



AGENDA

1960 Elgin Street
Oroville, CA 95966
530-533-2000
www.loapud.com

Board of Directors
Regular Meeting
March 8, 2022 – 2:00 PM

Materials related to an item on the open meeting agenda that are provided to the Board of Directors, including those provided to the Board after distribution of the agenda packet, are available on the District website.

During this difficult time, we invite you to join today's scheduled meeting via Zoom by using your phone or computer to attend this meeting. Please call our District office at **(530)533-2000** for assistance in participating in the teleconference.

Dial in: 1-669-900-9128
Meeting ID: 862 9763 1785
Passcode: 193494

To ensure that our meetings are as orderly as possible, and to enable public participation at the proper times during the meeting, we are asking that everyone take a moment to ensure your line stays muted until public comment is invited. When it comes time for public comment, we will leave enough time for participants to unmute and speak to the entire group and our Board. Because attendees cannot see each other's mute status, we will simply need to be patient as we wait in between comments, and do our best not to speak over each other. Please state your name for the record before sharing comments. We are committed to keeping the public engaged throughout this crisis and appreciate your help in making that happen.

1. **CALL TO ORDER**

- 1.1 Roll Call
- 1.2 Flag Salute
- 1.3 Moment of Silence

2. **CONSENT AGENDA**

All items listed under the Consent Agenda are considered routine and will be enacted by one motion unless an item is removed. Consent Agenda items will be read by title only. There will be no separate discussion of these items unless members of the Board or person in the audience request a specific item to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) is removed from the Consent Agenda, the item(s) will be considered immediately following action on the Consent Agenda.

- 2.1 Regular Board Meeting Minutes of February 8, 2022
- 2.2 Financial Reports for Month Ending February 28, 2022
- 2.3 Claims Report for Month Ending February 28, 2022
- 2.4 Adoption of "Resolution No. 03-2022 Authorizing Remote Meetings Consistent With AB 361"

3. **ITEMS REMOVED FROM THE CONSENT AGENDA (IF ANY)**

REGULAR BUSINESS

4. APPROVAL OF SINGLETONAUMAN AUDIT SERVICE PROPOSAL

The Board will review and consider approving the SingletonAuman proposal for audit services for fiscal years ending 2022-2024.

DISCUSSION WITH POSSIBLE ACTION

5. APPOINTMENT OF 2022-23 BUDGET PERSONNEL ADVISORY COMMITTEE

The President will consider appointing Directors to the 2022-23 Budget Personnel (Wages and Benefits) Advisory Committee

DISCUSSION WITH POSSIBLE ACTION

6. APPOINTMENT OF 2022-23 BUDGET FINANCIAL ADVISORY COMMITTEE

The President will consider appointing Directors to the 2022-23 Budget Financial (Budget) Advisory Committee.

DISCUSSION WITH POSSIBLE ACTION

7. REQUEST APPROVAL OF THE LEFT COAST SCANNING DIGITAL SOLUTIONS PROPOSAL

The Board will review and consider approving the Left Coast Scanning Digital Solutions proposal for the document imaging for the District.

DISCUSSION WITH POSSIBLE ACTION

8. REQUEST APPROVAL OF THE LASERFICHE CLOUD PROPOSAL

The Board will review and consider approving the Laserfiche Cloud proposal for the document management for the District.

DISCUSSION WITH POSSIBLE ACTION

9. APPROVAL OF BOARD POLICY NO. 3055 "DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT"

The Board will consider approving amendments to Board Policy No. 3055 "Disposal of Surplus Property or Equipment"

DISCUSSION WITH POSSIBLE ACTION

10. **REQUEST A BUDGET AMENDMENT TO THE CAPITAL EXPENDITURE LINE FOR THE COST OF A NEW MANAGER VEHICLE**

The Board will consider a budget amendment to increase the current Capital Expenditure line by not to exceed \$55,000.00 for the purchase of a new manager's vehicle.

DISCUSSION WITH POSSIBLE ACTION

REPORTS AND CONSULTATIONS

11. **SC-OR COMMISSIONERS' REPORT**

12. **BCSDA REPRESENTATIVES AND LAFCo REPORT**

13. **BOARD MEMBERS', MANAGER, AND STAFF COMMENTS**

- FIELD OPERATIONS REPORT
- MANAGERS REPORT

14. **FUTURE AGENDA ITEMS**

15. **ADJOURNMENT**



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 1 – CALL TO ORDER

- 1.1 Roll call
- 1.2 Flag Salute
- 1.3 Moment of Silence



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 8, 2022

RE: Item No. 2 – Consent Agenda

Item No. 2.1 **Board Meeting Minutes** - Minutes from the February 8, 2022 Regular Board meeting are included for the Board's review and approval.

Attachment Included

Item No. 2.2 **Financial Reports** – Cash Report and Income Statement through February 28, 2022 is attached for review and approval.

Attachment Included

Item No. 2.3 **Payment of Claims** - The February 28, 2022 Claims report is attached for review and Board approval.

Attachment Included

Item No. 2.4 **Adoption of "Resolution No. 03-2022 Authorizing Remote Meetings Consistent With AB 361"** - Resolution No. 03-2022 is attached for review and Board approval.

Attachment Included

Recommended Action:

A motion to approve the minutes from the Regular Board meeting of February 8, 2022 and approve the Financial Reports and Payment of Claims from February 2022 as presented and adopt Resolution No. 03-2022 Authorizing Remote Meetings Consistent With AB 361.

Roll call vote.

**UNADOPTED
LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 8, 2022**

CALL TO ORDER

President Mastelotto called the meeting to order at 2:00 P.M. Directors present were Fairbanks, Marciniak, Salvucci and Sharman. General Manager (GM) Goyer, Field Operations Supervisor (FOS) Victorino, Board Clerk (BC) Hamblin and Engineer Knibb represented the District in person.

SALUTE TO THE FLAG

Director Marciniak led the meeting with the salute to the flag.

CONSENT AGENDA

The Board reviewed the minutes of the Regular Board Meeting of January 11, 2022, the Financial Reports and the Claims List for month ending January 31, 2022. After discussion, it was moved by Director Marciniak and seconded by Director Mastelotto that the items on the consent agenda be approved as presented. The motion passed with the following roll call vote:

Ayes: Directors Fairbanks, Marciniak, Mastelotto, Salvucci and Sharman.

REVIEW AND APPROVAL OF JOHN CHRISTOPHERSON'S SURVEYING ESTIMATE FOR SOUTH OROVILLE GRAVITY LINE FOR THE LEAP AND REAP GRANTS

The Board reviewed the estimate that was provided by John Christopherson for surveying services for the South Oroville Gravity Line for the LEAP and REAP grants. After discussion, it was moved by Director Marciniak and seconded by Director Fairbanks to approve the estimate of "not to exceed" \$84,480.00 for surveying services for the LEAP and REAP grants. The motion passed with the following roll call vote:

Ayes: Directors Fairbanks, Marciniak, Mastelotto, Salvucci and Sharman.

UPDATE ON THE STATE OF CALIFORNIA RECREATION AREA AND BIDWELL MARINA PROCEDRES

GM Goyer updated the Board on the current status of the State of California Recreation Area and Bidwell Marina procedures.

Informational only. No action taken.

UPDATE ON THE EMPLOYEE APPRECIATION DINNER

GM Goyer updated the Board on the status of the Employee Appreciation Dinner on Friday, February 11, 2022 from 5:30 PM to 9:00 PM.

Informational only. No action taken.

ADOPTION OF RESOLUTION 02-2022 – “AUTHORIZING REMOTE MEETINGS CONSISTANT WITH AB 361” (SUBSEQUENT)

The Board recognizes the changes in AB 361 and wishes to continue with the option to hold remote meetings as per Resolution 02-2022 – “Authorizing Remote Meetings Consistent with AB 361” (Subsequent). After discussion, it was moved by Director Fairbanks and seconded by Director Marciniak to Adopt Resolution 02-2022 – “Authorizing Remote Meetings Consistent with AB 361” (Subsequent).

The motion passed with the following roll call vote:

Ayes: Directors Fairbanks, Marciniak, Mastelotto, Salvucci and Sharman.

SC-OR COMMISSIONERS' REPORT

Director Mastelotto and Director Fairbanks reported that SC-OR has begun the process of making repairs to the East Interceptor that services LOAPUD.

BCSDA REPRESENTATIVES AND LAFCo REPORT

No BCSDA report.

Director Sharman reported that LAFCo had approved Tuscan Water District.

FIELD OPERATIONS REPORT

FOS Victorino presented the Field Operations Report.

GM Goyer presented the Manager’s Report.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 2:43 P.M.

Respectfully submitted,

Kelly Hamblin,
Clerk of the Board

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Cash Report
For the Accounting Period: 2/22

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
53 Sewer						
10001 Five Star Bank - General Acct.	544,305.70	131,503.02	212.16	1,046.75	117,312.83	557,661.30
10021 Five Star USDA	67,568.71	0.00	0.00	0.00	0.00	67,568.71
10031 Five Star Money Market	1,282,694.95	0.00	0.00	0.00	0.00	1,282,694.95
10400 LAIF 10401 Series A Bond Debt	2,705,263.35	0.00	0.00	0.00	0.00	2,705,263.35
10401 LAIF ACCOUNT SERIES A BOND DEPT	107,048.00	0.00	0.00	0.00	0.00	107,048.00
10500 Petty Cash	500.00	0.00	0.00	0.00	0.00	500.00
Total Fund	4,707,380.71	131,503.02	212.16	1,046.75	117,312.83	4,720,736.31
55 RIVER RANCH OROVILLE LLC						
10001 Five Star Bank - General Acct.	-10,736.27	0.00	0.00	0.00	0.00	-10,736.27
57 LEAP GRANT						
10001 Five Star Bank - General Acct.	-1,815.00	0.00	0.00	0.00	0.00	-1,815.00
58 REAP GRANT						
10001 Five Star Bank - General Acct.	-1,815.00	0.00	0.00	0.00	0.00	-1,815.00
62 PALERMO WASTEWATER CONSOLIDATION						
10001 Five Star Bank - General Acct.	-15,360.00	0.00	0.00	0.00	0.00	-15,360.00
71 Payroll Clearing						
10001 Five Star Bank - General Acct.	1,598.96	0.00	52,517.49	47,456.41	0.00	6,660.04
73 Claims Clearing						
10001 Five Star Bank - General Acct.	598,837.02	0.00	72,027.23	12,371.42	0.00	658,492.83
Totals	5,278,090.42	131,503.02	124,756.88	60,874.58	117,312.83	5,356,162.91

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

Combined Funds

Account Object	Description	----- Current Year -----				
		Current Month	Current YTD	Budget	Variance	%
Revenue						
41100	Sewer Service Charge	383.01	796,907.89	1,592,439.00	-795,531.11	50
41150	Pumping Charge		63,722.13	127,322.00	-63,599.87	50
41200	Kelly Ridge Pumping Chg (Taxes)		25,378.65	45,000.00	-19,621.35	56
41300	Connection Fee		712.00		712.00	
41350	Other Services	-2,796.31	6,772.90		6,772.90	
						51
	Total Revenue	-2,413.30	893,493.57	1,764,761.00	-871,267.43	51
Expenses						
51000	Administration					
60100	Salaries & Wages	18,003.80	172,409.23	249,062.00	76,652.77	69
60200	Sick Time Buy Back			3,000.00	3,000.00	
62100	Health Insurance	4,465.65	42,797.58	72,279.00	29,481.42	59
62150	HSA PAYABLE		4,583.26	10,000.00	5,416.74	46
62200	Dental Insurance	292.44	2,459.13	3,802.00	1,342.87	65
62250	Life Insurance	33.78	283.38	462.00	178.62	61
62300	Vision Insurance		1,193.56	3,003.00	1,809.44	40
62400	Deferred Comp 457	352.39	3,355.91	4,981.00	1,625.09	67
62450	CALPERS Contribution	14,498.84	114,857.61	84,575.00	-30,282.61	136
62500	Workers Comp Ins.	289.45	1,631.07	4,572.00	2,940.93	36
62550	Payroll Taxes/Ins.	1,415.49	13,123.10	20,864.00	7,740.90	63
65100	Office Utilities		-124.39		124.39	
66100	Office Supplies & Expenses		100.00		-100.00	
	Total Account	39,351.84	356,669.44	456,600.00	99,930.56	78
51100	Director					
60100	Salaries & Wages	2,000.00	16,000.00	24,000.00	8,000.00	67
62300	Vision Insurance		232.00	5,000.00	4,768.00	5
62550	Payroll Taxes/Ins.	185.00	1,480.00	1,836.00	356.00	81
	Total Account	2,185.00	17,712.00	30,836.00	13,124.00	57
55100	LEAP GRANT					
64100	Engineering Services		1,815.00	45,300.00	43,485.00	4
64152	SURVEYING SERVICES			81,000.00	81,000.00	
67450	Environmental			160,000.00	160,000.00	
	Total Account		1,815.00	286,300.00	284,485.00	1
55200	REAP GRANT					
64100	Engineering Services		1,815.00	34,340.00	32,525.00	5
64152	SURVEYING SERVICES			60,950.00	60,950.00	
67450	Environmental			120,960.00	120,960.00	
	Total Account		1,815.00	216,250.00	214,435.00	1
57000	General Operating					

Combined Funds

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
64100	Engineering Services	1,485.00	46,224.65	60,000.00	13,775.35	77
64150	Legal Services		-2,368.48	36,000.00	38,368.48	-7
64152	SURVEYING SERVICES		2,160.00		-2,160.00	
64200	Accounting/Audit Services	1,125.00	20,525.00	20,400.00	-125.00	101
64250	Insurance	3,705.58	29,644.64	44,600.00	14,955.36	66
64300	Software Maintenance & Tech Support	11,642.20	23,298.07	44,400.00	21,101.93	52
65100	Office Utilities	1,181.26	8,222.57	19,465.00	11,242.43	42
65150	Shop/Yard Utilities	471.41	4,292.62	10,380.00	6,087.38	41
66100	Office Supplies & Expenses	217.23	10,299.96	18,000.00	7,700.04	57
66150	Office Equipment	1,126.27	5,309.00	33,000.00	27,691.00	16
66200	Building & Yard Repairs / Maintenance	706.57	2,386.56	13,000.00	10,613.44	18
66250	Small Tools & Consumables		3,580.37	22,700.00	19,119.63	16
66300	Safety Supplies	211.68	211.68		-211.68	
66350	Outside services	648.01	5,932.82	5,000.00	-932.82	119
67100	Education & Training		175.00	12,000.00	11,825.00	1
67150	Membership/Subscriptions	40.61	7,749.61	9,900.00	2,150.39	78
67200	Permits & Licenses		9,571.08	14,150.00	4,578.92	68
67250	Travel, Meals & Entertainment	41.40	679.19	3,000.00	2,320.81	23
67300	Elections		5,000.00	5,000.00	0.00	
67350	Bank Fees	2,937.59	13,968.13	10,800.00	-3,168.13	129
67400	Safety Training		2,096.25	12,000.00	9,903.75	17
67450	Environmental			3,050.00	3,050.00	
67550	LAFCo Operating Fees		1,488.32	2,400.00	911.68	62
69150	Gasoline		20.17		-20.17	
69155	Propane		177.01		-177.01	
69300	Auto Repairs & Maintenance		14.60		-14.60	
	Total Account	25,539.81	195,658.82	399,245.00	203,586.18	49
58000	Field					
60100	Salaries & Wages	17,692.82	153,696.94	353,683.00	199,986.06	43
60200	Sick Time Buy Back			3,000.00	3,000.00	
61150	Standby Wages	508.89	3,984.58	6,525.00	2,540.42	61
61200	Regular Overtime Wages			17,887.00	17,887.00	
61250	Call-Out Overtime Wages			7,680.00	7,680.00	
62100	Health Insurance	1,901.64	14,481.38	76,101.00	61,619.62	19
62150	HSA PAYABLE		1,666.64	2,500.00	833.36	67
62200	Dental Insurance	144.42	1,045.83	8,332.00	7,286.17	13
62250	Life Insurance	32.10	243.53	901.00	657.47	27
62300	Vision Insurance		1,262.22	6,006.00	4,743.78	21
62400	Deferred Comp 457	360.18	3,124.76	7,573.00	4,448.24	41
62450	CALPERS Contribution	1,583.66	12,890.85	125,669.00	112,778.15	10
62500	Workers Comp Ins.	2,341.89	14,157.92	37,210.00	23,052.08	38
62550	Payroll Taxes/Ins.	1,526.56	12,581.60	35,507.00	22,925.40	35
63500	Boots and Uniforms	178.60	1,559.33	4,600.00	3,040.67	34
63502	Boots& Uniforms-Broderson			550.00	550.00	
63506	Boots & Uniforms - VICTORINO		492.99	550.00	57.01	90
63507	Boots & Uniforms - PETERSON		290.11		-290.11	
65175	PUMP STATION UTILITIES	5,314.49	36,046.69	69,340.00	33,293.31	52
66250	Small Tools & Consumables		480.76		-480.76	
66300	Safety Supplies		2,687.17	6,000.00	3,312.83	45

Combined Funds

		----- Current Year -----					
Account	Object Description	Current Month	Current YTD	Budget	Variance	%	
66350	Outside services	1,000.00	2,849.80	7,000.00	4,150.20	41	
67150	Membership/Subscriptions		3,500.00		-3,500.00		
67200	Permits & Licenses		84.91		-84.91		
68100	Routine Operations & Maintenance - Sewer System	383.20	6,259.79	9,000.00	2,740.21	70	
68125	REPAIRS AND MAINTENANCE ON PUMP STATIONS	10,548.42	15,921.47	69,415.00	53,493.53	23	
68150	I & I Operations & Maintenance		385.87	43,200.00	42,814.13	1	
69100	Diesel Fuel	2,748.24	8,046.79	22,680.00	14,633.21	35	
69150	Gasoline	1,954.51	4,307.58	15,120.00	10,812.42	28	
69200	Oils & Grease			1,800.00	1,800.00		
69250	Heavy Equipment Repairs & Maintenance	614.65	3,251.53	13,000.00	9,748.47	25	
69300	Auto Repairs & Maintenance	90.80	3,284.65	12,900.00	9,615.35	25	
	Total Account	48,925.07	308,585.69	963,729.00	655,143.31	32	
59000	RIVER RANCH OROVILLE LLC						
64100	Engineering Services		497.90		-497.90		
	Total Account		497.90		-497.90		
	Total Expenses	116,001.72	882,753.85	2,352,960.00	1,470,206.15	38	
	Net Income from Operations	-118,415.02	10,739.72				
Other Revenue							
47100	Capacity Charge		17,006.12		17,006.12		
47150	Sewer Service Late Fees	-30.56	54,927.19		54,927.19		
47195	FUEL SALES	173.10	687.15		687.15		
47200	Interest		14,535.50	6,377.00	8,158.50	228	
47250	RD Surcharge		181,084.40	362,148.00	-181,063.60	50	
47350	Current Sec Taxes		190,791.47	280,000.00	-89,208.53	68	
47400	Current Unsec Tax		15,696.07	12,000.00	3,696.07	131	
47450	Prior Unsec Tax		298.00		298.00		
47475	SUPPLEMENTAL APPORTIONMENT		817.96		817.96		
47500	Other Taxes	288.58	1,019.30	3,600.00	-2,580.70	28	
48000	GRANT REVENUE			502,550.00	-502,550.00		
49000	Other Income	75.00	4,355.00		4,355.00	41	
	Total Other Revenue	506.12	481,218.16	1,166,675.00	-685,456.84	41	

Combined Funds

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Other Expenses						
81000	Capital Outlay					
81110	Equipment Purchase		310,202.54	345,055.00	34,852.46	90
81112	Master Plan Update		375.00		-375.00	
81120	Capitalized Expenditure - Other	3,727.50	38,403.52		-38,403.52	
81200	District Projects-CIP			457,780.00	457,780.00	
	Total Account	3,727.50	348,981.06	802,835.00	453,853.94	43
85000	Debt Service					
85200	Loan Principal		62,000.00	62,000.00		100
85250	Loan Interest Expense		101,532.50	101,533.00	0.50	100
	Total Account		163,532.50	163,533.00	0.50	100
87000	Other Expense					
74400	Depreciation			564,000.00	564,000.00	
	Total Account			564,000.00	564,000.00	
	Total Other Expenses	3,727.50	512,513.56	1,530,368.00	1,017,854.44	33
	Net Income	-121,636.40	-20,555.68			

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-99861	E	30 CA PUBLIC EMPLOYERS' RETIREMENT S	12262.67	2/22	02/11/22	
-99860	E	30 CA PUBLIC EMPLOYERS' RETIREMENT S	108.75	2/22	02/11/22	
22726	SC	7 ALHAMBRA	40.93	2/22	02/09/22	
22727	SC	14 BETTER DEAL EXCHANGE	148.46	2/22	02/09/22	
22728	SC	16 BLACK MOUNTAIN SOFTWARE	9495.00	2/22	02/09/22	
22729	SC	38 COMCAST	353.73	2/22	02/09/22	
22730	SC	46 DATATREE	99.00	2/22	02/09/22	
22731	SC	58 HOBBS PEST SOLUTIONS, INC	62.00	2/22	02/09/22	
22732	SC	60 HUMANA	552.13	2/22	02/09/22	
22733	SC	72 LARRY NELSON'S RADIO REPEATER SIT	1000.00	2/22	02/09/22	
22734	SC	79 MIRY'S CLEANING SERVICES	295.00	2/22	02/09/22	
22735	SC	85 NORTHERN CA GLOVES	368.05	2/22	02/09/22	
22736	SC	86 O'REILLY AUTOMOTIVE, INC	381.04	2/22	02/09/22	
22737	SC	102 QUADIENT LEASING USA, INC	344.31	2/22	02/09/22	
22738	SC	106 RECOLOGY BUTTE COLUSA COUNTIES	97.51	2/22	02/09/22	
22739	SC	114 SINGLETONAUMAN	1125.00	2/22	02/09/22	
22740	SC	115 SOUTH FEATHER WATER	33.53	2/22	02/09/22	
22741	SC	119 STREAMLINE	400.00	2/22	02/09/22	
22742	SC	139 VERIZON WIRELESS	384.64	2/22	02/09/22	
22743	SC	141 VISTA NET, INC.	185.00	2/22	02/09/22	
22744	SC	39 COMER'S PRINT SHOP	59.54	2/22	02/11/22	
22745	SC	44 CUSTOM FIBERGLASS WORKS	2665.00	2/22	02/11/22	
22746	SC	133 UMPQUA BANK	1211.06	2/22	02/11/22	
22747	SC	14 BETTER DEAL EXCHANGE	17.31	2/22	02/18/22	
22748	C	25 BUTTE COUNTY PUBLIC WORKS	0	2/22	02/18/22	
22749	SC	999999 ERNESTO PONCE	427.07	2/22	02/18/22	
22750	SC	70 LAKEVIEW PETROLEUM CO	4702.75	2/22	02/18/22	
22751	SC	154 PAC MACHINE CO., INC	10548.42	2/22	02/18/22	
22752	SC	97 PAYGOV.US	2937.59	2/22	02/18/22	
22753	SC	102 QUADIENT LEASING USA, INC	241.01	2/22	02/18/22	
22754	SC	109 SAUERS ENGINEERING INC	1485.00	2/22	02/18/22	
22755	SC	115 SOUTH FEATHER WATER	70.14	2/22	02/18/22	
22756	SC	141 VISTA NET, INC.	717.95	2/22	02/18/22	
22757	SC	7 ALHAMBRA	72.86	2/22	02/25/22	
22758	SC	11 ANSWERLINE COMMUNICATIONS	218.15	2/22	02/25/22	
22759	SC	12 AT & T/SBC	589.83	2/22	02/25/22	
22760	SC	16 BLACK MOUNTAIN SOFTWARE	4432.75	2/22	02/25/22	
22761	SC	17 BLUE SHIELD OF CA	7614.86	2/22	02/25/22	
22762	SC	25 BUTTE COUNTY PUBLIC WORKS	114.00	2/22	02/25/22	
22763	SC	32 CA WATER SERVICE	42.66	2/22	02/25/22	
22764	SC	48 DEL MAR EQUIPMENT	383.20	2/22	02/25/22	
22765	SC	93 PACIFIC GAS & ELECTRIC	5467.73	2/22	02/25/22	
22766	SC	115 SOUTH FEATHER WATER	24.42	2/22	02/25/22	
22767	SC	145 XEROX CORPORATION	247.18	2/22	02/25/22	

Claims Total # of Checks: 44

Total: 72027.23

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Payroll

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-89673	P	2 ROBERT L BRODERSON	1692.69	2/22	02/11/22	
-89672	P	21 DAVID GOYER	2254.86	2/22	02/11/22	
-89671	P	4 KELLY J HAMBLIN	1466.52	2/22	02/11/22	
-89670	P	15 SHAWN PETERSON	1717.24	2/22	02/11/22	
-89669	P	11 ANNELYN A RACKLEY	525.38	2/22	02/11/22	
-89668	P	20 AARON RUEDI	1217.43	2/22	02/11/22	
-89667	P	19 VINCENT M VICTORINO	1799.39	2/22	02/11/22	
-89666	P	CALPERS 457 CAL 457	940.07	2/22	02/11/22	
-89665	P	PERS CLASS CAL PERS CLASSIC	1890.42	2/22	02/11/22	
-89664	P	PEPRA CAL PERS PEPRA	1093.25	2/22	02/11/22	
-89663	P	CA TRAIN (ETT) EDD	880.44	2/22	02/11/22	
-89662	P	FIT EFTPS	3990.63	2/22	02/11/22	
-89661	P	HEALTH INS LAKE OROVILLE AREA PUD	3406.61	2/22	02/11/22	
-89660	P	AD&D LOPUD	539.81	2/22	02/11/22	
-89659	P	2 ROBERT L BRODERSON	1508.23	2/22	02/25/22	
-89658	P	21 DAVID GOYER	2254.86	2/22	02/25/22	
-89657	P	4 KELLY J HAMBLIN	1615.39	2/22	02/25/22	
-89656	P	16 ROBERT MARCINIAK	365.00	2/22	02/25/22	
-89655	P	9 ANGELA D MASTELOTTO	365.00	2/22	02/25/22	
-89654	P	15 SHAWN PETERSON	1644.07	2/22	02/25/22	
-89653	P	11 ANNELYN A RACKLEY	525.38	2/22	02/25/22	
-89652	P	20 AARON RUEDI	1496.49	2/22	02/25/22	
-89651	P	19 VINCENT M VICTORINO	1699.39	2/22	02/25/22	
-89650	P	CALPERS 457 CAL 457	953.59	2/22	02/25/22	
-89649	P	PERS CLASS CAL PERS CLASSIC	1890.42	2/22	02/25/22	
-89648	P	PEPRA CAL PERS PEPRA	1126.18	2/22	02/25/22	
-89647	P	CA TRAIN (ETT) EDD	786.82	2/22	02/25/22	
-89646	P	FIT EFTPS	4313.22	2/22	02/25/22	
-89645	P	HEALTH INS LAKE OROVILLE AREA PUD	3246.25	2/22	02/25/22	
-89644	P	AD&D LOPUD	251.38	2/22	02/25/22	
88094	P	5 DARIN K KAHALEKULU	1749.51	2/22	02/11/22	
88095	P	6 DEE G FAIRBANKS	365.00	2/22	02/25/22	
88096	P	5 DARIN K KAHALEKULU	1760.12	2/22	02/25/22	
88097	P	17 RICHARD SALVUCCI	365.00	2/22	02/25/22	
88098	P	13 WILLIAM P SHARMAN	365.00	2/22	02/25/22	
88099	P	AFLAC 125 AFLAC	68.00	2/22	02/25/22	
88100	P	FRANCHISE TAX B FRANCHISE TAX BOARD	100.00	2/22	02/25/22	

Payroll Total # of Checks: 37 Total: 52229.04

Grand Total # of Checks: 81 Total: 124256.27

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

RESOLUTION NO. 03-2022 (**SUBSEQUENT**)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT RE-AUTHORIZING REMOTE MEETINGS CONSISTENT WITH AB 361

WHEREAS, the Lake Oroville Area Public Utility District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Lake Oroville Area Public Utility District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote participation in meetings by members of a legislative body by audio or video or both, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition of remote meetings is a declaration of a state of emergency by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 07-2021 on November 9, 2021, finding that the requisite conditions exist for the District’s legislative bodies to conduct remote meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency; and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, on March 4, 2020 the Governor proclaimed State of Emergency to exist in California due to the COVID-19 pandemic, which proclamation is still active; and

WHEREAS, state and local officials have recommended social distancing measures, including masks, to slow the spread of COVID-19 and the contagious Delta variant, and to protect the vulnerable and immunocompromised members of the community; and

WHEREAS, the Board of Directors does hereby find that the state of emergency continues to directly impact the ability of members to meet in-person; and

WHEREAS, as a consequence of the State of Emergency and recommended social distancing measures, the Board of Directors does hereby find that the legislative bodies of Lake Oroville Area Public Utility District shall continue to conduct their meetings without compliance with

paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the public may attend meetings and comment by calling in or by using the Zoom platform as described in meeting agendas.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 3. Remote Teleconference Meetings. The District's General Manager, Secretary, and legislative bodies are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from adoption of this Resolution or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District's legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Lake Oroville Area Public Utility District, this 8th day of March, 2022, after a motion was made by Director _____ and seconded by Director _____, by the following vote:

AYES: Marciniak, Mastelotto, Salvucci and Sharman

NOES:

ABSENT:

ABSTAIN:

President of the Board

ATTEST:

Secretary of the Board



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 3 – Items Removed From Consent Agenda



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 8, 2022

RE: Item No. 4 – Approval of SingletonAuman Service Proposal

SingletonAuman has provided our auditing Services for the last 6 years. The current proposal from SingletonAuman to continue with the auditing of the District's books for Fiscal years 2022, 2023 and 2024 is attached. 2022 audit pricing is approximately an 8% increase from 2021. 2023 and 2024 increase approximately 2.6% each year. Additionally, the cost to have the Districts "Annual Financial Transactions Report" submitted to the California State Controller's office is an additional cost. No price has been quoted for this service in the past. The cost for that service was \$975.00 in 2020 and \$1,125.00 in 2021. The increase in the audit fees seems to be in line with economic benchmarks.

Attachment included.

Recommended Action:

A motion to approve the proposal from SingletonAuman to engage their auditing services for the 2022, 2023 and 2024 fiscal years.

Roll call vote.

ENGAGEMENT LETTER

February 04, 2022

RECEIVED
FEB 23 2022

To the Board of Directors
Lake Oroville Area Public Utility District
1960 Elgin Street
Oroville, CA 95966

LAKE OROVILLE AREA
PUBLIC UTILITY DISTRICT

Dear Board Members,

We are pleased to confirm our understanding of the services we are to provide Lake Oroville Area Public Utility District for the years ended June 30, 2022, June 30, 2023, and June 30, 2024.

As required by federal and state legal requirements, we are a Certified Public Accounting Firm, duly authorized to practice, and licensed by the California State Board of Accountancy. License Number COR5923.

We will audit the financial statements of the governmental activities, the major fund, and the related notes to the financial statements, which collectively comprise the basic financial statements of Lake Oroville Area Public Utility District as of and for the years ended June 30, 2022, June 30, 2023, and June 30, 2024.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Lake Oroville Area Public Utility District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Lake Oroville Area Public Utility District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Required supplementary information under GASB 34, GASB 68 and GASB 75.
- 3) Supplementary schedules required by the California State Controller.
- 4) Other Supplementary Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial

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Chester:

PO Box 795, Chester, CA 96020
530.258.2272 Fax: 530.258.2282

audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Lake Oroville Area Public Utility District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Lake Oroville Area Public Utility District's financial statements. Our report will be addressed to the Board of Directors of Lake Oroville Area Public Utility District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Lake Oroville Area Public Utility District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our

audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Lake Oroville Area Public Utility District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare the Districts Annual Financial Transactions Report for the California State Controller's Office (billed separately) for years ended June 30, 2022, June 30, 2023, and June 30, 2024, based on information provided by you. We will assist in preparing the financial statements and related notes of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. We will assist in maintaining the District's Depreciation Schedule. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of

the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relating to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide the necessary copies of our reports to Lake Oroville Area Public Utility District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of SingletonAuman PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant agency, the State Controller's Office, or the General Accounting Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of SingletonAuman PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 1st each year and to issue our reports no later than December 15. Clay Singleton, Principal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our professional fees are based on the time spent on an engagement at our standard hourly rates. Our hourly rates are established in relation to the level of experience of the individual assigned to the audit. We believe that our services, approach and technique provide the capability to achieve cost savings while maintaining the highest quality standards. Our proposed fee includes all related expenses including travel costs and 15 copies of the audit report. We will not charge for out-of-pocket expenses such as mileage or per diem associated with this engagement.

The proposed fee for the audit of the Lake Oroville Area Public Utility District for the years ending June 30, 2022, 2023, and 2024 is as follows:

<u>For the Year Ended</u>	<u>Audit Fee</u>
June 30, 2022	\$15,400
June 30, 2023	\$15,800
June 30, 2024	\$16,200

***Single Audit Fee if required (if Federal Expenditures Exceed \$750,000)**

A Single Audit would add an additional \$7,500 per year to the contract total.

Our audit proposal is based on the expectation that your books will be closed, balanced and in auditable condition for the audit period. If during the course of the project the nature or scope of our work should change, we would discuss such matters with you and any effects of our fee estimates. The estimated fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary for any reason, we will discuss it with you and arrive at a new estimate before we incur any additional cost.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our 2018 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Lake Oroville Area Public Utility District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Clay Singleton, Principal
SINGLETONAUMAN PC

RESPONSE:

This letter correctly sets forth the understanding of Lake Oroville Area Public Utility District.

Management signature: _____

Title: _____

Date: _____

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

March 23, 2018

To the Shareholders of SingletonAuman PC. and the Peer Review Committee of the California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of SingletonAuman PC (the firm) in effect for the year ended December 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of SingletonAuman PC in effect for the year ended December 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. SingletonAuman PC has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



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Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 5 – Appointment of 2022-23 Budget Personnel Advisory Committee

This committee will meet to review wages, benefits, and budget requests made by staff. Approvals made during this phase will be figured into the draft 2022-23 fiscal budget which will be reviewed by the Financial Advisory Committee. I expect we will have all the budget information available to us for review by mid April. Once the committee has been appointed, we can schedule a meeting date for the end of April.

Recommended Action: President Mastelotto is requested to appoint two Board members to the Budget Personnel Advisory Committee for the 2022-23 fiscal budget review.



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 6 – Appointment of 2022-23 Budget Financial Advisory Committee

This committee will meet to review the draft 2022-23 fiscal budget. Approvals made during this phase will be figured into the final budget which will be presented for approval by the Board at the June regular board meeting. I expect we will have the draft budget available for review by mid April. Once the committee has been appointed, we can schedule a meeting date for the end of April.

Recommended Action: President Mastelotto is requested to appoint two Board members to the Budget Financial Advisory Committee for the 2022-23 fiscal budget review.



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 8, 2022

RE: Item No. 7 – Request Approval of the Left Coast Scanning Digital Solutions Proposal

The District has enormous amounts of hard copy documents that are being stored in the main office, shop and the storage containers in the yard. These include maps, financial documents, payroll and employee records, legal documents, easements, annexations, maintenance records, and much more. As the District has continued to grow, management of and access to all the hard copies of these records has become very cumbersome. In the past, the District has tried to implement an “in house” scanning and storage of a portion of these documents. Unfortunately, no system was available to catalog these documents so retrieval of these records was not user friendly. Additionally, some of the scans are illegible, named incorrectly and basically unusable.

It has been the District's policy to “keep everything” and at times, in duplicate or triplicate. As an example, the original maps are kept in lateral files in the office. An additional set with multiple copies is also kept in the shop. Multiple “draft copies” of documents are also being stored after the final document has been fully executed. Some of these “draft copies” date back to the 40's and 50's. We intend to review all documents prior to sending them to Left Coast to ensure that we are not scanning the same information twice or submitting unusable information. After Left Coast has completed the scanning of items they will return the items we are required to keep in hard copy and shred anything that we do not have to maintain a hard copy.

Left Coast Scanning Digital Solutions Proposal is to outsource the scanning of all of our records, cataloged, named, and made available to the District in a format that can be accessed by multiple search options. Because we had not eliminated any of the duplicate items or items that we do not need to keep I feel this estimate to be extremely high. It is the opinion of myself and the staff that it will cost much less than what has been quoted. The time frame for the completion of the scanning is 6-9 months. Progress payments would be made as they complete portions of the work. Currently we have a budget line item for “Office Supplies and Expenses” with a budget amount of \$33,000.00. To date we have spent approximately \$5,400.00 of that budget item. The first several progress payments could possibly be made out of this line item.

Recommended Action:

A motion to approve the Left Coast Scanning Digital Solutions Proposal dated 2/7/2022 for the scanning of documents for an amount not to exceed \$90,000.00.

Roll call vote.



FEBRUARY 7, 2021

Lake Oroville Area Public Utility District

Document Imaging Project Proposal

Prepared By: Jessica Gamble
530-781-3532

Recommended Solutions

With Left Coast Scanning Digital Solutions you will have the resources needed to convert your hardcopy documents to digital format and make them readily available to users across your organization.

Solution Description

You will benefit most from a solution that includes the following elements:

- Back File Conversion

Backfile Conversion

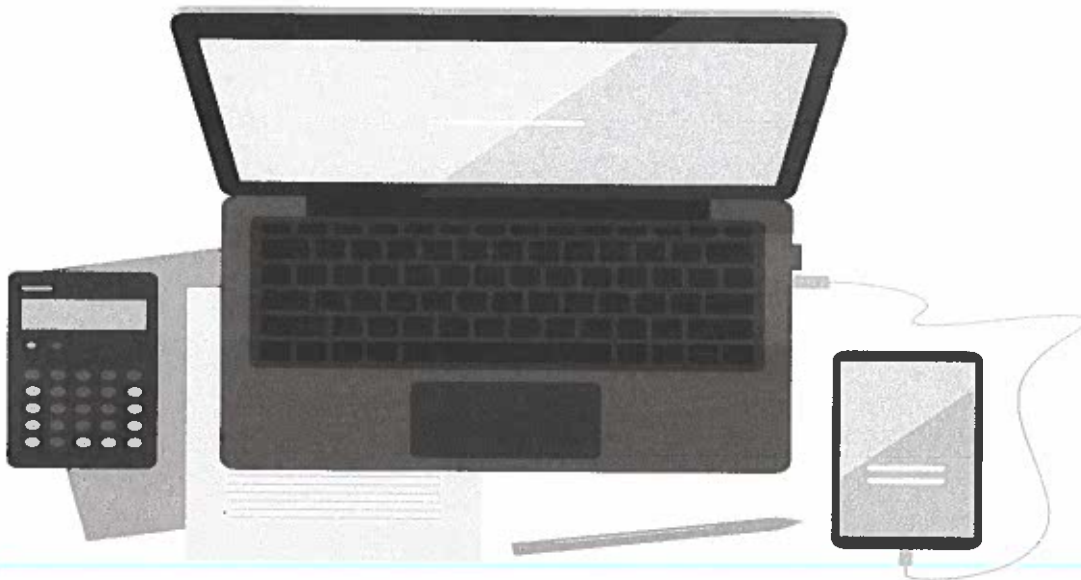
If you have a backlog of paper records that are costly to store and manage, Left Coast Scanning can help you establish a fast, efficient process and perform a bulk conversion of those records into electronic form. Backfile conversion reduces or eliminates onsite physical records storage and makes records easier to search, access, and distribute. Proprietary Web-based tools provide an efficient way to identify unneeded records so they can be safely purged without requiring your staff to physically examine the contents of every carton.

Document Conversion Services Workflow

By building standards of high quality into our processes and by leveraging a core set of standard workflows, Left Coast Scanning ensures the accurate and complete document delivery and security for physical documents that are to be converted to electronic format.

Physical documents to be imaged can be delivered, picked up from a customer site, or requested from Left Coast Scanning storage. All documents are prepared, scanned, indexed, checked for quality, and delivered to the customer in electronic format.

Quality Control (QC) is carried out at all stages of the preparation, scanning and indexing, to ensure that the highest quality of image and data is maintained.



David's Office



**Neutral Lateral Filing Cabinet – 3
Drawers 36”**

**Drawer 1 – Payroll/Personnel Files
Drawer 2 – Projects & Budgets
Drawer 3 – Employee (current & past)**

Naming Convention – Last, First name



**Black Lateral Filing Cabinet – 3
Drawers 36”**

**Drawer 1 – Old projects
Drawer 2 – Old projects
Drawer 3 – Work Comp and Will
Services (some large format maps) –
file with Projects**

**Naming Convention: APN # and
Person/Property Owner**



**Upper Cabinets (Documents for
Archives)**

**Cabinet 1 – Binders (file name is label)
Cabinet 2 – Agenda Binders and
Budget Spirals
Cabinet 3 – White Binders:
Liability/Insurance and Spirals on top
shelf: Budget Reports (also some in
desk drawer)**

Board Room



4 Large Rotary Cabinets – Double Sided

- APN Files (Red Dot Folders “In District – Not Connected”)
- 1 box of Bank Statements
- Accounting Folders (tax assessments & receipt binders organized by quarter)

2 Black Lateral Filing Cabinets – 4 Drawer 36”

- Misc Documents (only 6 drawers have files)



Front Office

**2 Black Vertical File Cabinets, 4
Drawers Each -28" deep**

File Cabinet 1:

- 3 Drawers of Annexations
- 1 Drawer of Board Minutes (in journals)

File Cabinet 2:

- 2 Drawers of Financials –
Payroll by Date
- 1 Drawer of Line Extensions
and Dev. Agreements
- 1 Drawer of Easements &
Deeds (No large, some carbon
papers)

Safe:

- 4 journals of Board Minutes



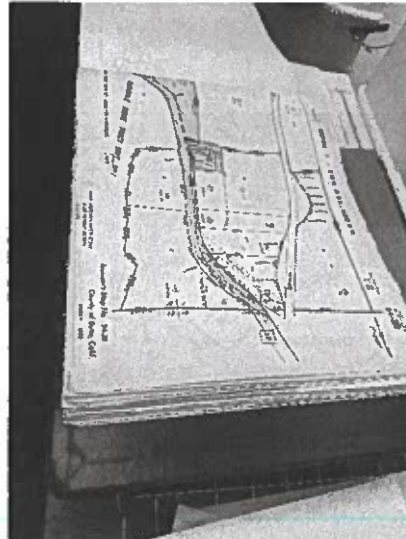


2 Large Format Storage Cabinets – 10 drawers in each

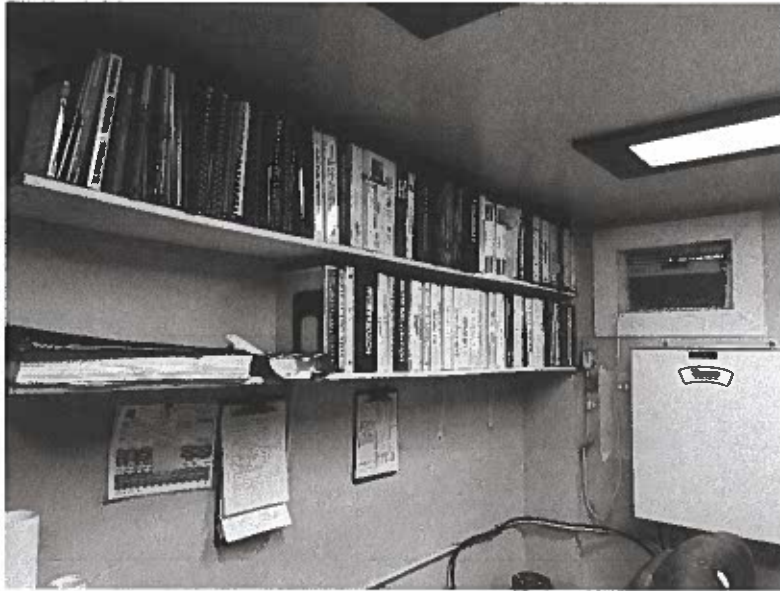
- 50-60 Maps in each drawer
- Label each map according to number in bottom right corner (refer to index for naming)

Storage Cabinet –

- 3 Binders of Old Parcel Maps
- 1 Drawer of Permits



Shop



Vince's Office:

- Pump Station Binders (35-40)
- 1 Drawer in Vertical File Cabinet of Lift Station & Mapping Docs

Large Format Maps:

- 1 bunch in Vince's office
- 1 bunch in upstairs storage area
- Black map storage cabinet outside of the office (10 drawers)
- Metal map storage in shop area (4 drawers)

Small Office Area:

- Lateral Cabinet with 1 Drawer of Vehicle Info Files





Main Shop Area:

- Binders with Projects and Lift Station Info (25)



Large format maps in large cabinet (for archive)

Outside Storage Containers



Container #1:

- Banker boxes
- Black storage boxes (42)
- Green bar Payroll records

* Boxes contain files, binders, receipts & index cards





Container #2:

- Black Storage Boxes (70)
- Brown Banker Boxes (10)
- Small misc boxes (5)

Container #3:

4 Vertical File Cabinets, 4 Drawers each (4 drawers are empty)

- Greenbar in 2 drawers
- Personnel files
- Retirement & Insurance Files
- Misc Binders



Image Count Breakdown by Location

Location	Description	Estimated Quantity	Total Estimated Quantity
David's Office	Neutral Lateral Filing Cabinet – 3 Drawers	7500 Images per Drawer Possibly 15 Large Formats	22,500 Images 15 Large Formats
	Black Lateral Filing Cabinet – 3 Drawers	7500 Images per Drawer	22,500 Images
	Upper Cabinet 1	35 Spiral Folders – 170 estimated images each 40 Binders various sizes – estimated 15,500 images	21,450 Images
	Upper Cabinet 2	15 Binders various sizes 45 Spiral Folders 2 Large Stacks of loose papers	16,750 Images
	Upper Cabinet 3	45 Spiral Folders 12 White Binders 8 Spiral folders in desk drawer	12,010 Images
		Total Estimated Images:	95,210 Standard Images 15 Large Formats
Board Room	4 Large Rotary Cabinets (double sided) APN Files	Estimated 5,150 APN Files	60,000 Images

	Box of Bank Statements	1 Banker Box	3000 Images
	Accounting Folders	32 folders – various sizes	11,000 Images
	Stack of loose papers on upper shelf & roll of large format maps	Estimated 30 maps	1500 Images 30 Large Format Maps
	2 Black Lateral Filing Cabinets – 4 Drawers Each (only 6 have docs)	7500 Images per Drawer	45,000
		Total Estimated Images:	120,500 Standard Images 30 Large Formats
Front Office	2 Black Vertical Filing Cabinets – 28” Deep – 4 Drawers each (7 full)	6000 Images per Drawer 30 Large Format in Misc Files	42,000 Images 30 Large Format Maps
	1 Drawer in Cabinet with Books & Spirals	8 Books 10 Spirals	6000 Images
	Binders/Journals in Safe	4 Journals	800 Images
	2 Large Format Storage Cabinets – 10 Drawers in each	20 Drawers, 60 maps in each	1,200 Large Format Maps
	Cabinet (closest to front door) – 1 Lateral Cabinet Drawer and Map Binders	1 Lateral Drawer and 3 Map Binders	8,250 Images

		Total Estimated Images:	57,050 Standard Images 1,250 Large Format Maps
Shop	1 Large Format Storage Cabinet – 10 drawers	60 maps per drawer	600 Large Format Maps
	Binders on Shelf in Vince’s Office	35 Binders of various sizes	10,000 Images
	Vertical File Cabinet in Vince’s Office – 28”	1 Drawer of documents	6,000 Images
	Bin of Large Format Maps in Vince’s office & in Upper Storage	Estimated 1,500 maps per bin	3,000 Large Format Maps
	1 Lateral Cabinet in room of shop	1 Drawer of documents	7,500 Images
	Grey Metal Large Map Cabinet	4 Drawers with 60 each	240 Large Format Maps
	Shop Area Shelves with Binders	25 White Binders of various sizes	12,500 Images
	Large Cabinet with Shelves of Maps	50 Map Rolls	1000 Large Format Maps
		Total Estimated Images:	36,000 Standard Images 4,840 Large Format Maps
Outside Storage Container #1	Black Storage Boxes – files and binders	42 Boxes – 2800 images in each	117,600 Images
	Banker Boxes	43 Banker Boxes – 3500 images each	150,500 Images

	Large Banker Boxes	2 Large Banker Boxes – Binders	11,000 Images
	Small Storage Boxes	2 smaller sized	600 Images
	Greenbar Payroll Binders	23 Binders of various sizes	17,000 Images
		Total Estimated Images:	296,700 Images
Outside Storage Container #2	Black Storage Boxes – files and binders	70 Boxes – 2800 images in each	196,000 Images
	Brown Banker Boxes	10 Banker Boxes – 3500 images each	35,000 Images
	Small Misc Boxes	5 Small Boxes	1,500 Images
		Total Estimated Images:	232,500 Images
Outside Storage Container #3	4 Vertical File Cabinets – 28" (4 Drawers empty)	8 Drawers Standard Docs 2 Drawers of Binders 2 Drawers Greenbar Files	65,000 Images
		Total Estimated Images:	65,000 Images

Grand Total Estimated Images:	902,960 Standard Size Images 6,135 Large Format Maps
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Proposed Pricing for Back Filing Conversion

Location/Item	Description/Quantity	Estimated Images	Unit Price	Line Total
David's Office	Filing & Upper Cabinet Docs – Files, Spirals & Binders	95,210 Images	\$.09	\$8,568.90
David's Office	Large Maps in Misc Files	15 Large Formats	\$1.50	\$22.50
Board Room	4 Large Rotary Cabinets & 2 Lateral Filing Cabinets	120,500 Images	\$.09	\$10,845.00
Board Room	2 Map Rolls in Rotary Cabinet	30 Large Formats	\$1.50	\$45.00
Front Office	2 Vertical Cabinets, 1 Lateral Cabinet Drawer, Journals in Safe & Map Binders	57,050 Images	\$.09	\$5,134.50
Front Office	2 Large Format Cabinets – 10 Drawers	1,250 Large Formats	\$1.50	\$1,875.00
Shop	1 vertical Cabinet Drawer, 1 Lateral Cabinet Drawer & 2 Shelves of Binders	36,000 Images	\$.09	\$3,240.00
Shop	Black Map Cabinet, Metal Map Cabinet, Bins & Cabinet	4,840 Large Formats	\$1.50	\$7,260.00
Outside Storage Container #1	Black Storage Boxes, Banker Boxes, Small Boxes & Greenbar Binders	296,700 Images	\$.09	\$26,703.00
Outside Storage Container #2	Black Storage Boxes, Banker Boxes & Small Boxes	232,500 Images	\$.09	\$20,925.00
Outside Storage Container #3	4 Vertical Filing Cabinets, 12 Drawers of Files & Binders	65,000 Images	\$.09	\$5,850.00
Indexing	APN Files – Indexing fee	5,150 Files – Approx. 20 Boxes	\$60.00/Box	\$1,200.00
Document Prep, Metadata & QC	All Documents	902,960 Images	Included	N/A
Pick up/Return of Documents	300 Standard Boxes & 6,135 Maps/Plans	902,960 Images	Local Discount	N/A
Certified Shredding	Shredding of Documents not being Returned	\$10.00/Box	TBD	TBD
			Total	\$91,668.90

**** Please note that this is just an estimate, quantity could change based on actual count of images at project completion ****

THE LEFT COAST SCANNING DIFFERENCE

Left Coast Scanning's professional document imaging team has over 10 years' experience in all facets of document management and imaging. Our experience includes working with School Districts, Counties, Cities, Medical Facilities, Regional Centers, and other various businesses.

Digital preservation is our focus. We believe in finding ways to improve your bottom line and making your documents more readily available and accessible. Natural disasters are a part of our life now, are you ready? If you are looking for the best way to transform your documents for ease of access, to reduce your warehousing expenses, or because you're required to by regulations – we've got the best Livescan certified and HIPPA-trained team for the job!



**FOR MORE INFORMATION ABOUT THE SOLUTIONS PROVIDED, CONTACT US AT
530-230-3486 OR VISIT US AT WWW.LEFTCOASTSCANNING.COM**



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 8 – Request Approval of the Laserfiche Cloud Proposal

Laserfiche Cloud is a document management system that would allow us to store, manage, access, protect and archive our digital content. It is compatible with a wide range of software applications that we plan to incorporate in the future.

Recommended Action:

A motion to approve the Laserfiche Cloud proposal dated 01/27/2022 in the amount of \$4,900.00.

Roll call vote.



LASERFICHE CLOUD

Project proposal: Laserfiche Cloud
Client: Lake Oroville Public Utility District
Delivered on: 1/27/2022
Submitted by: CJ Runge

Synapse

LASERFICHE CLOUD

Laserfiche Cloud Features

LASERFICHE CLOUD

Laserfiche Cloud is enterprise content management with built-in business process management tools in a secure and scalable Software-as-a-Service (SaaS) subscription. It enables organizations to securely manage and share documents, emails and other content as they flow through organizational processes.

FORMS

Forms in Laserfiche Cloud allow process managers to create and publish web forms with an intuitive forms management system requiring no coding or scripting. Attractive forms can be easily created with preconfigured templates or customized with editable fonts, colors, uploaded images and layout options. A wide variety of form elements, including fields, checkboxes and radio buttons, can be dragged onto a form to collect the exact information you need, in the precise format you require. A Payment Collection option allows for payment to be collected with Braintree Payment Gateway.

A customizable landing page for Forms makes finding and viewing processes easier. Selected forms appear as thumbnails on a landing page, with a customizable URL for users to access directly.

CONTENT CAPTURE

There are many options to capture content in Laserfiche Cloud:

- **Laserfiche Scanning** allows you to easily convert paper documents into convenient electronic records in Laserfiche.
- **Laserfiche Snapshot** allows you to quickly print an archival image version of any file type to Laserfiche
- **The Laserfiche Cloud** website allows you to import files directly from your computer using drag-and-drop.
- **Laserfiche Import Agent** automatically uploads content from local storage as soon as it is detected.
- **Quick Fields Complete** advance capture for all full users.

BUSINESS PROCESSES

The routing of a form is diagrammed through a process modeler, which is based on the **Business Process Model and Notation (BPMN 2.0)** standard. Different web forms can be associated with each step of the business process, allowing form creators to tailor the presentation of information for the specific step and/or users.

INTEGRATIONS

Laserfiche Cloud also has built-in integrations to connect you with core applications:

- The **Office Plug-in** allows you to quickly save **Microsoft Office®** documents to Laserfiche, and work with them from within Laserfiche. You can also use the Office Plugin to quickly archive emails from Microsoft Outlook® and capture information about the emails.
- Import files saved in **Microsoft Office®, Google Drive®, OneDrive® and OneDrive for Business®** directly into Laserfiche.
- **DocuSign®** allows you to request signatures on your document (DocuSign account is needed).
- **Laser App®** provides forms filling solutions for broker-dealers, financial advisors, insurance agents, and others in the financial industry (Laser App account is needed).

LASERFICHE MOBILE APP

The Laserfiche Mobile app (Android, iOS, or Windows) enables you to capture, upload, and securely access documents, complete tasks and submit electronic forms inside Laserfiche while on the go—even save content and folders while offline.

You can browse for documents in a folder structure; search all your content; create, copy, move, rename, download, print, and delete documents; modify document fields; and view annotations; additionally, you can add documents to your Laserfiche repository from other apps, the mobile device's gallery, or its camera. Users can add tags to documents and folders, place documents under version control, and check them in and out.

AUDIT TRAIL

Auditing enables you to track activities performed in a Laserfiche repository. The tracked information is efficiently stored in log files that are processed for use in reports. Combined with other aspects of the Laserfiche system, auditing not only helps to show compliance with legal regulations, but also contributes to the security of the Laserfiche repository.

CONNECTOR

Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line-of-business applications such as Customer Relationship Management (CRM) and Enterprise Resource Planning (ERP) systems. A Laserfiche Connector profile can be configured to run a search, assign templates and fields to search results, scan a document, import a document, open a website, start another application, or write information to an application.

ACTIVE DIRECTORY FEDERATION SERVICES (AD FS)

Account Administrators can provide single sign-on to Laserfiche Cloud through **Active Directory Federation Services**. Properly mapped user accounts choose 'Sign in with ADFS' on the log-in page to sign into Laserfiche Cloud without specifying an additional username or password.

To ease administrative burden, the single sign-on configuration page includes a look up button to automatically retrieve configuration information from the AD FS host.

ADDITIONAL FEATURES

Additional features including but not limited to:

- Direct Share
- Data Encrypted at Rest
- Automated and Encrypted Backups
- Intrusion Detection
- Automated Feature and Security Updates
- Automated Text Extraction
- Import Agent with Email Archiving
- Surveys
- Workflow Bots for Process Automation

STORAGE

Cloud includes 100GB of storage per user. Additional storage can be purchased at \$30 per 10GB(annually).

PRICING

Laserfiche Cloud Licensing (renewed annually)

Description	Unit	Qty	Price
Laserfiche Professional User (full user)	\$830	5	\$4,150
Total			\$4,150

Professional Services (one time fee)

Description	Price	Qty	Subtotal
Software Configuration & User Training	\$750	1	\$750
Total			\$750

GRAND TOTAL

Description	Price	Qty	Subtotal
Laserfiche Cloud Licensing(annual)	\$4,150	1	\$4,150
Professional Services(one time fee)	\$750	1	\$750
Total			\$4,900

NEXT STEPS

1. Please read the scope of services on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please sign the proposal.
4. Once we receive the signed proposal, we'll contact you shortly to sort out next steps and get the project rolling.
5. If you'd like to speak to us by phone, do not hesitate to call 530-588-0767

Synapse Technologies

Lake Oroville Public Utility District



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 8, 2022

RE Item No. 9 – Approval of Board Policy No. 3055 “Disposal of Surplus Property or Equipment”

The Board will consider approving the amendments to Board Policy No. 3055 “Disposal of Surplus Property or Equipment”. Amendments made to Board Policy No. 3055 are to facilitate the best possible opportunities and compensation to the District when disposing of equipment. No changes were made to the Section “Sale of Real Estate”.

Attachments include the existing Board Policy No. 3055 and the proposed amended Board Policy No. 3055.

Recommended Action:

A motion to approve the amended Board Policy No. 3055 “Disposal of Surplus Property or Equipment” as presented on March 8, 2022.

Roll call vote.

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT
ADOPTION DATE: JUNE 14, 2005

NUMBER: 3055

3055.1 Purpose: To establish a policy and procedure for deposing of LOAPUD surplus property and equipment.

Policy: It is the policy of the District to dispose of all property that is of no further use to the District in a manner that maximizes income to the District. The term Property includes other miscellaneous items. The term Property includes real estate owned by the District. Property or equipment that has no further use shall be considered surplus property. The following procedures shall be followed for its disposal or sale.

3055.2 Equipment and Other District owned Property:

3055.2.1 Staff identifies the property or equipment that is of no further use to the District.

3055.2.2 Staff establishes a fair market value, if any, for the surplus property or equipment and recommends to the most appropriate disposal method will be determined.

3055.2.3 Staff determines if the item(s) is/are capital assets. Capital assets are defined as property with an original purchase price of \$10,000.00 or more. If the item(s) is/are capital assets, standard accounting procedures will be followed for recording the disposal.

3055.2.4 Disposal of all capital assets must be authorized by the District Board of Directors. Non-capital assets may be disposed of by the General Manager.

3055.2.5 Options for disposal are as follows:

3055.2.5.1 **Sales:** Surplus property may be offered for sale. District property cannot be sold to District Directors, employees or immediate family of District Directors or employees. All surplus property is for sale "as is" and "where is," with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered for sale. Appropriate methods of sale are as follows:

3055.2.5.2 **Public Auction** - If appropriate for the dollar value of the item(s) being sold, the District may contract with a professional auctioneer to sell surplus property at a public auction.

3055.2.5.3 On-line Auction - Surplus property may be listed on the District's website or an on-line auction company's web site for sale to the highest responsible bidder.

3055.2.5.4 Sealed Bids - Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest bidder.

- a) Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids. All equipment sold "as is and where is,")
- b) Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
- c) Bidders are notified of Board's action

3055.2.5.5 Selling for Scrap - Surplus property may be sold as scrap if it is determined that the value of the raw material exceeds the value of the property as a whole.

3055.2.5.6 Proceeds - Revenue from the sale of surplus property shall be returned to the Capital Improvement Fund, Equipment Replacement Fund or Operating Fund as determined by the Board (for capital assets) or the General Manager (for all other assets).

3055.2.6 Trade-In: Property declared as surplus may be offered as a trade-in or for buy-back or credit toward the purchase of new property.

3055.2.7 Donations: When donating surplus property, consideration shall be given to the potential needs of other agencies, using a priority methodology based on local agencies first, then outward to local jurisdictions and other agencies in adjacent and remote areas.

3055.2.8 Disposal as Junk: When the cost of locating a buyer exceeds the estimated sale price of surplus property, the item(s) may be destroyed or disposed of as junk.

All agencies, local jurisdictions or individuals that purchase or receive surplus property via donation from the District will sign a release/liability waiver with the express understanding that the District assumes no responsibility for condition, use, operation or performance of the donated or sold equipment.

3055.3 Sale of Real Estate:

3055.3.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3055.3.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3055.3.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3055.3.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.\

3055.3.5 Bidders are notified of the Board's action.

DRAFT

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT
ADOPTION DATE: JUNE 14, 2005

NUMBER: 3055

- 3055.1** Sale of Surplus Equipment.
- 3055.1.1** Board of Directors takes action to declare equipment surplus.
 - 3055.1.2** Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
 - 3055.1.3** Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
 - 3055.1.4** Bidders are notified of Board's action.
 - 3055.1.5** Junked Certificates are obtained for vehicles that are sold to protect the District from liability.
- 3055.2** Sale of Real Estate:
- 3055.2.1** Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
 - 3055.2.2** Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)
 - 3055.2.3** If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
 - 3055.2.4** Board takes action at the next regular Board Meeting to accept or reject highest bid.
 - 3055.2.5** Bidders are notified of the Board's action.



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 10 – Request a Budget Amendment to the Capital
Expenditure Line for the Cost of a New Manager Vehicle

The District manager's vehicle is a 2008 Ford Explorer and has over 130K miles. It has been experiencing transmission issues and has developed an engine cooling issue as well. It would be more advantageous to dispose of it prior to having to expense dollars for major repairs.

Recommended Action:

A motion to increase the capital expenditure budget line by not to exceed \$55,000.00 to include the purchase of a new manager's vehicle.

Roll call vote.



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 8, 2022

RE: Item No. 11 – SC-OR Commissioners' Report

Included (if available) in your packet are draft minutes of the regular meeting of the Sewerage Commission – Oroville Region from the month of February 2022 and the Flow Report from February 2022. Directors Fairbanks and Mastelotto will present the SC-OR report if any information is available for reporting.

Attachment Included

Recommended Action: None

**MINUTES OF THE REGULAR MEETING
OF THE SEWERAGE COMMISSION - OROVILLE REGION**
(Held at the Commission office on February 23, 2022 at 5:00 p.m.)

1. Call to Order ❖

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

2. Roll Call ❖

Commissioners present were Commissioners Fairbanks and Mastelotto from the Lake Oroville Area Public Utility District, Reynolds from the City of Oroville, Hatley and Wristen from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant, Plant Supervisor Mikah Salsi, and Attorney Scott Huber. We are short one Commissioner, as the newly appointed Commissioner has not been sworn in yet because he was unavailable.

3. Salute to the Flag ❖

Manager Glen Sturdevant led the commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

Ted Couch from Jacobs Engineering was in attendance.

5. Board Meeting Minutes of the Regular Meeting held on January 26, 2022 ❖

Upon motion by Commissioner Hatley to approve the minutes of the meeting, and seconded by Commissioner Reynolds, the minutes of the January 26, 2022 regular meeting were unanimously approved.

6. Authorization of Warrants ❖

Chairman Wristen met with Manager Sturdevant and reviewed the warrants, and having found everything to be in order made a motion for their approval. The motion was seconded by Commissioner Reynolds. Warrants 27255-27299 in the total amount of \$954,327.35 from January 27, 2022 to February 23, 2022, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

7. Fiscal Reports ❖

Manager Sturdevant stated the fiscal reports for January 2022 were in the packets for review. There were no questions and nothing further to report.

8. Meeting Schedule Options for calendar Year 2022 for Consideration and Approval ❖

Manager Sturdevant said that at last month's meeting there was discussion regarding changing the regular meeting schedule from the 4th Wednesday of each month to the 4th Tuesday of each month. This would also change the November and December dates from November 16th to the 15th, and December 21 to the 20th to avoid conflict with the holidays. Commissioner Hatley said they discussed this at the TWSD board meeting and it will work for him and the board member scheduled to replace him in July. Commissioner Mastelotto said it will work for LOAPUD also.

Commissioner Reynolds made a motion to adopt the new meeting schedule for 2022, moving the monthly meetings to the 4th Tuesday of each month with the exception of November and December which will be moved to November 15 and December 20, 2022. The motion was seconded by Commissioner Hatley, and passed by unanimous consensus.

9. Consider Awarding contract for Integration of the Control System for the New Influent Pump Station to Jacobs Engineering ❖

Manager Sturdevant reported that we are getting to the end stages of the influent pump station construction, so it is time to determine who will integrate the control strategy and control system. After staff reviewed the proposals submitted, their recommendation is to award Jacobs Engineering the contract. The main reason they chose Jacobs is that they have designed the entire upgrade, and with the upgrade we will get Supervisory Control and Data Acquisition (SCADA) software. We would like a seamless transition once the upgrade is completed. If we have the same company that designed it do the integration it should be as seamless as it can be.

A motion was made by Commissioner Hatley to award the contract for Integration of the Control System for the New Influent Pump Station to Jacobs Engineering for an amount not to exceed \$156,500. The motion was seconded by Commissioner Reynolds, and passed by unanimous consensus.

10. Repayment of Funds Expended from the Capital Outlay Reserve for the Construction of the Solar Array ❖

Manager Sturdevant stated that in 2003 SC-OR borrowed from itself \$2,000,000 to build our solar array, and every year we pay ourselves back with the savings from the solar array. This year is the final payment of \$108,791, and SC-OR will have paid itself back with the investment that manager Ray Sousa made in 2003. The system saves us about 70% of what the PG&E bill would be if we didn't have it.

Commissioner Reynolds made a motion to approve the transfer of solar funds to the Capital Outlay Reserve for the Construction of the Solar Array in the amount of \$108,791, the final payment. The motion was seconded by Commissioner Wristen and passed by unanimous consensus.

11. Attorney's Report ♦

Attorney Huber stated he will say what he has to report in the closed session.

12. Manager's Report ♦

Manager Sturdevant reported that he has given each Commissioner the proposed budget for the next fiscal year. He would like them to review it and call with any questions. If they are fine with it, he will agendize it at the next meeting for adoption. He alerted them to certain line items for their consideration.

13. Visitor Comments ❖

Ted Couch thanked the Commissioners for awarding Jacobs Engineering the contract for the Integration of the Control System for the New Influent Pump Station.

14. Commissioner and Staff Comments ❖

None

15. Closed Session ❖

Adjourned to closed session at 5:26 pm and reconvened to open session at 5:46. Vice-Chair Fairbanks reported that there was no reportable action taken.

17. Adjournment ❖

There being no further business, the meeting was adjourned at 5:47 p.m. to the regular meeting scheduled for March 23, 2022 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

Sewerage Commission - Oroville Region

Monthly Flows Report - Jan 2022

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
SC-OR Plant Total	86.442	2.788	6.80	1/2/2022
Lake Oroville Area P.U.D.	28.073	0.906	1.29	1/2/2022
Thermalito Water and Sewer	15.007	0.484	1.70	1/2/2022
City of Oroville	43.363	1.399	4.22	1/1/2022

Septage Pumpers 0.1530 Million Gallons/Month

Monthly Rainfall .1 Total Inches/Month

Sewerage Commission - Oroville Region

Monthly Flows Report -

Jan-21

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
SC-OR Plant Total	81.265	2.621	8.00	1/28/2021
Lake Oroville Area P.U.D.	27.231	0.878	2.30	1/28/2021
Thermalito Water and Sewer	15.515	0.500	1.51	1/28/2021
City of Oroville	38.519	1.243	4.19	1/28/2021

Septage Pumps 0.1108 Million Gallons/Month

Monthly Rainfall 8.7 Total Inches/Month



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 12 – BCSDA Representatives and LAFCo Report

12.1 BCSDA

Nothing to Report

12.2 LAFCo

LAFCo – March 3, 2022 Agenda is attached for you review.

BUTTE LOCAL AGENCY FORMATION COMMISSION
1453 DOWNER STREET, SUITE C, OROVILLE, CALIFORNIA 95965
TELEPHONE (530) 538-7784 FAX (530) 538-2847

REGULAR MEETING NOTICE OF THE COMMISSION

Location: **Oroville City Council Chambers,
1735 Montgomery Street, Oroville, California**
Date/Time: **Thursday, March 3, 2022 - 9:00 a.m.**

SPECIAL NOTICE – HYBRID MEETINGS

CORONAVIRUS (COVID-19) ADVISORY NOTICE: THE HEALTH AND SAFETY OF BUTTE COUNTY RESIDENTS AND COMMUNITY MEMBERS, PUBLIC OFFICIALS AND EMPLOYEES IS A TOP PRIORITY. Based on guidance from the California Department of Public Health, the California Division of Occupational Safety and Health, the California Governor’s Proclamation of a State of Emergency issued on March 4, 2020, the provisions of Assembly Bill 361 as enacted by Butte LAFCo Resolution, in order to minimize the spread of the COVID-19 virus, Butte LAFCo meetings can be conducted remotely. The Commission’s **HYBRID** meeting can be accessed by the public as follows:

1. The meeting will be **open to the public** for attendance and comments, AND
2. The meeting will be broadcast via **Zoom**, but will be **view only, no interaction or comments taken.**

Please click the link below to [join](#) the meeting or utilize the telephone option (audio only)

1. **JOIN MEETING:**

<https://us02web.zoom.us/j/84693446278?pwd=RnJ2d1kremhnOXA4Y3A3amRxQjUvUT09>
Passcode: 939840

2. **Or Telephone:**

Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 9128
Webinar ID: 846 9344 6278
Passcode: 939840

PUBLIC COMMENTS:

Comments from the public on the agenda items will also be accepted as follows:

1. Attend meeting in-person and comment.
2. Via email to Commission Clerk (jstover@buttecounty.net)
2. Via phone (530-538-7784)
3. Mail to Butte LAFCo, 1453 Downer Street, Suite C, Oroville, CA 95965.

MEETING PARTICIPATION: All comments received will be conveyed to the Commission for consideration during the meeting. All meetings conducted under these circumstances will be recorded and placed on the LAFCo website (www.buttelafco.org) for public access and accountability. Public comments will be limited to three (3) minutes.

REQUIREMENT FOR ROLL CALL VOTES ON ALL MOTIONS: Pursuant to Government Code Section 5494(A), “All votes taken during a teleconferenced meeting shall be by roll call.

THANK YOU: The Commission appreciates the public’s adaptation and patience during this crisis and will endeavor to refrain from placing non-essential items, or matters of significant public interest on the agenda until such time greater public participation can be reasonably accommodated.

AGENDA

ALL ITEMS ARE OPEN FOR PUBLIC COMMENT

1. CALL TO ORDER

1.1 Roll Call

2. CONSENT AGENDA

2.1 Approval of the Minutes of February 3, 2022

2.2 Adoption of a Renewing Resolution In Support of AB361

Pursuant to Assembly Bill 361 (AB361), in order for the Commission to retain the option to conduct its meetings remotely, it must adopt a resolution indicating that a Gubernatorial State of Emergency exists and the Commission has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, Commissioners or staff. **ACTION REQUESTED:** Consider Staff Memorandum and Approve Resolution No. 14 2021/22.

2.3 Letter of Support for AB 1773 (Paterson) – Williamson Act Subvention Payments

The Commission will review and consider a letter of support for the Assembly Bill 1773 which would restore subvention payments to counties allowing for new contracts and renewed protections for agricultural lands. **ACTION REQUESTED:** Consider letter and authorize staff to sign and submit letter.

2.4 Acceptance of Independent Auditor's Report and Financial Statements for Fiscal Year ending June 30, 2021.

The Independent Auditor's Report and Financial Statements for Fiscal Year ending June 30, 2021 have been prepared by Horton McNulty & Saeteurn, LLP, Certified Public Accountants and are submitted for the Commission's acceptance. **Action Requested:** Accept Independent Auditor's Report and Financial Statements for Fiscal Year ending June 30, 2021.

3. NOTICED PUBLIC HEARINGS - None

4. REGULAR AGENDA

4.1 Items Removed from the Consent Agenda (*If any*)

4.2 22-05 - City of Gridley - West Biggs-Gridley Road Annexation No. 2

The Commission will consider the annexation of a two parcels totaling approximately 20 acres in size to the City of Gridley for the purpose of providing municipal services to support development of the site with 56 lots for single-family residential development. Located in the unincorporated area west of the City of Gridley. The site is generally bounded by West Biggs-Gridley Road to the east, City of Gridley city limits to the south and west, and rural residential development to the north. The territory is identified as Assessor Parcel Number 009-290-006 and 057. **ACTION REQUESTED:** Adopt Resolution No. 10 2021/22 approving the annexation.

4.3 Paradise Irrigation District - Stakeholder Draft Options Study Report - February 2022

The Paradise Irrigation District (PID) has been the subject of a multi-year process by the State Water Resources Control Board to evaluate its financial resilience following the 2018 Camp Fire. This has resulted in the preparation the Draft Town of Paradise Options Study Report February 2022. The Report provides a comprehensive review of the options the PID can undertake to ensure its financial future. **ACTION REQUESTED:** Informational Item only.

5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (*If any*)

6. REPORTS AND COMMUNICATION

6.1 Executive Officer's Report

6.2 Correspondence (None)

7. CLOSED SESSION (Fireside Room). Public Employee Performance Evaluation. With respect to every item of business to be discussed in a closed session pursuant to Government Code Section 54957. Title: Executive Officer

8. ADMINISTRATION. The Commission will discuss and provide direction to the Executive Officer on administrative matters relating to the operation of the Commission..

9. ADJOURNMENT NOTICE: Adjourn to **Thursday, April 7, 2022** in the City of Oroville Council Chambers. *It should be noted that COVID protocols can change often and the meeting may be required to be held virtually via Zoom.*

TO THOSE WHO PARTICIPATE IN LAFCO PROCEEDINGS:

- * *Government Code Section 84308 requires you to disclose campaign contributions to LAFCO Commissioners if they amount to \$250 or more and were made within the last twelve months. Please announce your applicable campaign contributions when you speak.*
- * *Any disabled person needing special accommodation to participate in the Commission proceeding is requested to contact LAFCo staff at (530) 538-7784 prior to meeting and arrangements will be made to accommodate you.*
- * *Any person may address the Commission during the "Public Comment." Please see the rules regarding public comments below.*
- * *Agenda documents relative to an Agenda item may be obtained from the Clerk of the Commission at a cost of \$.10 per page.*

RULES APPLYING TO PUBLIC COMMENTS

- 1.** *Members of the public wishing to address the Commission upon any subject within the jurisdiction of Butte LAFCO may do so upon receiving recognition from the Chair at the appropriate time.*
- 2.** *Comment on items not on the agenda should be made at the time indicated for "Public Comment" on the agenda. The Commission may not act on any matter so raised and will have to put off action until a meeting at which the matter can be put on the agenda.*
- 3.** *Comment on specific agenda items may be made during the discussion of that agenda item, upon recognition by the Chair.*
- 4.** *After receiving recognition, please stand and state your name and address before making your presentation, so that the Clerk may take down this information.*
- 5.** *All documents to be presented to the Commission will be given to the Clerk of the Commission (original and eleven copies) prior to Call of Order of meeting. Such documents will be distributed to the Commission and made available for public inspection.*
- 6.** *This agenda was mailed to those requesting notice and posted 72 hours in advance of the meeting at the following locations: LAFCo front entrance.*



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 13 – Board Members', Manager, and Staff Comments

13.1 Field Operations Report

The February 2022 Field Operations Activity Report is included for your review and discussion.

Attachment Included

13.2 General Managers Report

CSDA Board of Directors Training – attachments
General Liability Insurance Renewal (James Cox Insurance)

FIELD OPERATIONS ACTIVITY REPORT

FEBRUARY 2022

SAFETY MEETINGS AND COMPLIANCE

- Special District Risk Management Authority Training: Water Industry Excavation and Advanced HAZWOPER Awareness Modules #1 thru #4
- Orenco Systems Training: Pumps 101

GENERAL MEETINGS

- City of Oroville: Met with Public Works Manager Cody Nissen regarding Sewer Service for empty lots on Brookdale Drive
- Flow Meter Calibrations for Lift Stations: Discussions with TESCO and Aqua Sierra Controls Inc.
- Covid Relief Funding: Discussions with General Manager David Goyer for possible allocations to the District

I & I RELATED WORK

- 7 Manholes repaired for I & I

NEW PERMITS, CONNECTIONS, ESTIMATES, INQUIRIES OR TERMINATIONS

- Cut and Cap Estimate: Discontinuation of Service for empty lots at 1918 & 1920 Jefferson St
- Termination Request of Service: Property owner of 4753 & 4755 Lincoln Blvd due to fire damage of dwellings
- Lateral Replacement Permit: 2254 C Street
- Lateral Repair Permit: 3574 Meyers Street
- Inquiry of Services: 2 Vacant lots on Brookdale Drive that are on the border of the District and Oroville City Limits
- Inquiry of Service: Vacant lot at 2446 V7 Road in the Villa Verona Service Area

LINES CLEANED

- 10,005 LF cleaned with the Jetrodder

CCTV WORK

- 2,738 LF of collection lines inspected

MAINTENANCE, REPAIRS AND MISC.

- SSO: Sanitary Sewer Overflow located at Oroville Tow and Storage caused by debris in line from the manhole frame and cover being knocked off, estimated at 1200 gals with 1100 gals recovered
- Bidwell Canyon Lift Station L3: Installed rebuilt pump #2. Flow increases from +- 96gpm to +-140gpm
- All Lift Stations: Emergency back-up batteries for call-out boxes and control panels replaced

- Villa Verona System: Mainline tap installed for 2476 V7 Road and the new tank was delivered
- Las Plumas Avenue: 2 manholes raised and concrete collars poured to new road grade
- Area Collection Line Cleaning: Feather Falls Casino and residential locations at Mooretown Rancheria
- District Building: Replaced water-stained ceiling panels, burnt light bulbs and fixed possible point of leak on roof
- Built a pad to relocate trash and new recycle bin to the Maintenance Yard
- Vandalism: Fence cut to Maintenance Yard and theft of catalytic converter from old camera van

SERVICE CALLS AND O.T. CALL OUTS- PRIMARY SYSTEM

- (4) Primary Service Calls: (3) Property owner lateral issues-verified manholes and mainlines for obstructions. (1) odor complaint from a resident at Mooretown Rancheria- Odor from Casino grease trap
- (0) O.T. Call Outs

SERVICE CALLS AND O.T. CALL OUTS- VILLA VERONA SYSTEM

- (6) Villa Verona Service Calls- All tanks serviced and pumped
- (0) Villa Verona O.T. Call Outs

Gas Consumption: 183.5gals (Last Mo. 217.9 gals)

Diesel Consumption: 233.4 gals (Last Mo. 184.7gals)

LOAPUD Gas: 183.5gals (Last Mo. 217.9gals) Diesel: 153.1gals (Last Mo. 155.2gals)

El Medio Fire Dept. Gas: 0.0gals (Last Mo. 0.0gals) Diesel: 80.3gals (Last Mo. 49.0gals)

gals = Gallons

gpm = Gallons Per Minute

I&I = Infiltration and Intrusion

LF = Linear Feet

LS = Lift Station

O.T. = Overtime

SSO = Sanitary Sewer Overflow

Prepared By:

Vince Victorino

Field Operations Supervisor



WHY ATTEND CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE?



Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs that the board must perform.
- How individual values, skills, and knowledge help to shape how effective boards operate.
- The importance of moving from "I" to "we" as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- And much more!



April 3 – 6, 2022
Embassy Suites San Diego Bay Downtown
 601 Pacific Highway
 San Diego, CA 92101

HOTEL ROOM RESERVATIONS
 Room reservations are available at the CSDA rate of \$181 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is March 3, 2022; however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT
 The early bird discount for this location requires registration on or before Thursday, March 3, 2022.

Cancellations must be in writing and received by CSDA no later than March 3, 2022 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 3, 2022. Substitutions are acceptable and must be done in writing no later than March 25, 2022 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



September 18 – 21, 2022
Embassy Suites Napa Valley
 1075 California Boulevard
 Napa, CA 94559

HOTEL ROOM RESERVATIONS
 Room reservations are available at the rate of \$189 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is August 29, 2022, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT
 The early bird discount for this location requires registration on or before Friday, August 19, 2022.

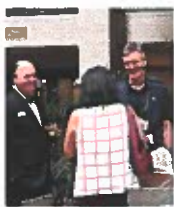
Cancellations must be in writing and received by CSDA no later than August 19, 2022 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after August 19, 2022. Substitutions are acceptable and must be done in writing no later than September 9, 2022 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference. Incentive points reduce SDRMA members' annual contribution amount.

FIRST-TIME ATTENDEE - SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.
**REGISTRATION
AND
NETWORKING
RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 – 10:00 a.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE

Scott Carroll, CSDM (San Diego)
Hillary Strauss, CSDM (Napa)

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

10:00 – 10:30 a.m.
BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m.
LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.
**FULFILLING YOUR DISTRICT’S MISSION:
CHARTING THE COURSE**

Brent Ives, BHI Management Consulting

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district’s mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

3:00 – 3:30 p.m.
BREAK (All Attendees)

3:30 – 4:30 p.m.
**FULFILLING YOUR DISTRICT’S MISSION:
CHARTING THE COURSE (continued)**

5:30 – 7:00 p.m.
**SIP AND SAVOR
EVENING RECEPTION**

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for a lively evening of networking and refreshments.



TUESDAY

8:30 – 10:00 a.m.
DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

Uebert Cassidy Whitmore

** This session covers Module 4 of the Special District Leadership Academy: Board’s Role in Human Resources*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board’s role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

10:00 – 10:30 a.m.
BREAK (All Attendees)

10:30 – 12:00 p.m.
DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

12:00 – 1:00 p.m.
LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.
GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

Martin Rauch, Rauch Communication Consultants, Inc.

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

2:45 – 3:00 p.m.
BREAK (All Attendees)



3:00 – 4:00 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH
(continued)

OPEN EVENING

● WEDNESDAY

8:30 – 10:00 a.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

*David Becker, CPA, James Marta & Company LLP,
Certified Public Accountants*

** This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

10:00 – 10:15 a.m.

BREAK (All Attendees)

10:15 a.m. – 12:00 p.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES? (continued)

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First-time attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.

SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:

- HOW TO DEAL WITH DISRUPTIVE BOARD MEMBERS
- PUBLIC ENGAGEMENT
- GRAND JURIES AND LAFCO'S
- LEGAL AND LEGISLATIVE UPDATES
- FRAUD DETECTION AND PREVENTION
- CONFLICTS OF INTEREST

RETURNING ATTENDEE - SCHEDULE OF EVENTS



● SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

● MONDAY

8:30 a.m. – 12:30 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (All Attendees)

12:30 – 1:30 p.m.
LUNCH PROVIDED (All Attendees)

1:45 – 4:30 p.m.
BREAKOUT SESSIONS

3:00 – 3:30 p.m.
BREAK (All Attendees)

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an entertaining evening of networking and refreshments.

● TUESDAY

8:30 a.m. – 12:00 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (All Attendees)

12:00 – 1:00 p.m.
LUNCH PROVIDED (All Attendees)

1:15 – 4:00 p.m.
BREAKOUT SESSIONS

2:45 – 3:00 p.m.
BREAK (All Attendees)

4:00 p.m.
CONFERENCE ENDS FOR RETURNING ATTENDEES

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: TRAINING, EDUCATION, AND CONFERENCES

NUMBER: 4090

ADOPTION DATE: February 8, 2005

AMENDED DATE: March 14, 2006

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Attendance at such educational conferences and professional meetings are considered a part of an official's performance of their official duties for the District. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards by board members for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District Policy 4030.

4090.2.1 The General Manager is responsible for making arrangements for Directors for conference and registration expenses, compensation and reimbursement pursuant to District Policy 4025. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

4090.3 All District directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors, and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4090.3.1 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4090.3.2 All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.

4090.3.3 Directors shall obtain proof of participation after completing the ethics training.

4090.3.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4090.4 A Director shall not request reimbursement for costs incurred for attending a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.5 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 8, 2022

RE: Item No. 14 – Future Agenda Items