

Manager's Report

**To the SC-OR Commissioners by Glen Sturdevant
on February 22, 2024**

Operations & Maintenance

We had a violation in total coliform this month due to adverse weather conditions affecting the disinfection process. There will be no fine or disciplinary actions levied on SC-OR because of how infrequently we have results out of our permissible limits. We are preparing to pull our quarterly samples in March.

Influent Pump Station

All equipment has been installed and contractor tested, and we are now waiting on one more round of testing and validation by Tesco (Vendor). Once that is complete we will be fully operational on the new influent pump station.

Rate Study Adoption

We are asking the board to officially adopt the Rate Study and the accompanied rate structure to be implemented on July 1, 2024. The implementation is pending the successful Proposition 218 hearings to be conducted in May by the JPA members (LOAPUD, TWSD, City of Oroville). This will set the sewer service rates for the entire regional system for the next 5 years.

SC-OR's Future

NorthStar Engineering has completed the surveying, property description and Parcel Map for the RCPS property purchase. The paperwork has been filed with the county for adoption.

We have been given a draft copy of the subrecipient agreement with Butte County for the funding that SC-OR is receiving for Phase 1 of the plant upgrade. We will have the official agreement for the board to adopt at the March meeting.

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

(Held at the Commission office on January 23, 2024 at 5:00 p.m.)

1. Call to Order ❖

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

2. Roll Call ❖

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

3. Salute to the Flag ❖

Vice-Chair Pittman led the commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

None

5. Board Meeting Minutes of the Regular Meeting held on December 19, 2023 ❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and second by Commissioner Salvucci, the minutes of the December 19, 2023 regular meeting were unanimously approved.

6. Authorization of Warrants ❖

Commissioner Mastelotto met with Manager Sturdevant and reviewed the warrants earlier, and having found everything to be in order made a motion for their approval. The motion was seconded by Commissioner Koch. Warrants 28564-28623 in the total amount of \$186,668.53 from December 20, 2023 to January 23, 2024, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

7. Fiscal Reports ❖

Manager Sturdevant stated the fiscal reports for December 2023 were in the packets for review. There were no questions expressed and nothing further to report.

8. Closed Session ❖

The Commissioners adjourned to closed session at 5:04 pm. Meghan Wharton from Colantuono, Highsmith & Whatley was in attendance. The closed session reconvened to open session at 5:23 pm. There was nothing to report, and information was received.

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

Manager Sturdevant reported that SC-OR funds are invested in the Local Area Investment Fund (L.A.I.F.) per board action, which pays a better interest than banks. This Resolution brings the annual authorization for investment to the Commission for approval.

A motion was made by Commissioner Koch to adopt Resolution 01-24, (Investments of SC-OR Monies in L.A.I.F.). The motion was seconded by Commissioner Salvucci, and passed by the following vote: Pittman – Yes, Koch – Yes, Mastelotto – Yes.

10. Contract with NorthStar Engineering for Boundary and Topo Survey, and New Parcel Plat and Legal APN 030-212-046 ❖

Manager Sturdevant stated that this contract is for the property purchase for the Ruddy Creek Pump Station. The property needs to be surveyed to move forward with the pump station rebuild, as well as completion of the legal description so that we can legally acquire the property. The cost of the contract for these services with NorthStar Engineering will not exceed \$15,000.00.

A motion was made by Commissioner Salvucci to approve the contract with NorthStar Engineering for an amount not to exceed \$15,000.00 for Boundary and Topo Survey and New Parcel Plat and Legal APN 030-212-046. The motion was seconded by Commissioner Mastelotto, and passed by the following vote: Pittman – Yes, Koch – Yes, Mastelotto – Yes.

11. General Services Contract with Coleman Engineering ❖

Manager Sturdevant reported we have a general services contract with Jacob's Engineering, and we use them for in-plant engineering purposes where we need institutional knowledge. Coleman's rates are quite a bit cheaper than Jacob's, so he would like to have a contract with them to use when we just have simple engineering needs.

Commissioner Salvucci made a motion to approve a contract with Coleman Engineering for general services for an amount not to exceed \$20,000.00. The motion was seconded by Commissioner Koch, and passed by the following vote: Pittman – Yes, Koch – Yes, Mastelotto – Yes.

12. Attorney's Report ❖

Attorney Jones had nothing more to report than what was said in closed session.

13. Manager's Report ❖

Manager Sturdevant reported that we are getting ready to pull quarterly samples in the near future. We had some issues with the rain; we had operators here the last couple of nights, and we went over normal flows where we are comfortable leaving the plant unmanned.

The progress report on the influent pump station is that all of the equipment is installed, and we are in the process of squaring up the integration. We recently realized that Jacobs is not bringing into the plant what we think is minimum mandatory signals for running (i.e. alarms, information, etc.). We have asked for changes; we are hoping to do this within the remaining budget, but there may be a change order.

We have submitted our funding application to the State for phase 1 of the upgrade project. The environmental report has been reviewed and commented on by the State, and the County is now reviewing the public notice, and hoping to send it out this week so it can be included on the Butte County Supervisor's Board Meeting Agenda in February.

Commissioner Mastelotto asked Manager Sturdevant if our employees had gone to the 4/10 work schedule, and how that was going. He responded that we are on that schedule, and have had some hiccups, but are learning as we go. It seems more work is getting done and the employees love it.

14. Visitor Comments ❖

None

15. Commissioner and Staff Comments ❖

Commissioner Koch asked about the Feather River flow meter. Manager Sturdevant responded that we just paid \$10,000 for a new ABB controller, and it is already out. Neither Telstar or Aqua Sierra have the equipment needed to fix it. Telstar is supposed to be at the plant on February 20th, and will have someone from ABB technical services on the phone to try to figure out what is going on with it. We are getting to the point of considering sending the ABB flow meter back for a refund and installing a Westinghouse flow meter.

Vice-Chair Pittman reported that DWR had contacted him to let him know they have activated their monitoring crews, and if the next storm comes in with substantial rain, they will probably open the spillway.

Vice-Chair Pittman also said that in discussions with California Water Service (Cal Water), the City is probably going to move forward with the fluoridation issue. He also found out that two of Cal Waters' wells in Oroville were shut down because of PFAS (micro-plastics). Manager Sturdevant said that SC-OR has issued Cal Water a P-2 permit on their well system. They can dump raw well water into the sewer system, but any water trapped in their filter system has to be disposed of elsewhere. Vice-Chair Pittman said that Cal Water is ahead of the EPA in confronting this.

16. Adjournment ♦

There being no further business, the meeting was adjourned at 5:42 p.m. to the regular meeting scheduled for February 27, 2024 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

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

DESCRIPTION	Adopted Budget 2023/24	Expended This Month	Expended Through 01.31.2024	Balance of Funds Remaining	Time Left 42%
SALARIES & WAGES	997,600	72,290.75	513,272.26	484,327.74	49%
EMPLOYEE BENEFITS	717,922	35,649.73	478,432.23	239,489.77	33%
COMMISSIONERS' FEES	43,200	3,600.00	25,200.00	18,000.00	42%
CMSNRS FICA & MEDICARE	3,305	275.40	1,927.80	1,377.20	42%
GAS, OIL & FUEL	30,000	612.17	6,531.20	23,468.80	78%
INSURANCE	120,000	2,036.70	126,208.39	(6,208.39)	-5%
MEMBERSHIPS	10,000	98.00	10,027.84	(27.84)	0%
OFFICE EXPENSES	10,000	513.99	4,208.53	5,791.47	58%
OPERATING SUPPLIES	345,000	19,321.01	124,000.31	220,999.69	64%
PROFESSIONAL SERVICES	160,000	10,025.00	110,202.61	49,797.39	31%
PRINTING & PUBLICATIONS	3,000	0.00	847.00	2,153.00	72%
REPAIRS & MAINTENANCE	125,000	15,158.17	85,329.65	39,670.35	32%
BIOSOLIDS DISPOSAL	40,000	3,150.00	36,560.85	3,439.15	9%
MONITORING & COMPLIANCE	100,000	2,167.58	94,625.80	5,374.20	5%
TRAINING & MEETINGS	20,000	856.25	13,531.45	6,468.55	32%
UTILITIES	652,150	56,220.19	336,842.27	315,307.73	48%
TOTAL OPERATING	3,377,177	221,974.94	1,967,748.19	1,409,428.81	42%
Engineering Fees	0.00				
Legal Fees	10,025.00				
Accounting & Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>10,025.00</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2023/2024

DESCRIPTION	Received This Month	Received Through 01.31.24	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	736,579.24	1,040,517.10	1,040,517.10			0.00		
SEPTAGE DUMPERS	12,390.56	70,026.34	70,026.34					
EX. PEAK FLOWS	0.00	0.00	0.00			0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	214.65	151,753.81	151,753.81					
RFC CHARGES *	-16,528.62	3,385.38				3,385.38		
INTEREST		324,796.79	131,801.65	15,704.27	82,511.07	94,612.64	0.00	167.16
RCA (Regulatory & capital a	562,370.00	1,128,300.00			1,128,300.00			
WCRF	38,241.16	76,724.40		76,724.40				
TOTALS	1,333,266.99	2,795,503.82	1,394,098.90	92,428.67	1,210,811.07	97,998.02	0.00	167.16

*The RFC deduction is due to the City collecting and paying connections fees on a business that was already established, for which we had to reimburse them. We also received payment for an ADU of \$3,385.38 from LOAPUD.

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

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	7,214,794.29	7,042,009.27	7,078,012.35	7,660,430.64	7,503,478.54	7,392,187.21	8,143,895.33	0.00	0.00	0.00	0.00	0.00
Cash - Restricted												
WCRF	812,806.77	812,806.77	804,905.67	843,388.91	843,388.91	851,902.32	886,698.48					
R&CA	4,000,212.02	4,000,212.02	4,036,269.13	4,602,199.13	4,602,199.13	4,648,653.09	5,211,023.09					
Cap. Outlay	5,098,836.17	5,084,730.57	4,760,575.28	4,638,504.57	4,637,295.32	4,644,056.03	4,616,241.64					
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00					
Fines&Pen	8,739.21	8,739.21	8,817.83	8,817.83	8,817.83	8,906.37	8,906.37					
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	17,895,179.73	17,845,705.02	19,166,764.91	0.00	0.00	0.00	0.00	0.00
INTEREST ALLOCATED:												
Unrestricted			62,661.48			69,140.17						
Reserve/WCRF			7,190.86			8,513.41						
Reserve/CO			45,207.46			46,453.96						
Reserve/M&O			0.00			0.00						
Reserve/F&P			78.62			88.54						
Reserve/RCA			36,057.11			49,405.18						
CONSISTING OF:												
Checking Account	1,201,582.65	49,692.03	38,578.92	1,333,339.74	45,178.39	285,703.68	1,433,162.31					
L.A.I.F. Account	16,233,805.81	17,198,805.81	16,950,001.34	16,720,001.34	17,850,001.34	17,560,001.34	17,733,602.60					
TOTAL CASH	17,435,388.46	17,248,497.84	16,988,580.26	18,053,341.08	17,895,179.73	17,845,705.02	19,166,764.91	0.00	0.00	0.00	0.00	0.00
% of Funds Invested	93.11%	99.71%	99.77%	92.61%	99.75%	98.40%	92.52%					

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2024

BALANCE PER BANK

Ending Balance on Bank Statement	31-Jan-24	1,457,149.90
Less Outstanding Warrants		(23,987.59)
Equals Adjusted Bank Balance at	31-Jan-24	<u>1,433,162.31</u>

BALANCE PER BOOKS

Beginning Prior Checkbook Balance	1-Jan-24	<u>285,703.68</u>
Deposits		1,354,009.55
Less Warrants Written		(157,752.07)
Less Net Payroll Warrants		(48,798.85)
Equals Adjusted Checkbook Balance	31-Jan-24	<u>1,433,162.31</u>



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

February 9, 2024

Subject: Progress Report – General Consulting, Upgrade Design, Ruddy Creek Pump Station

Dear Glen,

This progress report for engineering services related to General Consulting and Upgrade Design covers work performed from October 28 through December 29, 2023. Our invoices for services performed during this period is attached.

Work performed during this period includes the following:

- TO 20 – General Consulting
 - Bi-weekly check-in calls
 - Analysis, cost estimate of sludge and emergency pond lining
 - On-going project management and administrative tasks

- TO 34 – WWTP Upgrade Final Design
 - Completion of Phase 1 cost estimate
 - 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

Environmental Compliance Report

To the SC-OR Commissioners and Staff from Kendra Morgan

February 28, 2024

INDUSTRIAL PRETREATMENT PROGRAM

INSPECTIONS

The dischargers submitted their monthly flow reports for January 2024. All dischargers and lines appear to be in compliance with their permits.

ENFORCEMENT

There are no enforcement items to report.

ACTIVITIES

ELAP completed the on-site assessment in one day on January 18, 2024. We are now waiting for the assessment report so that we can make any comments or changes that are necessary.

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

