

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

(Held at the Commission office on May 26, 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 Mastelotto 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, staff and guests in the salute to the flag.

4. Acknowledgment of New Commissioner ❖

The Board welcomed new commissioner, Angie Mastelotto, who was appointed by the LOAPUD board.

5. Acknowledgment of Visitors ❖

Ted Couch and Jeff Collins of Jacobs Engineering, and Chad Coleman of Coleman Engineering.

6. Board Meeting Minutes of the Regular Meeting held on April 28, 2021.❖

Upon motion by Commissioner Reynolds to approve the minutes of the meetings, and second by Commissioner Fairbanks, the minutes of the April 28, 2021 meeting were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Reynolds met with Manager Sturdevant and reviewed the warrants, and having found everything to be in order made a motion to approve warrants 26728-26794 in the total amount of \$240,065.84 from April 29, 2021 to May 26, 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.

At the Request of Commissioner Reynolds, the board addressed item 13 at this time.

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

Manager Sturdevant said that we needed to remove past Manager Koch as the primary principal of our Intuit account, and make himself the primary principal and keep Lauri Pittman the secondary principal.

A motion was made by Chairman Hatley to change the Primary Principal of our Intuit Account (QuickBooks) to current Manager Glen Sturdevant, and keep Secondary Principal as Administrative Assistant Lauri Pittman. The motion was seconded by Vice-Chair Pittman, and passed by the following votes: Reynolds – Aye, Hatley – Aye, Fairbanks – Aye.

Chairman Hatley moved to address item 14 at this time.

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

Manager Sturdevant said that the State of California expanded its eligibility list of who one can take Family Medical Leave to care for, and we updated our policy to match the changes.

A motion was made by Commissioner Reynolds to update policy 2530 to include the changes to the California Family and Medical Leave Act. The motion was seconded by Vice-Chair Pittman, and was approved by unanimously consensus.

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

Manager Sturdevant stated that under the current policy, if we were to have an emergency meeting we must notify in the local newspaper, which is outdated and very expensive. We now put notices on our website, so we are no longer required to notify the newspaper.

A motion was made by Chairman Hatley to update policy 2910 to update the manager’s absence procedures. The motion was seconded by Commissioner Reynolds, and was approved by unanimously consensus.

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) ❖

Manager Sturdevant stated this is an annual resolution and policy to look at septage rates. We did not change the septage rates again this year, and are bringing this resolution and policy for adoption leaving the rates as is.

A motion was made by Commissioner Reynolds to adopt Resolution 06-21 and update policy 7400, which establishes the septage processing charge reserve in the unrestricted account and yearly review as a part of the sewer service charge. The motion was seconded by Commissioner Latulippe, and was approved by unanimous consensus.

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

Ted Couch, Project Manager of Jacobs Engineering introduced himself and Jeff Collins, the Northern California Lead for Construction Management Services for Jacobs. Jacobs has a long history with SC-OR They are the design engineer for the influent pump station project, so they know the design and what SC-OR needs during construction. It is important that the pump station is built to go hand-in-hand with the upgrade project. He feels they are in the best position to provide the engineering services since they have all of the knowledge of the project. They have ideas of where to save costs during the project.

Commissioner Reynolds asked Mr. Couch how often they would submit billings. Mr. Couch said they generally submit billings monthly along with records of hours worked, but are flexible as to how often they can present the billing and working hours.

Chad Coleman of Coleman Engineering spoke and said that the grant agreement that SC-OR obtained requires a fulltime resident engineer to be onsite. He believes there are areas where money can be saved on Construction Management. He said four of the six plan holders were referred by their firm, and are very good contractors. Coleman Engineering's scope of work is built to save SC-OR money.

Commissioner Pittman asked about the timeline for this project. Mr. Coleman said it is expected to be a year project. Mr. Couch of Jacobs agreed.

Commissioner Fairbanks asked of Mr. Coleman the same question that was asked of Mr. Couch regarding billing. Mr. Coleman responded that their billing is similar to Jacobs, and they are happy to accommodate their clients' requests. He said there will also be a journal kept during the project.

Manager Sturdevant said that he has worked with Mr. Couch for a few years, and is very happy with their work. Coleman Engineering comes very well recommended, and his research proves they are well regarded. His recommendation would be to go with Jacobs, because being the design engineer, he feels it would be a seamless transition. He doesn't think SC-OR will lose with either firm.

Chairman Hatley asked Attorney Huber about his recommendation of Coleman Engineering. Attorney Huber stated he has known Chad Coleman and his firm for at least a decade. He said after the last meeting the board asked for additional quotes. He said he would not recommend someone unless he would use them himself. He believes they will value engineer everything they do, are smaller, and hard working.

Manager Sturdevant reported that he also received a scope of work from Carollo Engineering today at around noon. He did not have the time to review it thoroughly, but it does not seem to be apples to apples, which is why he did not present it at this meeting. Commissioner Reynolds asked if there had been a deadline for the submission of the proposals, and Manager Sturdevant stated that he had asked the engineers to have them submitted by last Friday so they could be included in the packet.

A motion was made by Commission Reynolds to award the Construction Management and Engineering Services Contract for the Influent Pump Station Project to Coleman Engineering. The motion was seconded by Commissioner Fairbanks, and passed by the following vote: Reynolds – Aye, Hatley – Aye, Fairbanks – Aye.

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

Manager Sturdevant said that these are the design features that were discussed at the last meeting totaling approximately \$81,700. He had Jacobs include the construction costs per commission direction for an estimated total of \$919,000, but he is only asking for the engineering costs to be voted on tonight. He has once again prioritized the features he would like to have completed in the upgrade, and the commission can choose any or all for completion.

A motion was made by Chairman Hatley to approve amendment no 3 to task order #34 for all of the design features in the plant upgrade, which was seconded by Commissioner Fairbanks, and approved by unanimously consensus.

15. Auxiliary Pump Station Third pump ❖

Manager Sturdevant reported that the purchase of a third pump had been approved in prior meetings with the previous manager and with him. This pump will be crucial, as it will be used during the auxiliary pump station project as the auxiliary pump. It will be portable for use as a multi-use tool in our district. He was able to get the cost of the new pump down with the help of past commissioner Kuehner, for an approximate savings of \$15,000. The cost of the new pump will be for an amount not to exceed \$75,000.

A motion was made by Chairman Hatley to approve the purchase of the third auxiliary pump for an amount not to exceed \$75,000. The motion was seconded by Commissioner Reynolds, and was approved by unanimously consensus.

16. New Zero CL2 Probe and Analyzer ❖

Manager Sturdevant reported that at certain times in the year during the process of removing ammonia from the plant, a chemical process happens and creates nitrites. Nitrites take five parts of chlorine to treat one part of nitrite, so it increases costs, and our current analyzer cannot distinguish between nitrites and chlorine, so it gives a false reading of chlorine, when it is actually picking up nitrites. The new probe does not get affected by nitrites. This will save SC-OR in two ways: 1) It will reduce callouts for these false readings, and 2) It will save us from having to explain to the State Regional Water Quality Control Board that these are false chlorine readings. We have a second chart that reads positive SO₂—you cannot have chlorine if you have position SO₂—but if this second chart ever stops working and our analyzer confuses nitrites for chlorine, we can be fined by the State because we have no proof we are not in violation.

A motion was made by Commissioner Reynolds to approve the purchase of the Zero CL2 Probe and Analyzer for an amount not to exceed \$5,500. The motion was seconded by Commissioner Latulippe, and was approved by unanimously consensus.

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

Manager Sturdevant stated that this maintenance has not been done for over ten years, but is recommended to be done every five years. This is preventative maintenance on all of our 1600-amp breakers and switch gear for the generator, for which our staff is not qualified nor certified to do. This is a safety issue that needs to be done now.

A motion was made by Chairman Hatley to approve Hart High Voltage Electrical to perform the charging, rewinding and cleaning of the high voltage breakers and switch gears for a cost not to exceed \$10,000. The motion was seconded by Commissioner Latulippe, and was approved by unanimously consensus.

18. Pickup Broom Attachment for Track Loader ❖

Manager Sturdevant said that this pickup broom attachment will prevent damaging the blacktop while scraping with the track loader blade. To reline those ponds will be a major cost, and this attachment will help extend the life of the pond blacktop.

A motion was made by Vice-Chair Pittman to approve the purchase of a pickup broom attachment for the track loader for a cost not to exceed \$10,000. The motion was seconded by Commissioner Reynolds, and was approved by unanimously consensus.

19. Attorney's Report ❖

Nothing to report.

20. Manager's Report ❖

Manager Sturdevant reported that a pre-bid walkthrough meeting was held at our plant last week with the six plan holders.

21. Visitor Comments ❖

None

22. Commissioner and Staff Comments ❖

Plant Supervisor Salsi reported that SC-OR is still working with Graphic Packaging to connect as an industrial user to the plant. They have completed an application and hired a lab to begin the preliminary testing for their application. Once their application is submitted, we will do an internal review and submit it to our engineers to be sure we can treat their water.

The Commissioners welcomed Ms. Mastelotto to the Commission.

Commissioner Pittman stated that the Feather River Bluffs' structures have been all sold. We have a wave of new homes coming.

Chairman Hatley said he is hopeful for a good working relationship between Coleman Engineering and Jacobs Engineering.

23. Closed Session

The Board adjourned to Closed Session at 6:47 p.m. and reconvened at 7:12 p.m. During closed session the evaluation of the manager was discussed and no action was taken.

24. Adjournment

There being no further business, the meeting was adjourned at 7:12 p.m. to the next regularly scheduled meeting of June 23, 2021.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK