

# **Manager's Report**

**To the SC-OR Commissioners by Glen Sturdevant  
on August 18, 2023**

## **Operations & Maintenance**

There were no major operational issues to report this month.

## **Possible Litigation**

We will have a closed session meeting with Special Counsel to discuss where we are in the litigation process.

## **Influent Pump Station**

The latest update on the influent pump station construction is that we are actually still on schedule to receive the VFD's in October; other than that, the rest of the project is complete.

## **Ruddy Creek Pump Station (RCPS) Property Purchase**

Still waiting for a response from the property owner.

## **Amendment No.5 to Task Order No. 34—Wastewater Treatment Plant Upgrade Final Design**

With the changes we had to make to both the design and the phasing to make our project eligible to receive the grant funding, we are requesting an amendment to the Wastewater Treatment Plant Upgrade task order to complete the repackaging of the plan. This has proven to be very cumbersome and a far more involved process than at first thought. We are, however, happy with where we are, and believe the new phased packaging of the upgrade project and the cost incurred will prove to be well worth it once we have a completed project.

## **Amendment of Policy #2310 Compassion Leave**

State law now requires that we grant 5 days bereavement leave, but our policy currently only allows for 3. We need to update this policy to be in compliance with the law.

## **SC-OR's Future**

Myself and Plant Supervisor Mikah Salsi requested and were granted a meeting with DWR regarding the small hydro facility that SC-OR investigated in the past. The meeting was attended by me, Mikah and seven DWR staff members from operations and regulatory departments. They saw no glaring red flags or reasons to not explore this further. They are doing their due diligence on their end, and will advise us on any potential hurdles. I will report to the board once we hear back from DWR, and we can have discussion about the next steps.

## **Funding Search**

We are still in the never-ending search for funding to offset any costs we can for our community. We were made aware by DWR of potential grant funding to help with the hydro project if we pursue it, and are looking at other grant funding opportunities and ways we can take advantage of them.

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

(Held at the Commission office on July 25, 2023 at 5:00 p.m.)

## **1. Call to Order ❖**

Chairman Taggart 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, Taggart and Koch from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant, Plant Supervisor Mikah Salsi, and Attorney Keith Collins from Jones Mayer on Zoom who sat in for Attorney Ryan Jones.

## **3. Salute to the Flag ❖**

Chairman Taggart led the commissioners and staff in the salute to the flag.

## **4. Acknowledgment of Visitors ❖**

None

## **5. Acknowledgement and Welcome of New Commissioner❖**

The Commission welcomed Scott Koch from the Thermalito Water and Sewer District.

## **6. Board Meeting Minutes of the Regular Meeting held on June 27, 2023❖**

Manager Sturdevant reported it was brought to our attention that there was a typo on the first page of the minutes from the June 27<sup>th</sup> meeting. It has been corrected and the corrected page provided to the commissioners. Upon motion by Commissioner Koch to approve the corrected minutes of the meeting, and seconded by Commissioner Salvucci, the minutes of the June 27, 2023 regular meeting were unanimously approved.

## **7. Authorization of Warrants ❖**

Commissioner Mastelotto met with Manager Sturdevant and reviewed the warrants earlier: Warrants included check numbers 28240-28289 for a total amount of \$359,430.06 from June 28, 2023 to July 25, 2023, including Commissioner fees and electronic fund transfers. The warrants were ordered paid.

## **8. Fiscal Reports ❖**

Manager Sturdevant stated the fiscal reports for June 2023 were in the packets for review.

Vice-Chair Pittman asked if there were any updates on the expected delivery of the VFD's. Manager Sturdevant stated that the latest delivery date is October, but we are looking at another manufacturer for availability. There are issues with them also; there is a 6-month lead time, and the VFD's are more expensive than what we have on order. They could also string us along with the delivery date. If we cancel or order with Tesco and go with this other manufacturer, then we go to the bottom of the list of those waiting for VFD's instead of being at or near the top of the list from Tesco for what we've been waiting 2-years for. Manager Sturdevant believes we should continue to wait on Tesco.

## **9. Consideration of Adoption of Proposed Contract for Manager Sturdevant ❖**

Manager Sturdevant stated that following his self-review last month he was given a positive review from the Commission. Attorney Jones did not have his contract available at last months' meeting, so it has been brought to this meeting for consideration. Attorney Collins said that state law required that the board orally summarize the changes to the compensation for a local agency executive. He reported that the compensation offered is \$147,888 annually, which is step 4 of 5 steps on the manager's pay scale that was previously approved by the Commission. Commissioner Mastelotto commented that the pay scale has been affected by inflation. Manager Sturdevant stated that during the previous manager's 8 years in the manager's position inflation went up a total of around 6%; since October 2020 when he became manager it has gone up about 15% in 3 years.

A motion was made by Vice-Chair Pittman to approve the contract for Manager Sturdevant. The motion was seconded by Commissioner Mastelotto, and passed by the following vote: Pittman – Yes, Taggart – Yes, Mastelotto – Yes.

## **10. Appreciation of Service ❖**

Chairman Taggart thanked Commissioner Mastelotto for serving as chairwoman this past fiscal year. Manager Sturdevant said that when she came to the board she didn't know much about SC-OR but asked a lot of great questions. Over the last year she has become a valuable board member.

## **11. Attorney's Report ❖**

None

## 12. Manager's Report ❖

Manager Sturdevant said that there is nothing to report on the litigation.

He reported we made the final connection in our influent pump station pipework, so we are now just waiting on the VFD's, and then the repaving of the parking lot and then this project will be done. The connection was a bit stressful. We manned the plant 24-hours a day for two days. We used the 3<sup>rd</sup> auxiliary pump that we bought for this project to run the VFD in auto, which we had never done. We've never had a backup lift station that we could put in auto and let it go. We were happy with how it performed.

We are waiting on legal counsel to give us direction on exactly how to go about proposition 218 hearings after receiving the completed rate study from Bartle Wells Associates. A couple of the entities are not quite ready to hold 218 hearings, as they are considering rate studies themselves. He will keep the board informed once our counsel advises us on how to proceed.

He believes we need to have a JPA audit so that we know exactly what our EDU's are, who has them, what type they are, etc. The JPA managers are on board with this. We are at the members' mercy as to what EDU's they have on the books and what they are for. We will discuss this again at the JPA manager's meeting to come up with the best strategy to move forward with this audit if that is what the Commissioner would like us to do. The consensus was it was a great idea. Commissioner Mastelotto asked if the entities would be able to give accurate counts. Manager Sturdevant said that would be part of the process. He said he doesn't expect this to be an easy undertaking, especially for the City of Oroville. We have an industrial customer that was forced to stop discharging to SC-OR in 1999 due to illegal dumping into the sewer system. The City has been unable to answer if they continued to collect sewer service charges from them,. If they have not been collecting them then the customer will need to pay a connection fee. If they have been collected, then no connection fee is due. We are unsure how to proceed since the City cannot answer.

Commissioner Taggart asked if there was any news on the Ruddy Creek property acquisition. Manager Sturdevant reported he finally heard from the property owner, and she wants to have a meeting next week. Hopefully there will be something positive to report after that meeting.

Manager Sturdevant reported that we were notified from Congressman Doug LaMalfa's office that we will receive \$2M for the upgrade project if the U.S. budget is passed. We have a meeting on Wednesday with our engineer, Ted Couch, and our grant administrator, Lori Ashby, to find out exactly where we can fold that money into the upgrade project. With grant monies there are certain ways monies must be handled, and we have to find the correct way.

Manager Sturdevant stated he has been looking for ways to cut down on our budget, make money, save money, etc. Two of the ideas are old ideas that may have been ahead of their time. He would like authorization to use SC-OR staff's time to attending meetings on water sales and a small hydro facility on the Butte-Sutter canal. The State passed legislation on July 11<sup>th</sup> making a path for direct potable reuse. The State has acknowledged that they will probably be losing a lot of the effluent from wastewater plants up and down the California Water Project. Staff will have a meeting with DWR in August to talk about the hydro project. TWSD's new general counsel represents water districts that are on the Butte-Sutter canal, so we may get some insight from him on this possibility.

Next week SC-OR is hosting a JPA electrical training at our plant. Members from each JPA agency will be here, along with members from the Cities of Chico and Colusa. This should be very good training.

In 2018 we were given two used filter vessels from TWSD. They increased the plant capacity by about 2.5M gallons, and improved the plant performance significantly. TWSD has now offered SC-OR another two vessels. Currently we don't have a use for them, but will in the upgrade. If we accept, we will have to pay to move them to the Bay Area for conversion to fit how we run our filters, and then have them brought back to the plant for use once we begin the upgrade project. There is a possibility they can be used as polishing filters for recycled water. Commissioner Koch said that with the new state legislation, the filters may not need to be reconfigured. They will need to be recoated, and get a new backwash system and new media installed, but they could work just fine as polishing filters. Manager Sturdevant will have some costs next month estimating what it would cost to ship them to the Bay Area for the work that will need to be done.

### **13. Visitor Comments ❖**

None

### **14. Commissioner and Staff Comments ❖**

Commissioner Pittman mentioned earlier that the city has hired two new department heads. He also said that the City Council approved the ALUC override for the 172 lots off of 20<sup>th</sup> and Biggs, which may be significant for TWSD.

### **15. Adjournment ❖**

There being no further business, the meeting was adjourned at 5:38 p.m. to the regular meeting scheduled for August 22, 2023 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK



## MINUTES OF THE EMPLOYEE SAFETY MEETINGS FOR THE SEWERAGE COMMISSION – OROVILLE REGION

(Held at the Plant on August 16, 2023)

On Wednesday, August 16, 2023, a safety meeting was held led by plant operator Mike Klemm. The meeting was called to order at 2:25 p.m. In attendance were: Plant Operators Joe Battaglia, Mike Klemm, Josh Sorenson and Administrative Assistant Lauri Pittman.

The subject of the meeting was Personal Protective Equipment. Mike called for discussion of PPE equipment that was needed. Mentioned was life jackets and cleaning supplies in the event of a chlorine spill; personal floatation devices (life rings), confined space fan, chemical suits, one or two fire extinguishers for the skid steer and the John Deere. Mike also mentioned that a board on the catwalk of the primary clarifier needs to be replaced.

A video entitled "OSHA Certified Safety Training PPE" was viewed. It covered: Hard hats or bump caps; safety glasses/goggles/face shields/welders' helmets; hearing protection; respirators or airborne hazards, i.e., disposable masks, air purifying respirator or air supplying respirator; safety gloves; safety footwear; and personal fall protection or fall arrest system.

Mike said if there were needs for eye safety, such as safety glasses, or any other safety concerns, but none were expressed. He said that safety glasses are in Mikah's office.

The meeting was adjourned at 2:54 p.m.

On August 17, 2023 we had training on use of our fire extinguishers through Raptor Fire Protection, a local company. Present were: Mitchell Maxwell, Mike Klemm, Joe Battaglia, Josh Sorenson, Mikah Salsi and Lauri Pittman.



August 17<sup>th</sup>, 2023

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

Subject: Amendment No.5 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
Amendment No. 4	November 9, 2022	\$236,000	\$2,713,243
Amendment No. 5	August 17, 2023	\$174,892	\$2,888,135

This amendment increases the budget by \$ 174,892 to a total budget of \$ 2,888,135. This Amendment includes the following two components:

1. Development of Wastewater Treatment Plant Upgrade Phase 1 bid package. The separation of the SC-OR Upgrade Final Design 100% Submittal (November 2021) included upgrades intended for construction in two phases. However, the separation included new engineering design in order to allow existing and new facility integration based on the improvements specific to Phase 1 only. This bid package included additional engineering design items as described:
  - a. Getting the design team started with re-packaging the Upgrade Final Design 100% Submittal (November 2021) into two packages where Phase 1 was initially estimated to receive \$24 million in funding. However, the design team was asked to stop and re-start the re-packaging to meet the new funding limit of \$10 million.
  - b. Updated cost estimate to include a cost breakdown for each facility part of Phase 1 improvements. This included updated equipment quotes.
  - c. Design for the addition of two new filter vessels. This required three new drawing sheets.
  - d. Re-design of Return Sludge Pump Station to keep the existing waste activated sludge (WAS) pumps to continue to serve the existing Aerobic Digesters.



- e. Design of gate replacement/rehabilitation at the Rag Removal Facility.
  - f. Re-design of the electrical system to serve the new components from the existing system.
  - g. Re-design of supervisory control and data acquisition (SCADA) components to fit into the existing system since certain components are not being replaced/removed until the next phase.
2. Jacobs shall prepare a Class 1 cost estimate for Phase 1 improvements. Jacobs to assist with completion of the Independent Cost Estimate (ICE) form. This shall also include obtaining updated quotes for the wastewater treatment plant's SCADA system.

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 650-644-5948.

Sincerely,  
CH2M HILL, Inc.

Authorized By,  
SC-OR

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

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

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

Date Authorized: \_\_\_\_\_, 2023

# **BOARD POLICY**

## **Sewerage Commission - Oroville Region**

**TITLE: Compassion Leave**  
**ADOPTION DATE: 01 July 1977**

**NUMBER 2310**  
**AMENDMENT: 22 August 2023**

1. **Compassion Leave:** In the event of a death in the immediate family, an employee may be granted a leave of absence not to exceed five days with pay. This is in addition to regular sick leave. This leave must be completed within three months of the death of the family member, and can be used intermittently (i.e., two days can be taken off to handle immediate affairs and then perhaps a month later three more days are taken to attend a celebration of life service). Bereavement leave is only available to employees who have worked for SC-OR for at least 30 days prior to the commencement of the leave.

2. **Qualifying Family:** For the purpose of Compassionate Leave, qualifying family shall be defined as spouse, parents, child, sibling, grandparent, parent-in-law or domestic partner.

3. **Funeral Participation:** When an employee serves as a pallbearer, or in some other way actively participates in a funeral ceremony, he/she will be granted leave up to, but not to exceed, four hours with pay. Time off due to such absence will not affect vacation or sick leave accrual.



## Primary Influent Pump Station No. 2 Monthly Progress Report – May and July 2023

To: Glen Sturdevant – SC-OR  
Cc: Mikah Salsi – SC-OR  
From: Jess Bonham – Coleman Engineering  
Cody Tom – Coleman Engineering  
Alexander Yalong – Coleman Engineering  
Date: August 3, 2023  
Project: Sewerage Commission of Oroville Region – Primary Influent Pump Station #2  
Subject: Construction Phase Monthly Progress Report – May and July 2023

This monthly progress report summarizes construction activity and progress for the Primary Influent Pump Station No. 2 Contract during the months of May and July. The Contractor was on site for a total of 4 days in May and 13 days in July.

### 1. Construction Contract Details

- Contract Title: Sewerage Commission – Oroville Region: Primary Influent Pump Station No.2
- Contractor: Gateway Pacific Contractors, Inc.
- Original Contract Price: \$7,171,451.00
- Executed Change Orders (1 - 7) to Date: \$34,216.43
- Current Contract Price: \$7,205,667.43
- Notice-to Proceed: Monday August 23, 2021
- Original Substantial Completion: Thursday August 18, 2022.
- Current Substantial Completion: October 2023 (Due to the VFDs being postponed for delivery in October).

## 2. Construction Activity and Progress Against Schedule During the Month

The table below shows tasks from the Contractor's Construction Schedule up to and during July 2023. Scheduled items shown below are based on an updated construction schedule prepared on January 30, 2023 by Gateway Pacific. Substantial Completion will be delayed until at least October 2023 due to supply chain issues with the production and delivery of the VFDs.

Task	Scheduled	Completed	Notes
Cut 42" DIP	Mar-6 through Mar-9	July-19	Delayed due to Aux Pump Station #2 malfunctioning.
Install Slide Gates	Mar-6 through Mar-9	July-20	Delayed due to Aux Pump Station #2 malfunctioning.
Set & Hook up Generator	Mar-15 through Mar-21	May-3	
Terminate Wire	May-17	May-3	
Test Generator	Mar-22 through Mar-24		Not complete.
Aggregate Base for Paving	Jan-23 through Jan-27	July-31	Complete. Contractor is also cleaning up edges of existing pavement.
HVAC (Elect. Building)	Feb-1 through Feb-7		Not complete.
Grout Wet Well and Metering Vault	N/A	July-6	
Install Manning Sampler	Apr-19	July-20	

Green = Completed

Red = Not Completed/Behind Schedule

**3. Construction Issues Resolved During the Month**

Auxiliary Pump Station 2 was brought back online and was used to bypass sewer flows to the ponds while the Contractor cut the 42-inch DIP and installed the slide gates in Diversion Boxes 1 & 2.

**4. Construction Expenditures vs. Current Contract Price**

The Contractor submitted its Application and Certificate for Payment No. 10 on March 31, 2023 in the sum of \$747,408.70. Payment was claimed for the submerged pump piping, above grade pump station piping, manning sampler, monorail support structure, monorail beam and hoist, mechanical screen removal and replacement, headworks metal decking, grit chamber liner, asphalt paving, underground conduit, aboveground conduit, prefabricated electrical building, control panels, and electrical equipment and labor. The Application was sent to SC-OR on April 19, 2023 for approval. All applications for payment represent payment of 90% of the current contract price.

Seven Change Orders have been executed. There is a net increase in the Contract Price from these change orders, resulting in a final out-turn construction cost of \$7,205,667.43.

**5. Contractor’s Lookahead Schedule**

Per the construction schedule prepared on January 30, 2023 by Gateway Pacific, the Contractor plans to complete the following construction activities through the rest of the project:

Task	Scheduled Completion	Notes
<i>Civil/Mechanical</i>		
Asphalt Paving	May-3	Planned for beginning to mid-August.
Install Submersible Pumps	N/A	Not listed on January 30, 2023 schedule.
Install Safety Grating on Vault Hatches	N/A	Not listed on January 30, 2023 schedule.
<i>Electrical</i>		
VFD Delivery	Apr-10	Estimated delivery is now October.
Test & Start-Up	May-18	Delayed until October.

These scheduled completion dates may change pending an updated Construction Schedule.

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## 6. Engineering Expenditure vs. Budget

Coleman Engineering has expended 100% of the original Engineering Services During Construction budget of \$731,051 as of July 2023. The original budget assumed 12-months of full-time representation and Substantial Completion in August 2022. However, full-time site representation was needed for all of January 2023, half of February 2023, half of March, all of April, part of May, half of July.

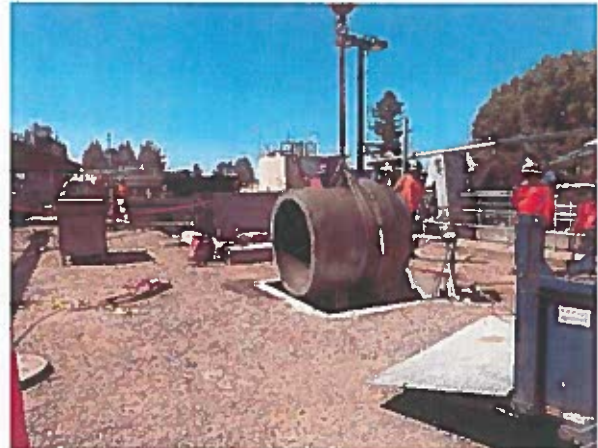
Additional Services 1 for Contract Extension was approved on May 23, 2023 for a total budget of \$65,000. Coleman Engineering has expended \$4,919 to date for construction contract administration, construction management, project management and construction observation and resident engineer inspection, including subconsultant expenses. This represents 7.6% of the Additional Services 1 budget. Full-time site representation is assumed to be needed intermittently until at least the end of October, depending on the Contractor's work schedule.



**Construction Photos**



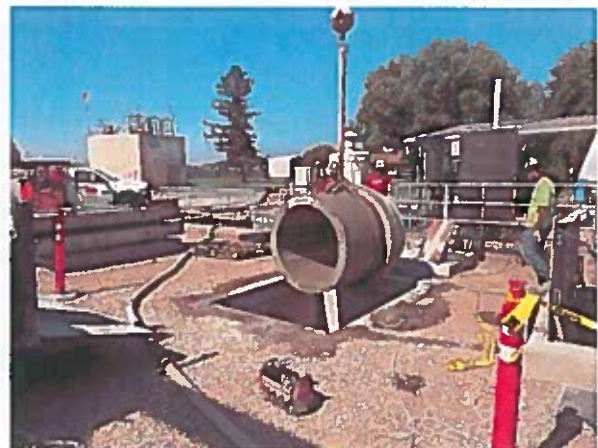
**Contractor places grout at bottom of wet well.**



**The Contractor cuts and removes 42-inch DIP from Diversion Box 1.**



**The Contractor installs a slide gate at Diversion Box 1.**



**The Contractor cuts and removes 42-inch DIP from Diversion Box 2.**



The Contractor installs and grouts slide gates in Diversion Box 2.



The manning sampler is installed.



Contractor installs slide gate actuators.



Diversion box lids are replaced and actuator hand cranks are installed.



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Contractor performs final grading and compaction in preparation for asphalt.

Contractor saw-cuts the rough edges of existing pavement in preparation for asphalt.



# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Kendra Morgan

***August 22, 2023***

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for July 2023. RCBS has continued suspending discharge from their tumbling line until they can maintain the BOD under their limit. All other dischargers and lines appear to be in compliance with their permits.

We are also still in contact with Recology about a potential discharge permit. They have submitted an Industrial Discharge Permit application, along with the associated fees. Until all five (5) of their laboratory sample results are submitted, their application has been deemed incomplete.

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

We have sent off the biosolids for our annual priority pollutant testing. Once we receive the results, we will send them to Neal Road to be reviewed for ultimate disposal at their facility.

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

# Sewerage Commission - Oroville Region

## Monthly Flows Report - Jul-23

<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>	68.370	2.205	5.80	7/2/2023
<b>Lake Oroville Area P.U.D.</b>	21.858	0.705	1.20	7/3/2023
<b>Thermalito Water and Sewer</b>	/	/	/	/
<b>City of Oroville</b>	/	/	/	/

Septage Pumps 0.0926 Million Gallons/Month

Monthly Rainfall 0 Total Inches/Month