

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

(Held at the Commission office on March 24, 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, Environmental Compliance Manager Salsi and Temporary Assistant to the Manager Sousa.

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 February 24, 2021.❖

Upon motion by Commissioner Kuehner to approve the minutes of the meetings, and second by Vice-Chair Pittman, the minutes of the February 24, 2021 meeting were unanimously approved.

6. Employee Safety Meeting Minutes (March 12, 2021).❖

Manager Sturdevant said that one of our newest operator's, Chis Wright, has heavy equipment experience, so he led the employee safety meeting on heavy equipment safety. A motion was made by Chairman Hatley, seconded by Commissioner Fairbanks, the minutes of the March 12, 2021 meeting were unanimously approved.

7. Authorization of Warrants ❖

Chairman Hatley met with Manager Sturdevant and reviewed the warrants, and having found everything to be in order made a motion to approve warrants 26626-26668 in the total amount of \$179,607.93 from February 22, 2021 to March 24, 2021, including Commissioner fees and electronic fund transfers. The motion was seconded by Commissioner Kuehner, and the warrants were unanimously approved and ordered paid.

8. Fiscal Reports ❖

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

Chairman Hatley moved item #11, Contract Scope Adjustment No. 1 for Funding Research and Application Work Done by Provost and Pritchard, to be Discussed and Considered at this time. See notes under Item #11.

9. Jacobs General Consulting Services, T.O. #36, WIFIA Funding Search ❖

Manager Sturdevant recommends that we wait on addressing this until we make a decision on the Provost and Pritchard issue (item #11). A lot of the work that will be done on the WIFIA is the same as the work that has been done on the SRF application. Chairman Hatley asked what the funding would be for. Manager Sturdevant said that the funding would be for the same project as the SRF funding, but WIFIA funding is much quicker than the SRF funding. The City of San Mateo has been on the approved SRF funding list for five years and still has not received any funding. WIFIA funding only provides 49% of the project cost, but the turn-around time for funding is about 1½ years. It was Board consensus that we table item #9 until a decision is made on item #11. This item will also be addressed at the special meeting.

10. General Consulting Services Contract Amendment with Jacobs General Consulting Services (T.O. #20) for an Amount Not to Exceed \$20,000. ❖

Manager Sturdevant stated that Jacobs is used for in-house engineering projects, such as capacity studies. This is an account for non-specific engineering costs. Vice-Chair Pittman said that when monies are spent on engineering items, we need to inform the Commissioners what account the monies are coming from.

A motion was made by Vice-Chair Pittman to approve the amendment to the general consulting services contract with Jacobs Engineering for an amount not to exceed \$20,000. The motion was seconded by Chairman Hatley, and passed by unanimous consent.

11. Contract Scope Adjustment No. 1 for Funding Research and Application Work done by Provost and Pritchard ❖

Manager Sturdevant said he spoke with Ken Shuey to try to get better information on what Provost and Pritchard (P&P) spent the extra money on that he is requesting. Ken stated he had attended meetings to research funding at the direction of the Board. Manager Sturdevant said he was unable to find in past minutes where he was directed to attend various meetings. We have received the environmental documents this month from Ken that are needed for the application. Ken is approximately 85% complete with this project. He has not input much of the information into the SRF website. Attorney Huber said that Ken itemized the additional work that they provided; the contract is really an open-ended contract. It puts a cap on the amount of the contract, but doesn't

necessarily put a cap on the cost to obtain the final product. The emails that were sent from Provost & Pritchard suggesting that they would need more money would constitute their notice that they will exceed the budget. There are only two options: 1) Engage Provost & Pritchard to finish the job, and tighten up the language so there is a set cost to get a finished product or, 2) Send the work to someone else to complete, which will probably cost more. Attorney Huber said we don't have the legal basis to tell P&P that SC-OR will not pay them anymore but demand they finish the product.

Vice-Chair Pittman said that in the contract P&P has a proposed fee schedule and the tasks identified. It would seem reasonable if they have an overage that the billing would have some relationship to the proposed fee schedule. Chairman Hatley said that he is concerned that with the soured relationship; he wonders if we will get the best quality of work, or if it is better to cut our losses and give the work to someone else to complete. Manager Sturdevant tried to get a quick quote from Jacobs as to what it would cost for them to complete this application, but doesn't think he got a firm number from them.

Commissioner Kuehner stated that if we go to another firm, the new firm may not guarantee any work that has been done by P&P, and it might be very costly. His opinion is that we issue a new contract with Provost and Pritchard to finish the work, and have a solid fee and everything itemized.

Chairman Hatley asked if the Board wants to go the route of creating a new contract with P&P to complete this project, or go with another engineering firm to complete the work. Attorney Huber said a contract should state they will guarantee the final product at the specified cost. Manager Sturdevant said that he is torn because he doesn't take lightly spending more of rate-payers money by moving this project to another firm.

The Board consensus was Attorney Huber will contact Provost and Pritchard to firm up the exact scope of work that is left to finish the project, and what the dollar amount will be. A special board meeting will be scheduled once information is confirmed.

12. Amendment to Board Policy 2800, General Provisions ❖

Manager Sturdevant said that he is asking to increase the yearly boot reimbursement allowance for the operators from \$100 to \$200 annually. The last time this policy was address was in 1990.

A motion was made by Chairman Reynolds to approve the amendment to Policy 2800, General Provisions, increasing the boot allowance from \$100 to \$200 annually. The motion was seconded by Commissioner Kuehner, and passed by unanimous consensus.

13. Resolution 03-21 (Establishing Monthly Sewer Service Charge) ❖

Manager Sturdevant stated that on February 27, 2019 the Board approved option #4 for rate increases annually through 2023/2024 to put SC-OR in a position to take care of the upgrade with a loan along with operating costs. Generally, this is considered at the June meeting, but we are presenting a budget next month and he felt it made more sense to bring it to this meeting prior to a vote on the budget.

A motion was made by Chairman Hatley to adopt Resolution 03-21, Establishing the Monthly Sewer Service Charge for the amount of \$17.85/month for fiscal year 2021/2022. The motion was seconded by Commissioner Reynolds, and passed by the following votes: Reynolds – Yes, Hatley – Yes, Kuehner – Yes.

14. Request to Purchase Rotary Lobe Sludge Pump Replacement Parts Kits ❖

Manager Sturdevant said that SC-OR has two rotary lobe sludge pumps in our primary pump station that have wearable parts. The pumps are due for maintenance, so he is requesting to purchase two parts kits, one to use for preventative maintenance on a pump, and one to keep on the shelf for emergencies. We do most of our maintenance in-house, and these parts kits will come out of our plant maintenance account.

A motion was made by Commissioner Kuehner to authorize the purchase of two rotary lobe sludge pump replacement part kits for a total amount not to exceed \$12,700. The motion was seconded by Commissioner Reynolds, and passed by unanimous consensus.

15. Attorney's Report ❖

Attorney Huber reported that he has copies of the board policies and personnel rules and regulations, and has a paralegal working on those. He expects this project to take several months, but will stay within the budget allocated for legal services.

16. Manager's Report ❖

Manager Sturdevant reported that SC-OR completed two rounds of interviews for the advertised O-I-T, Grades I, II or III position. He and Mikah conducted the first round of interviews, then had our two Grade III Operators sit in on the second round of interviews. They were all in agreement on the first and second candidates, so the job was offered to a local man, Joe Battaglia, who accepted the position and will begin work on April 1st. Both Joe and the second candidate, Travis, work in emergency medical services. He will ask to hire the second candidate with the adoption of the 2021/2022 budget, option 1, if approved.

Interviews for the SC-OR lead operator were conducted. Manager Sturdevant invited the managers from TWSD, LOAPUD, and Dawn from the City, to sit in on the interviews, and Jayme Boucher of TWSD and Scott McCutcheon of LOAPUD accepted. They were impressed by both of our candidates, but agreed with his and Mikah's recommendation to offer the position to Mitch Maxwell, our senior operator. Mitchell will

begin in that capacity on April 1st. Both of our Grade III operators are very qualified. Manager Sturdevant feels that our other grade III operator, Matthew Chavis, has skills that will serve SC-OR better in a different capacity.

Chairman Hatley said he is all for hiring a second O-I-T. He asked if these new hires will keep their EMT certificates up. Manager Sturdevant said he did not ask them that question, but Chairman Hatley expressed that the Board would encourage them to maintain their certificates at SC-OR's expense.

It was the consensus of the board to consider Option 1 of the budget proposals with the inclusion of hiring a second O-I-T at the new fiscal year. Manager Sturdevant asked that the commissioners review the budget and come back with any questions at the April meeting. Hopefully we can get the budget adopted then.

LAFCO is going to start an MSR project, and Manager Sturdevant asked if he could have Ray Sousa attend those meeting with him. Ray has been through an MSR, so he has experience with it, and SC-OR was the lead agency in the last study when Ray was manager. It was the consensus of the board to allow him to help with this project.

17. Visitor Comments ❖

None

18. Commissioner and Staff Comments ❖

Assistant to the Manager Sousa said that his time at SC-OR is winding down. He feels Manager Sturdevant, Plant Supervisor Salsi and himself accomplished a lot in the time they spent together.

Commissioner Pittman reported that he serves on the Housing Authority Board as a Commissioner, and with the projects going forward, in the next 3-5 years we will have half a billion dollars of new residences in this county.

19. Adjournment ❖

There being no further business, the meeting was adjourned at 6:28 p.m. to the regular meeting scheduled on April 28, 2021 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK