clean the unit.
4. Inspect bolted electrical connections.
5. Confirm correct operation and sequencing of electrical and mechanical interlock systems.
  1. Attempt closure on locked-open devices. Attempt to open locked-closed devices.
  2. Make key exchange with all devices included in the interlock scheme as applicable.
6. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
7. Verify correct barrier and shutter installation and operation.

8. Exercise all active components.
9. Inspect mechanical indicating devices for correct operation.
10. Verify that filters are in place and/or vents are clear.
11. Perform visual and mechanical inspection of instrument transformers.
12. Inspect control power transformers.
  1. Inspect for physical damage, cracked insulation, broken leads, tightness of connections, defective wiring, and overall general condition.
  2. Verify correct functioning of drawout disconnecting and grounding contacts and interlocks.

### **Circuit Breakers, Air, Low-Voltage Power**

1. **Visual and Mechanical Inspection**
  1. Inspect physical and mechanical condition.
  2. Inspect anchorage, alignment, and grounding.
  3. Verify that all maintenance devices are available for servicing and operating the breaker.
  4. Prior to cleaning the unit, perform as-found tests, if required.
  5. Clean the unit.
  6. Inspect arc chutes.
  7. Inspect moving and stationary contacts for condition, wear, and alignment.
  8. Verify that primary and secondary contact wipe and other dimensions vital to satisfactory operation of the breaker are correct.
  9. Perform all mechanical operator and contact alignment tests on both the breaker and its operating mechanism in accordance with manufacturer's published data.
  10. Inspect bolted electrical connections for high resistance.
  11. Verify cell fit and element alignment.
  12. Verify racking mechanism operation.
  13. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
  14. Record as-found and as-left operation counter readings, if applicable.
2. **Electrical Tests**
  1. Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with the circuit breaker closed, and across each open pole. Apply voltage in accordance with manufacturer's published data.
  2. Perform a contact/pole-resistance test.
  3. Determine long-time pickup and delay by primary current injection.
  4. Determine short-time pickup and delay by primary current injection.
  5. Determine ground-fault pickup and delay by primary current injection.
  6. Determine instantaneous pickup current by primary current injection.
  7. Perform minimum pickup voltage test on shunt trip and close coils.
  8. Verify correct operation of auxiliary features such as trip and pickup indicators, zone interlocking, electrical close and trip operation, trip-free, antipump function, and trip unit battery condition.
  9. Reset all trip logs and indicators.
  10. Verify operation of charging mechanism.

### **Automatic Transfer Switches**

1. **Visual and Mechanical Inspection**
  1. Inspect physical and mechanical condition.
  2. Inspect anchorage, alignment, grounding, and required clearances.
  3. Clean the unit.

4. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
  5. Verify that manual transfer warnings are attached and visible.
  6. Verify tightness of all control connections.
  7. Inspect bolted electrical connections.
  8. Perform manual transfer operation.
  9. Verify positive mechanical interlocking between normal and alternate sources.
2. **Electrical Tests**
1. Perform a contact/pole-resistance test.
  2. Perform an insulation resistance test phase to phase and phase to ground.

### III. Client Responsibilities

- Supply all necessary electrical drawings and manuals of items to be tested. If you are unable to locate drawings or manuals, please contact our office as soon as possible for assistance.
- Provide qualified electrician to work with HART technicians, as required by the job or local union rules to assist in set up and teardown.
- Provide qualified personnel to identify equipment to be tested/repared, perform all switching (de-energize and energize) and grounding functions.
- Provide forklift to unload/load high-current test set from truck.

### IV. Estimated Price

Item A.           \$ 7,058.00 (M-F, Straight Time) (Includes Generator Rental)  
Item B.           \$ 2,968.00 (M-F, Straight Time)

**\*Standby time for switching will be billed at time and material rates.**

*Note: Acceptance of quotation constitutes acknowledgement of client responsibilities and clarifications as set forth in quotation.*

Pricing excludes any bonds, fees, permits, and/or owner-controlled insurance programs that are project related. If an OCIP is required, a separate proposal will be submitted to cover the additional insurance costs.

HART High-voltage Apparatus Repair and Testing is extremely proud of its reputation in the electrical testing and repair business. Our reputation is a result of dedicated technicians, a professional approach to job performances, and quality documentation upon completion of our tasks.

Should you have any questions regarding our qualifications or would like to contact any of our satisfied clients, please do not hesitate to contact our office.

Sincerely,

Michael Sannar  
Business Development



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

April 30th, 2021

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

Dear Glen,

This progress report for engineering services related to the Wastewater Treatment Plant Upgrade Design and General Consulting covers work performed from February 27<sup>th</sup> to April 2nd, 2021. Our invoices for services performed during this period have are provided in the associated email.

Work performed during this period includes the following:

- General Consulting
  - Developed Oroville Heights capacity study
  - Developed Hampton Inn capacity study
- TO 29 – Auxiliary Influent Pump Station Bid Docs
  - Kicked off revised IPS design
  - Included new components in design
  - Revised drawings and specifications for 2021 standards, naming, staff
  - Developed draft set of bid documents for quality control review
  - Expenses from visit to SC-OR to meet with screen vendor
- On-going project management and administrative tasks

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

Regards,

*Ted Couch*

Ted Couch, P.E.  
Project Manager



May 13, 2021

Glen Sturdevant, Manager  
Sewerage Commission - Oroville Region  
P.O. Box 1350  
Oroville, CA. 95965

Re: Late 2020 Commissioner Appointment

Dear Glen,

At the May 2021 Lake Oroville Area Public Utility District regular board meeting, Angie Mastelotto was appointed as SC-OR Commissioner for the remainder of the 2020 appointment year. Director Fairbanks will remain on the commission and was appointed the voting member.

Thank You,

Lake Oroville Area Public Utility District

A handwritten signature in blue ink, appearing to read "Scott McCutcheon".

Scott McCutcheon  
General Manager

# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Mikah Salsi

*May 26, 2021*

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

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

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

SC-OR staff has been in talks with Graphic Packaging, Inc. (GPI) [located at the airport complex] about an industrial connection. The Plant Manager and Supervisor met with Graphic Packaging this month to discuss their process. Graphic Packaging is looking to discharge their boiler blowdown water to SC-OR. This process is a closed loop system that uses heated water to heat a rolling drum on their paper conveyer, which heats up the paper board as needed for their manufacturing process. The Water is recirculated back to the boiler in a closed loop fashion. Twice a day they drain the water at shift changes to prevent hard water scaling and buildup of other impurities in the boiler.

GPI is preparing to sample their wastewater to determine what kind of pollutant loading they will be sending to SC-OR for the application process. Once the sampling is completed and the application has been deemed complete, our engineers will review the application to determine if SC-OR can treat GPI's industrial wastewater. If the wastewater can be treated by SC-OR, and our engineers approve the process, a permit with conditions will be drafted and issued to GPI.

# Sewerage Commission - Oroville Region

## Monthly Flows Report -

### Apr-21

<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>	67.279	2.243	5.20	4/26/2021
<b>Lake Oroville Area P.U.D.</b>	21.485	0.716	1.3	4/4/2021
<b>Thermalito Water and Sewer City of Oroville</b>	11.163	0.372	1.10	4/25/2021
	34.631	1.154	3.24	4/24/2021

*Septage Pumps* 0.1207 Million Gallons/Month

*Monthly Rainfall* 0 Total Inches/Month