



AGENDA

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

Board of Directors
Regular Meeting
March 12, 2024
2:00PM

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.

California Government Code section 54954.2(a)(1) requires the agenda include “information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. An example of agenda language that would satisfy this requirement is: “Any persons requiring a disability-related modification or accommodation to participate in the public meeting can contact the District Secretary at 530-533-2000 at least 48 hours in advance of the meeting.”

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: 845 7124 1855
Passcode: 585070

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 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
- 1.4 Public Comment

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 Special Board Meeting Minutes of February 20, 2024

2.2 Financial Reports for Month Ending February 29, 2024

2.3 Claims Report for Month Ending February 29, 2024

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

4. **ADOPTION OF THE BARTLE WELLS ASSOCIATES 2024 DISTRICT RATE STUDY**

Michael DeGroot of Bartle Wells Associates will present the 2024 District Rate Study. The Board will review and consider adopting the 2024 District Rate Study as prepared and presented by Bartle Wells Associates.

5. **SELECTION OF THE RATE INCREASE SCHEDULE**

The Board will consider adopting a Rate Schedule and Implementation Schedule.

6. **MISSION ESPERANZA PROJECT – 4248 LINCOLN BLVD.**

General Manager Goyer will present plans for the District's participation with Mission Esperanza and the City of Oroville to provide design and construction options and clarification of the right of ways and easement issues.

7. **REQUEST AUTHORIZATION TO HIRE AT AN ADVANCED STEP SALARY RANGE**

The Board will consider authorizing the General Manager to hire at an advanced step salary range.

8. **AMENDMENT TO SECTIONS 3, 5, & 6 OF THE DISTRICT'S "RULES AND REGULATIONS".**

General Manager Goyer will present amendment to Sections 3, 5 & 6 of the District's "Rules and Regulations".

REPORTS AND CONSULTATIONS

9. **SC-OR COMMISSIONER'S REPORT**

10. **BOARD MEMBERS', MANAGER, AND STAFF COMMENTS**
 - **FIELD OPERATIONS ACTIVITY REPORT**
 - **MANAGER'S REPORT**

11. **FUTURE AGENDA ITEMS**

12. **ADJOURNMENT**



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 12, 2024

RE: Item No. 1 – Call To Order

1.1 Roll call

1.2 Flag Salute

1.3 Moment of Silence

1.4 Public Comment



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 12, 2024
RE: Item No. 2 – Consent Agenda

Item No. 2.1 **Board Meeting Minutes** - Minutes from the February 20, 2024 Special Board meeting are included for the Board's review and approval.

Item No. 2.2 **Financial Reports** – Cash Report and Income Statement through February 29, 2024 is attached for the Board's review and approval.

Item No. 2.3 **Payment of Claims** - The February 29, 2024 Claims report is attached for the Board's review and approval.

Attachments for each item included.

Recommended Action:

A motion to approve the minutes from the Special Board meeting of February 20, 2024 and approve the Financial Reports and Payment of Claims from February 29, 2024 as presented.

Roll call vote.

**UNADOPTED
LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
FEBRUARY 20, 2024**

CALL TO ORDER

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

SALUTE TO THE FLAG

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

MOMENT OF SILENCE

President Marciniak requested a moment of silence.

PUBLIC COMMENT

No Public Comment.

CONSENT AGENDA

The Board reviewed the minutes of the Regular Board Meeting of January 9, 2024, the financial Reports and the Claims List for month ending January 31, 2024. After discussion, it was moved by Director Salvucci 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.

ORNAMENTAL FENCING FOR 3515 MYERS STREET

GM Goyer presented the quotation from All American Welding for the materials and installation of approximately 300 linear feet of ornamental fencing and gates to be installed at 3515 Myers Street. After discussion, it was moved by Director Mastelotto and seconded by Director Salvucci to authorize GM Goyer to move forward with the quotation from All American Welding to provide the ornamental fencing for the rehabilitation project at 3515 Myers Street in an amount not to exceed \$42,642.00. The motion passed with the following roll call vote:

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

DISSOLUTION OF THE AD HOC COMMITTEE REGARDING FACILITY ANALYSIS AND SUITABILITY OF 3515 MYERS STREET

GM Goyer reported that the ad hoc committee for the “Analysis and Suitability of the Property at 3515 Myers Street” had completed its intended purpose and requested that the committee be dissolved. After discussion, it was moved by Director Salvucci and seconded by Director Mastelotto to dissolve the ad hoc committee for the “Analysis and Suitability of the property at 3515 Myers Street”. The motion passed with the following roll call vote:

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

4248 LINCOLN BLVD PALLET SHELTER

GM Goyer presented a request from the City of Oroville to assist in the planning and possible construction activities of the Mission Esperanza Project. Duties are to provide input for design and construction options and to clarify right of way and easement issues. All options will be brought back to the Board for final decision and approval. After discussion, it was moved by Director Mastelotto and seconded by Director Marciniak to direct staff to work with the Mission Esperanza Project and the City of Oroville on the design and construction options and to clarify the right of way and easement issues. The motion passed with the following roll call vote:

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

SC-OR COMMISSIONERS' REPORT

Director Mastelotto reported that the purchase of the Ruddy Creek property was moving forward. Director Salvucci reported that the influent pump station is up and running.

BOARD MEMBERS', MANAGER, AND STAFF REPORTS

FOS Victorino presented the Field Operations Report

- Reported that we had NO SSO's for January 2024.
- Reported that the compliance documents for the hazardous material storage had been submitted to the CEPA and annual air quality reporting was completed and submitted to the BCAQMD.
- Reported that Hanging Tree Lift Station had an internal failure and operation was restored by the field crew within 7 hours.
- Reported that 57 manholes were inspected and 8 repairs completed.

GM Goyer presented the Manager's Report

- Updated the Board on the status of River Ranch, Lincoln Family Apartment and A-Line projects.
- Reported that the winter storm had damaged the roof on the shed at 1945 Elgin Street and Butte Roofing Company had completed the repair.
- Reported that a court date was set for the property at 3520 Spencer and the purchase should be moving forward in the near future.

Engineer Knibb reported that things were moving forward on the Palermo Wastewater Project. The grant should be funded by June 2024 and the District should be receiving documents around August 2024. He reminded the Board that this is the “Planning Grant” phase and is for \$2,453,000 with the largest portion of this work to be securing approximately 700 easements from the landowners.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 3:07 P.M.

Respectfully submitted,

Kelly Hamblin,
Clerk of the Board

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Cash Report
For the Accounting Period: 2/24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
53 Sewer						
10001 Five Star Bank - General	582,430.56	117,596.36	485.71	680.79	147,731.60	552,100.24
10021 Five Star USDA	22,845.62	0.00	0.00	0.00	0.00	22,845.62
10031 Five Star Money Market	2,750,283.21	0.00	0.00	0.00	0.00	2,750,283.21
10400 LAIF 10401 Series A Bond	2,834,050.82	0.00	0.00	0.00	0.00	2,834,050.82
10401 LAIF ACCOUNT SERIES A BOND	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	6,297,158.21	117,596.36	485.71	680.79	147,731.60	6,266,827.89
55 RIVER RANCH OROVILLE LLC						
10001 Five Star Bank - General	84,446.65	0.00	0.00	0.00	0.00	84,446.65
57 LEAP GRANT						
10001 Five Star Bank - General	-66,157.32	0.00	0.00	0.00	0.00	-66,157.32
58 REAP GRANT						
10001 Five Star Bank - General	-52,046.54	0.00	0.00	0.00	0.00	-52,046.54
62 PALERMO WASTEWATER CONSOLIDATION						
10001 Five Star Bank - General	-16,375.00	0.00	0.00	0.00	255.00	-16,630.00
71 Payroll Clearing						
10001 Five Star Bank - General	819.60	0.00	64,409.39	59,712.69	0.00	5,516.30
73 Claims Clearing						
10001 Five Star Bank - General	18,343.40	0.00	92,428.30	1,702.95	0.00	109,068.75
Totals	6,266,189.00	117,596.36	157,323.40	62,096.43	147,986.60	6,331,025.73

*** 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.

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 2 / 24

53 Sewer

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
41100	Sewer Service Charge	-139.86	870,959.09	1,727,271.00	-856,311.91	50
41150	Pumping Charge	-35.10	63,673.94	128,000.00	-64,326.06	50
41200	Kelly Ridge Pumping Chg (Taxes)		28,304.10	45,000.00	-16,695.90	63
41300	Connection Fee		3,600.00		3,600.00	51
	Total Revenue	-174.96	966,537.13	1,900,271.00	-933,733.87	51
Expenses						
51000	Administration					
60100	Salaries & Wages	21,275.59	182,532.30	275,850.00	93,317.70	66
60200	Sick Time Buy Back			2,000.00	2,000.00	
62100	Health Insurance	5,537.14	47,065.69	59,150.00	12,084.31	80
62150	HSA PAYABLE	624.99	3,958.27	7,500.00	3,541.73	53
62200	Dental Insurance	341.22	2,900.37	4,400.00	1,499.63	66
62250	Life Insurance	40.74	346.29	508.00	161.71	68
62300	Vision Insurance			3,000.00	3,000.00	
62400	Deferred Comp 457	417.82	3,585.21	5,510.00	1,924.79	65
62450	CALPERS Contribution	11,550.91	100,899.19	141,468.00	40,568.81	71
62500	Workers Comp Ins.		1,145.88	2,900.00	1,754.12	40
62550	Payroll Taxes/Ins.	1,649.89	13,997.81	21,835.00	7,837.19	64
64152	SURVEYING SERVICES		450.00		-450.00	
66100	Office Supplies & Expenses	-485.71	-485.71		485.71	
	Total Account	40,952.59	356,395.30	524,121.00	167,725.70	68
51100	Director					
60100	Salaries & Wages	2,000.00	16,000.00	24,000.00	8,000.00	67
62300	Vision Insurance		472.06	5,000.00	4,527.94	9
62550	Payroll Taxes/Ins.	185.00	1,480.00	2,220.00	740.00	67
	Total Account	2,185.00	17,952.06	31,220.00	13,267.94	58
57000	General Operating					
64100	Engineering Services	10,167.50	39,932.50	40,000.00	67.50	100
64150	Legal Services	1,541.00	8,232.30	24,000.00	15,767.70	34
64152	SURVEYING SERVICES		1,466.00		-1,466.00	
64200	Accounting/Audit Services		21,950.00	26,600.00	4,650.00	83
64250	Insurance		13,839.30	56,000.00	42,160.70	25
64300	Software Licenses, Annual Fees and Tech Support	18,349.25	35,784.59	45,200.00	9,415.41	79
65100	Office Utilities	1,053.79	11,336.98	16,080.00	4,743.02	71
65150	Shop/Yard Utilities	1,054.20	6,368.11	9,000.00	2,631.89	71
66100	Office Supplies & Expenses	353.00	4,027.24	7,500.00	3,472.76	54
66102	BILLING AND PAYMENT PROCESSING	321.10	21,658.76	34,550.00	12,891.24	63
66150	Office Equipment	178.46	4,925.76	20,000.00	15,074.24	25
66200	Building & Yard Repairs / Maintenance		244.40	10,000.00	9,755.60	2
66250	Small Tools & Consumables		1,104.57	5,000.00	3,895.43	

53 Sewer

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
66350	Outside services	7,995.00	17,621.48	31,000.00	13,378.52	57
67100	Education & Training		2,140.30	12,000.00	9,859.70	18
67150	Membership/Subscriptions	46.66	10,901.67	9,000.00	-1,901.67	121
67200	Permits & Licenses		6,433.87	14,150.00	7,716.13	45
67250	Travel, Meals & Entertainment		2,254.87	4,595.00	2,340.13	49
67300	Elections			5,000.00	5,000.00	
67350	Bank and collection fees		3,642.43	10,800.00	7,157.57	34
67400	Safety Training			1,000.00	1,000.00	
67550	LAFCo Operating Fees		2,620.09	2,900.00	279.91	90
69155	Propane			200.00	200.00	
	Total Account	41,059.96	216,485.22	384,575.00	168,089.78	56
58000	Field					
60100	Salaries & Wages	21,193.86	195,204.73	424,150.00	228,945.27	46
60200	Sick Time Buy Back			1,500.00	1,500.00	
61150	Standby Wages	518.40	4,048.25	6,500.00	2,451.75	62
61200	Reoccurring Overtime Wages	1,492.39	12,629.41	25,000.00	12,370.59	51
61250	Call-Out OT - Not VV	109.02	997.39	5,000.00	4,002.61	20
61351	Villa Verona Overtime	280.25	1,073.92	2,500.00	1,426.08	43
62100	Health Insurance	2,117.18	18,191.51	59,800.00	41,608.49	30
62150	HSA PAYABLE	624.99	5,833.24	7,500.00	1,666.76	78
62200	Dental Insurance	161.56	1,373.24	3,500.00	2,126.76	39
62250	Life Insurance	53.20	442.57	700.00	257.43	63
62300	Vision Insurance			5,000.00	5,000.00	
62400	Deferred Comp 457	460.35	4,180.98	8,500.00	4,319.02	49
62450	CALPERS Contribution	6,478.64	58,758.35	86,910.00	28,151.65	68
62500	Workers Comp Ins.		4,942.50	23,535.00	18,592.50	21
62550	Payroll Taxes/Ins.	1,866.65	16,585.81	31,500.00	14,914.19	53
63500	Boots and Uniforms	85.13	139.24	5,050.00	4,910.76	3
63502	Boots & Uniforms-Broderson		249.60	550.00	300.40	45
63506	Boots & Uniforms - VICTORINO		456.75	550.00	93.25	83
63507	Boots & Uniforms - PETERSON			550.00	550.00	
63508	Boots & Uniforms - DAVIS		216.44	550.00	333.56	39
63509	Boots & Uniforms - MOENCH		308.51	550.00	241.49	56
63510	boots & Uniforms - WATSEN		357.23		-357.23	
64100	Engineering Services		1,320.05		-1,320.05	
64300	Software Licenses, Annual Fees and Tech Support		4,045.00	11,500.00	7,455.00	35
65175	PUMP STATION UTILITIES	8,029.28	47,478.42	67,050.00	19,571.58	71
66200	Building & Yard Repairs / Maintenance		-148.41		148.41	
66250	Small Tools & Consumables	145.89	1,437.63	18,500.00	17,062.37	8
66300	Safety Supplies	186.58	2,499.68	10,000.00	7,500.32	25
66350	Outside services	1,300.00	5,253.00	5,000.00	-253.00	105
67100	Education & Training	110.77	110.77	7,500.00	7,389.23	1
67150	Membership/Subscriptions			7,500.00	7,500.00	
67250	Travel, Meals & Entertainment		158.65		-158.65	
67400	Safety Training		6,300.00	12,200.00	5,900.00	52
68100	Routine Operations & Maintenance - Sewer System	790.23	4,202.76	15,000.00	10,797.24	28
68125	REPAIRS AND MAINTENANCE ON PUMP STATIONS	1,375.64	7,572.76	133,500.00	125,927.24	6
68150	I & I Operations & Maintenance			10,000.00	10,000.00	
68650	VV Operations & Maintenance		757.72	25,000.00	24,242.28	

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 2 / 24

53 Sewer

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
69100	Diesel Fuel		6,749.57	9,500.00	2,750.43	71
69150	Gasoline		8,356.75	18,000.00	9,643.25	46
69155	Propane		22.35	200.00	177.65	11
69250	Heavy Equipment Repairs & Maintenance	146.10	3,440.31	10,000.00	6,559.69	34
69300	Auto Repairs & Maintenance	36.75	6,392.14	10,000.00	3,607.86	64
	Total Account	47,562.86	431,938.82	1,069,845.00	637,906.18	40
	Total Expenses	131,760.41	1,022,771.40	2,009,761.00	986,989.60	51
	Net Income from Operations	-131,935.37	-56,234.27			
Other Revenue						
47000	Miscellaneous Revenue		2,037.50		2,037.50	
47100	Capacity Charge		90,763.00		90,763.00	
47150	Sewer Service Late Fees	23,526.22	44,350.59		44,350.59	
47200	Interest		127,200.32		127,200.32	
47250	RD Surcharge	-29.40	181,300.00	363,090.00	-181,790.00	50
47350	Current Sec Taxes		242,002.58	351,100.00	-109,097.42	69
47400	Current Unsec Tax	444.08	20,346.68	19,200.00	1,146.68	106
47450	Prior Unsec Tax	47.85	1,248.13	505.00	743.13	247
47475	SUPPLEMENTAL APPORTIONMENT	1,386.15	3,341.87	6,500.00	-3,158.13	51
47500	Other Taxes	1,138.65	1,693.67	3,000.00	-1,306.33	56
47821	Annexation Processing		612.00		612.00	
47871	SC-OR Regional Facility Charge	-39,828.00	76,270.62		76,270.62	
49000	Other Income	15.00	165.00		165.00	
	Total Other Revenue	-13,299.45	791,331.96	743,395.00	47,936.96	106
Other Expenses						
81000	Capital Outlay					
66250	Small Tools & Consumables		179.84		-179.84	
66300	Safety Supplies		907.33		-907.33	
67500	Permits		119.91		-119.91	
81110	Equipment Purchase		79,292.11	360,000.00	280,707.89	22
81120	Capitalized Expenditure - Other		4,930.00		-4,930.00	
81200	District Projects-CIP		30,840.11	580,000.00	549,159.89	5
	Total Account		116,269.30	940,000.00	823,730.70	12
85000	Debt Service					
85200	Loan Principal			68,000.00	68,000.00	
85250	Loan Interest Expense		164,007.50	96,010.00	-67,997.50	171
	Total Account		164,007.50	164,010.00	2.50	100

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LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 2 / 24

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53 Sewer

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
87000	Other Expense					
74400	Depreciation			556,000.00	556,000.00	
	Total Account			556,000.00	556,000.00	
	Total Other Expenses	0.00	280,276.80	1,660,010.00	1,379,733.20	17
	Net Income		-145,234.82			
			454,820.89			

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 2 / 24

55 RIVER RANCH OROVILLE LLC

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Expenses						
57000	General Operating					
64150	Legal Services		1,001.00		-1,001.00	
	Total Account		1,001.00		-1,001.00	
59000	RIVER RANCH OROVILLE LLC					
64150	Legal Services		3,850.00		-3,850.00	
	Total Account		3,850.00		-3,850.00	
	Total Expenses	0.00	4,851.00	0.00	-4,851.00	
	Net Income from Operations		-4,851.00			
Other Revenue						
47100	Capacity Charge		5,000.00		5,000.00	
	Total Other Revenue	0.00	5,000.00	0.00	5,000.00	
	Net Income	0.00	149.00			

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 2 / 24

57 LEAP GRANT

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Expenses						
55100	LEAP GRANT					
64100	Engineering Services		330.00		-330.00	
	Total Account		330.00		-330.00	
	Total Expenses	0.00	330.00	0.00	-330.00	
	Net Income from Operations		-330.00			
Other Revenue						
48000	GRANT REVENUE		25,023.70		25,023.70	
	Total Other Revenue	0.00	25,023.70	0.00	25,023.70	
	Net Income	0.00	24,693.70			

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
For the Accounting Period: 2 / 24

58 REAP GRANT

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Expenses						
55200	REAP GRANT					
64100	Engineering Services		330.00		-330.00	
	Total Account		330.00		-330.00	
58000 Field						
62500	Workers Comp Ins.		1,158.66		-1,158.66	
	Total Account		1,158.66		-1,158.66	
	Total Expenses	0.00	1,488.66	0.00	-1,488.66	
	Net Income from Operations		-1,488.66			
Other Revenue						
48000	GRANT REVENUE		19,055.80		19,055.80	
	Total Other Revenue	0.00	19,055.80	0.00	19,055.80	
	Net Income	0.00	17,567.14			

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LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
Income Statement
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62 PALERMO WASTEWATER CONSOLIDATION

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Expenses						
57000	General Operating					
64100	Engineering Services	255.00	595.00		-595.00	
	Total Account	255.00	595.00		-595.00	
	Total Expenses	255.00	595.00	0.00	-595.00	
	Net Income from Operations	-255.00	-595.00			
	Net Income	-255.00	-595.00			

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Date Period Issued	Notes
-99742	Clm E	172 STRATTI	1581.25	2/24 02/09/24	
-99741	Clm E	164 DRIVE PAYMENTS	121.70	2/24 02/23/24	
-88886*	Pay P	2 ROBERT L BRODERSON	1964.87	2/24 02/09/24	
-88885	Pay P	21 DAVID GOYER	2684.31	2/24 02/09/24	
-88884	Pay P	4 KELLY J HAMBLIN	1843.88	2/24 02/09/24	
-88883	Pay P	23 TROY MOENCH	1652.08	2/24 02/09/24	
-88882	Pay P	11 ANNELYN A RACKLEY	622.21	2/24 02/09/24	
-88881	Pay P	19 VINCENT M VICTORINO	2387.66	2/24 02/09/24	
-88880	Pay P	24 JASEN WATSON	1534.66	2/24 02/09/24	
-88879	Pay P	CALPERS 457 CAL 457	1060.28	2/24 02/09/24	
-88878	Pay P	PERS CLASS CAL PERS CLASSIC	2466.35	2/24 02/09/24	
-88877	Pay P	PEPRA CAL PERS PEPRA	1384.13	2/24 02/09/24	
-88876	Pay P	CA TRAIN (ETT) EDD	1044.45	2/24 02/09/24	
-88875	Pay P	FIT EFTPS	5168.02	2/24 02/09/24	
-88874	Pay P	HEALTH INS LAKE OROVILLE AREA PUD	3889.29	2/24 02/09/24	
-88873	Pay P	AD&D LOPUD	779.09	2/24 02/09/24	
-88872	Pay P	2 ROBERT L BRODERSON	2418.53	2/24 02/23/24	
-88871	Pay P	21 DAVID GOYER	2684.31	2/24 02/23/24	
-88870	Pay P	4 KELLY J HAMBLIN	2048.29	2/24 02/23/24	
-88869	Pay P	16 ROBERT MARCINIAK	365.80	2/24 02/23/24	
-88868	Pay P	9 ANGELA D MASTELOTTO	365.80	2/24 02/23/24	
-88867	Pay P	23 TROY MOENCH	1736.69	2/24 02/23/24	
-88866	Pay P	11 ANNELYN A RACKLEY	560.00	2/24 02/23/24	
-88865	Pay P	17 RICHARD SALVUCCI	365.80	2/24 02/23/24	
-88864	Pay P	19 VINCENT M VICTORINO	2551.35	2/24 02/23/24	
-88863	Pay P	24 JASEN WATSON	1515.73	2/24 02/23/24	
-88862	Pay P	CALPERS 457 CAL 457	1094.97	2/24 02/23/24	
-88861	Pay P	PERS CLASS CAL PERS CLASSIC	2466.35	2/24 02/23/24	
-88860	Pay P	PEPRA CAL PERS PEPRA	1434.25	2/24 02/23/24	
-88859	Pay P	CA TRAIN (ETT) EDD	1050.98	2/24 02/23/24	
-88858	Pay P	FIT EFTPS	5904.14	2/24 02/23/24	
-88857	Pay P	HEALTH INS LAKE OROVILLE AREA PUD	3889.29	2/24 02/23/24	
-88856	Pay P	AD&D LOPUD	779.13	2/24 02/23/24	
23744*	Clm SC	12 AT & T	202.41	2/24 02/09/24	
23745	Clm SC	32 CA WATER SERVICE	80.59	2/24 02/09/24	
23746	Clm SC	190 CANON FINANCIAL SOLUTIONS	178.46	2/24 02/09/24	
23747	Clm SC	38 COMCAST	298.83	2/24 02/09/24	
23748	Clm SC	46 DATATREE	99.00	2/24 02/09/24	
23749	Clm SC	194 GLOBAL OFFICE INC.	100.25	2/24 02/09/24	
23750	Clm SC	79 MIRY'S CLEANING SERVICES	295.00	2/24 02/09/24	
23751	Clm SC	93 PACIFIC GAS & ELECTRIC	8243.14	2/24 02/09/24	
23752	Clm SC	102 QUADIENIT LEASING USA, INC	346.34	2/24 02/09/24	
23753	Clm SC	106 RECOLOGY BUTTE COLUSA COUNTIES	107.82	2/24 02/09/24	
23754	Clm SC	119 STREAMLINE	249.00	2/24 02/09/24	
23755	Clm SC	139 VERIZON WIRELESS	402.71	2/24 02/09/24	
23756	Clm SC	110 SC-OR	39828.00	2/24 02/09/24	
23757	Clm SC	16 BLACK MOUNTAIN SOFTWARE	16420.00	2/24 02/16/24	
23758	Clm SC	54 FASTENAL SUPPLIES	79.86	2/24 02/16/24	

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)

Claims

Check #	Check		Check Amount	Date		Notes
	Type	Vendor/Employee/Payee Number/Name		Period	Issued	
23759	Clm SC	60 HUMANA	625.68	2/24	02/16/24	
23760	Clm SC	78 MINASIAN LAW	1541.00	2/24	02/16/24	
23761	Clm SC	109 SAUERS ENGINEERING INC	10422.50	2/24	02/16/24	
23762	Clm SC	115 SOUTH FEATHER WATER	57.53	2/24	02/16/24	
23763	Clm SC	133 UMPQUA BANK	410.02	2/24	02/16/24	
23764	Clm SC	166 VALLI INFORMATION SYSTEMS, INC	199.40	2/24	02/16/24	
23765	Clm SC	11 ANSWERLINE COMMUNICATIONS	250.00	2/24	02/23/24	
23766	Clm SC	17 BLUE SHIELD OF CA	7103.17	2/24	02/23/24	
23767	Clm SC	190 CANON FINANCIAL SOLUTIONS	178.46	2/24	02/23/24	
23768	Clm SC	115 SOUTH FEATHER WATER	74.76	2/24	02/23/24	
23769	Clm SC	38 COMCAST	318.20	2/24	03/02/24	
23770	Clm SC	194 GLOBAL OFFICE INC.	81.99	2/24	03/02/24	
23771	Clm SC	58 HOBBS PEST SOLUTIONS, INC	230.00	2/24	03/02/24	
23772	Clm SC	72 LARRY NELSON'S RADIO REPEATER SIT	1300.00	2/24	03/02/24	
23773	Clm SC	85 NORTHERN CA GLOVES	186.58	2/24	03/02/24	
23774	Clm SC	92 PACE SUPPLY CORP	790.23	2/24	03/02/24	
23775	Clm SC	115 SOUTH FEATHER WATER	24.42	2/24	03/02/24	
88285*	Pay P	5 DARIN K KAHALEKULU	1969.42	2/24	02/09/24	
88286	Pay P	6 DEE G FAIRBANKS	365.80	2/24	02/23/24	
88287	Pay P	5 DARIN K KAHALEKULU	1969.42	2/24	02/23/24	
88288	Pay P	13 WILLIAM P SHARMAN	365.80	2/24	02/23/24	
88289	Pay P	AFLAC 125 AFLAC	26.26	2/24	02/23/24	
Grand Total # of Checks:		70	Total: 156837.69	Total Claims	92428.30	Total Payroll 64409.39

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)



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 12, 2024

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



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 12, 2024

RE: Item No. 4 – Bartle Wells Associates 2024 District Rate Study

Michael DeGroot of Bartle Wells Associates will present the 2024 District Rate Study.

Attachments included.

Recommended Action:

A motion to adopt the Bartle Wells Associates 2024 District Rate Study as presented.

Roll call vote.



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 12, 2024

RE: Item No. 5 – Selection of Rate Increase Schedule

Upon approval and adoption of the Bartle Wells Associates 2024 District Rate Study by the Board of Directors, the next order of business will be to select and approve a rate increase and corresponding schedule of implementation. This rate schedule can then be incorporated in the Notice of Sewer Rate Increase which will require Board approval.

Attachments Included.

Proposed LOAPUD Rates - Scenario 1 – see attached.
Proposed LOAPUD Rates - Scenario 2 – see attached.

Implementation Schedule 1 - Approval of rates at March 12th meeting
Notices finalized and postmarked by March 29th.
Public hearing on Tuesday May 14th.

Implementation Schedule 2 - Present changes to the rates on April 9th at the regular Board meeting.
Notices finalized and postmarked by April 26th.
Public hearing on June 11th

Recommended Action: A motion to adopt and approve the Proposed LOAPUD Rate Scenario # ___ and implementation schedule # _____ to incorporate into the Notice of Sewer Rate Increase.

Scenario 1: Proposed LOAPUD Rates

Option 1 - Keep Current Structure	current	7/1/2024	7/1/2025	7/1/2026	7/1/2027
		Proposed Rate Increases*			
		5.0%	5.0%	5.0%	5.0%
Proposed Monthly Bills (Excludes SCOR Treatment Charge)					
<u>PER EDU</u>					
Regular Gravity Flow	\$28.21	\$29.38	\$30.60	\$31.88	\$33.23
\$/month increase		\$1.17	\$1.22	\$1.28	\$1.35
KRE Gravity Flow Sewer w/ pumping	\$31.58	\$32.75	\$33.97	\$35.25	\$36.60
\$/month increase		\$1.17	\$1.22	\$1.28	\$1.35
Regular Gravity Flow Sewer w/ pumping	\$34.06	\$35.23	\$36.45	\$37.73	\$39.08
\$/month increase		\$1.17	\$1.22	\$1.28	\$1.35
Villa Verona	\$33.06	\$34.47	\$35.95	\$37.50	\$39.13
\$/month increase		\$1.41	\$1.48	\$1.55	\$1.63
<i>*Pumping & RDA charges proposed to remain at current rate.</i>					

Scenario 2: Proposed LOAPUD Rates

Option 2 - Reduced EDUs Multifamily & Mobile Home

	current	<u>7/1/2024</u>	<u>7/1/2025</u>	<u>7/1/2026</u>	<u>7/1/2027</u>
		Proposed Rate Increases*			
		5.0%	5.0%	5.0%	5.0%
Proposed Monthly Bills (Excludes SCOR Treatment Charge)					
<u>PER EDU</u>					
Regular Gravity Flow	\$28.21	\$29.83	\$31.08	\$32.39	\$33.76
\$/month increase		\$1.62	\$1.25	\$1.31	\$1.37
KRE Gravity Flow Sewer w/ pumping	\$31.58	\$33.42	\$34.66	\$35.97	\$37.35
\$/month increase		\$1.84	\$1.25	\$1.31	\$1.37
Regular Gravity Flow Sewer w/ pumping	\$34.06	\$35.90	\$37.14	\$38.45	\$39.83
\$/month increase		\$1.84	\$1.25	\$1.31	\$1.37
Villa Verona	\$33.06	\$34.92	\$36.43	\$38.00	\$39.66
\$/month increase		\$1.86	\$1.50	\$1.58	\$1.66

**Pumping & RDA charges proposed to remain at current rate.*



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 12, 2024

RE: Item No. 6 – Mission Esperanza Project – 4248 Lincoln Blvd.

As requested, we have formulated a plan to work with the City of Oroville and the Mission Esperanza project to gain a new right of way for the existing infrastructure and improve the serviceability to the customers in this area. The City and the District would agree to pay 50% each of the project with the District doing the work to our existing infrastructure. The property owner will in exchange grant the Right of Way to LOAPUD.

Attachments included.

Recommended Action:

A motion to approve the cooperative project with the City of Oroville and Mission Esperanza as presented.

Roll call vote.



The new right of way would be from the manhole D2 South to the property line then west to the westerly property line. Also from the clean out D1 A west to the manhole D1.
Appropriately 600 LF by 20' = 12,000 Sq'

Item	Description	Labor	Material	Equipment	Subcontract	Total
1	LINCOLN PALLET SHELTER	8,280	5,456	6,686		27,290
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Cost		8,280	5,456	6,686		27,290
Mark-Up						6,868
						25.17%
Total Estimate						34,159

Mark-Up			
50.00%	Labor	4,140	* LABOR MARK UP FOR ENGINEERING/SURVEYING EST. COST
50.00%	Material	2,728	* MATERIAL PURCHASE PRICE CONTINGENCY
0.00%	Equipment	0	
0.00%	Subcontractor	0	
Total		6,868	25.17%

Lake Oroville Area Public Utility District

Item	Description	Quantity	UM	Unit Cost	Labor	Material	Equipment	Subcontract	Total
1	LINCOLN PALLET SHELTER MAIN LINE REPLACMENT	1	EA		8280	5456.38	6686.08	6868	27290.46

Man-Hours

Shift	Operation	LABOR	Quantity	UM	Unit Cost	Labor	Material	Equipment	Subcontract	Total
1	001		1	EA	8280	8280				8280

Days 1 Man-Hours
Hrs Reg 1 Prod. Rate
Hrs OT

Field Operations Supervisor	40	EA	67	2680
Foreman	40	EA	54	2160
Operator - F		EA	50	0
Utility Worker I	40	EA	43	1720
Utility Worker I	40	EA	43	1720
Clerical		EA	48	0
Field Operations Supervisor - OT	0	EA	84	0
Foreman - OT	0	EA	70	0

Shift	Operation	EQUIPMENT	Quantity	UM	Unit Cost	Labor	Material	Equipment	Subcontract	Total
1	002		1	EA	6686.08			6686.08		6686.08

Days 1 Equip-Hours
Hrs Reg 1 Prod. Rate
Hrs OT

Dump Truck- Peterbilt	10	HR	59	590
Flatbed Truck 1999 F450	8	HR	27.33	218.64
Backhoe/Loader - CAT 440 B/H	40	HR	77.42	3096.8
Excavator- Bobcat	8	HR	43.2	345.6
CAT SKID STEER	40	HR	45	1800
Pickup Truck	4	HR	21.78	87.12
Pickup Truck	4	HR	21.78	87.12
Trench Jack	8	EA	57.6	460.8

Shift	Operation	MATERIALS	Quantity	UM	Unit Cost	Labor	Material	Equipment	Subcontract	Total
1	003		1	EA	5456.38		5456.38			5456.38

1/4" Screen Sand (Washed)	50	TON	13	650
3/4" Aggregate Base		TON	15	0
3/8" Pea Gravel	40	TON	14	560
4" ABS/SDR35 1/4 bend	14	EA	12.5	175
4" ABS/SDR Combos	8	EA	23	184
4" ABS Adpt. SFGXF	8	EA	12	96
4" Femco Full Shield Coupling	4	EA	29.55	118.2
4" ABS/SDR Plug Sq. Hd.	8	EA	8	64
8" SDR35 PIPE	220	LF	12.47	2743.4
8" WATER STOP	2	EA	60.05	120.1
4" ABS/SDR Pipe	80	LF	5	400
B-9 Box w/ Lid	4	EA	81.42	325.68
Tracing Wire	80	LF	0.25	20

Shift	Operation	Subcontracts	Quantity	UM	Unit Cost	Labor	Material	Equipment	Subcontract	Total
1	004			EA	0					6868

Engineer	1	LS	2070	2070
Surveyor	1	LS	2070	2070
Material Contingency	1		2728	

Shift	Operation	Fees and Charges	Quantity	UM	Unit Cost	Labor	Material	Equipment	Subcontract	Total
1	005		5	EA	0		0			0

Encroachment Permit		EA	332	0
LOAPUD Connection Fee		EA	200	0
LOAPUD Capacity Charge		EA	4777	0
Encroachment Permit		EA	332	0



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 12, 2024

RE: Item No. 7 – Request to Authorize Hiring at Advanced Step Salary Range

The District is advertising for a new Utility Worker I or II and Operator.

Board Policy No. 2150 requires that the General Manager request the Board of Director's authorization to hire an employee at a step salary range that is something other than the first step of the salary range.

In accordance with Policy No. 2150, the General Manager is requesting authorization to hire an Utility Worker I or II and Operator at a step range that is greater than the first step in the applicable salary range, if and when it is necessary, in order to fill the position with a qualified applicant.

Attachments included.

Recommended Action: A motion to approve the General Manager's request for authorization to hire a Utility Worker I or II and Operator at a step salary range necessary to obtain a qualified applicant.

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: EMPLOYEE COMPENSATION
ADOPTION DATE: July 8, 1987

NUMBER: 2150
AMENDED DATE: July 12, 2016

2150.1 This policy shall apply to all employees, with the exception of the General Manager.

2150.2 **COMPENSATION AT HIRING**

2150.2.1 New Employees: All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided herein.

2150.2.2 Advanced Step Hiring: If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the salary range. Whenever advanced step hiring is approved, an employee being paid at a lower salary step in the same range may be advanced to the step at which the new employee is appointed.

2150.2.3 Former Employees: A person who previously held a permanent position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 **MERIT ADVANCEMENT WITHIN RANGE**

2150.3.1 Performance Evaluation Required: The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement: Unless otherwise specified herein in addition to receiving a satisfactory performance evaluation, each employee shall, complete the following required time of employment to be eligible to receive a merit increase:

- 2150.3.2.1** New Employees: A person hired as a new employee shall have a merit advancement date which is twelve (12) months following the appointment date.
- 2150.3.2.2** Promotion or Demotion: An employee who is promoted or demoted shall have a new merit advancement date which shall be one (1) year from the date of promotion or demotion.
- 2150.3.2.3** Voluntary Demotion: An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.
- 2150.3.2.4** Change in Range Allocation: If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.
- 2150.3.2.5** Position Reclassification: An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a high salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one (1) year following the effective date of the position reclassification.
- 2150.3.2.6** Non-Merit Step Adjustment: An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one (1) year from the date of said adjustment.
- 2150.3.2.7** Standby Pay: The Field Operations Supervisor shall establish a Standby Schedule, rotating field crew employees. Standby duty will begin at 4:00 p.m. on Friday and end at 4:00 p.m. the following Friday. Any change or substitution from the schedule must be approved in advance by the Field Operations Supervisor or the Foreman. Hourly employees on standby will be compensated as follows:
- 2150.3.2.7.1 Non-regular work day: Four (4) hours overtime pay for each day. This additional pay shall include time for making the rounds to check all District pump stations.
- 2150.3.2.7.2 Regular work day: \$25 of additional pay for each day.

2150.3.3 Effective Date: An employee's merit increase shall take place yearly on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to ninety (90) days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond ninety (90) days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 PROMOTION

2150.4.1 Employees promoted to a position with a higher salary range will be paid the higher range nearest the rate that the employee was being paid on the effective date of the promotion.

POLICY #	ADMINISTRATION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F RANGE	
2365	ACCOUNTS PAYABLE CLERK REGULAR FULL TIME	\$26.91	\$28.26	\$29.68	\$31.18	\$32.74	\$34.38	\$34.38
2367	ACCOUNTS PAYABLE CLERK II REGULAR FULL TIME	\$26.91	\$28.26	\$29.68	\$31.18	\$32.74	\$34.38	\$34.38
2372	ACCOUNTS RECEIVABLE CLERK REGULAR FULL TIME	\$24.64	\$25.81	\$27.07	\$28.36	\$29.71	\$31.14	\$31.14
2370	ACCOUNTS RECEIVABLE CLERK II REGULAR FULL TIME	\$26.91	\$28.26	\$29.68	\$31.18	\$32.74	\$34.38	\$34.38
2377	ADMINISTRATIVE AIDE REGULAR FULL TIME	\$18.99	\$19.95	\$20.95	\$21.98	\$23.09	\$24.23	\$24.23
2377	ADMINISTRATIVE AIDE PART TIME OR TEMPORARY	\$15.97	\$16.25	\$16.54	\$16.82	\$17.11	\$17.39	\$17.39
2368	CLERK OF THE BOARD/BOOKKEEPER REGULAR FULL TIME	\$29.68	\$31.18	\$32.74	\$34.38	\$36.09	\$37.90	\$37.90
2379	CUSTOMER ACCOUNT SPECIALIST REGULAR FULL TIME	\$29.68	\$31.18	\$32.74	\$34.38	\$36.09	\$37.90	\$37.90
2374	OFFICE CLERK	\$26.43	\$27.75	\$29.15	\$30.60	\$32.12	\$33.73	\$37.01
	TEMPORARY ASSISTANT TO THE MANAGER	\$37.63	\$39.42	\$41.31	\$43.29	\$45.36	\$47.63	\$50.87

FIELD OPERATIONS

	UTILITY WORKER PART TIME	\$15.97	\$16.54	\$17.11	\$17.68	\$18.25	\$18.82	\$18.82
2320	FIELD OPERATIONS FOREMAN REGULAR FULL TIME	\$28.97	\$30.43	\$31.96	\$33.55	\$35.22	\$36.98	\$36.98
2310	FIELD OPERATIONS SUPERVISOR REGULAR FULL TIME	\$37.63	\$39.42	\$41.31	\$43.29	\$45.36	\$47.63	\$50.87
2327	FIELD OPERATIONS TECHNICIAN REGULAR FULLTIME	\$26.91	\$28.26	\$29.68	\$31.18	\$32.74	\$34.38	\$34.38
	OPERATOR PART TIME	\$24.64	\$25.81	\$27.07	\$28.36	\$29.71	\$31.14	\$31.14
2330	OPERATOR REGULAR FULL TIME	\$26.43	\$27.75	\$29.15	\$30.60	\$32.12	\$33.73	\$37.01
2340	UTILITY WORKER I REGULAR FULL TIME	\$22.44	\$23.54	\$24.72	\$25.94	\$27.24	\$28.60	\$28.60
2345	UTILITY WORKER II REGULAR FULL TIME	\$23.54	\$24.72	\$25.94	\$27.24	\$28.60	\$30.03	\$30.03

**Step F can include merit and cola increases which are calculated differently for each employee in Step F

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: JOB DESCRIPTION -- OPERATOR
ADOPTION DATE: FEBRUARY 8, 1984

NUMBER: 2330
AMENDED: May 9, 2006

2330.1 GENERAL JOB DESCRIPTION:

2330.1.1 Under supervision of the Field Operations Supervisor and/or the Foreman: operates backhoes, hydraulic sewer cleaner, trucks and hand equipment in the excavation, backfilling and pavement repair involved in the installation, repair and maintenance of sewer lines and related equipment; performs a variety of unskilled and semi-skilled tasks in sewer line installation, maintenance and repair; assists in equipment maintenance and repair, and in general yard and shop work; assists in construction and maintenance of District property; and, shares stand-by and emergency responsibilities with other field personnel.

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of District facilities;
- (b) performs a wide variety of unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment;
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, structures (e.g., manholes, cleanouts, pump stations, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) trains, or assists in training of subordinates;
- (e) develops and presents to subordinates information relating to safety in conformance with District's safety program;
- (f) processes records relating to job costs and time expenditures of equipment and District personnel;
- (g) as lead person, supervises other employees in construction activities.
- (h) develops and presents to subordinates information relating to safety in conformance with District's safety program; and,
- (i) processes records relating to job costs and time expenditures of equipment and District personnel.
- (j) provides construction inspection and followup;
- (k) shares on call responsibilities and emergency responsibilities with other field personnel;
- (l) acts and supervises employees in sewer pipe installation, backfilling, pavement and surface restoration;

- (m) acts and supervises employees with routine closed circuit video monitoring of the District collection system;
- (n) knowledge in servicing and maintaining the Villa Verona Assessment District Step System;
- (o) knowledge in use and operation of SCADA systems.

2330.2 Prerequisite Qualifications

2330.2.1 High school diploma or the equivalency thereof.

2330.2.2 Two years of experience, or combination of training and experience, as an apprentice equipment operator, or comparable non-District position.

2330.2.3 Knowledge of capability and operation construction tools and mechanical and hydraulically operated construction equipment.

2330.2.4 Knowledge of District operations and materials used sewer collection systems.

2330.2.5 Knowledge of pipe, manholes, pumps, fittings, and other appurtenant materials, including costs, used in sewer collection systems; and.

2330.2.6 Valid Class A California driver license and satisfactory driving record.

2330.3 Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday.

2330.4 Hourly Compensation:

2330.5 Essential Job Duties:

2330.5.1 Task: Operates backhoe, excavator, end loader, compactors, etc., in the repair of pipe leaks on District's sewer system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.5.2 Task: Operates backhoe, excavator, end loader, compactors, etc., in the installation of sewer mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.);

kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.5.3 Task: Operates backhoe, excavator, end loader, compactors, etc., in the maintenance and repair of sewer facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.5.4 Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2330.5.5 Task: Operates backhoe, excavator, end loader, compactors, etc., in the cleaning and maintenance of District sewer collection facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.5.6 Task: Assists in the operation and maintenance of sewer collection facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2330.5.7 Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other sewer collection facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.6 Marginal Job Duties:

2330.6.1 Task: Assists in locating District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2330.6.2 Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle

2330.6.3 Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.6.4 Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2330.7 Environmental Demands:

2330.7.1 Outside: Usually works outside in a variety of weather conditions reaching to +100° F.

2330.7.2 Inside: Sometimes works indoors in a temperature-controlled environment.

2330.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weak control chemicals.

2330.7.4 Noise/Vibration: Moderate exposure to noise and vibration from tools and equipment.

2330.8 Mental Requirements:

2330.8.1 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos, and messages.

2330.8.2 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

2330.8.3 Math: Ability to perform basic math calculations. Ability to count and measure.

2330.8.4 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2330.8.5 Repetition: Routine daily work practices.

2330.8.6 Judgment: Frequently works unsupervised; good judgment required.

2330.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2330.8.8 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: JOB DESCRIPTION -- UTILITY WORKER
ADOPTION DATE: FEBRUARY 8, 1984

NUMBER: 2340
AMENDED: June 9, 2009

2340.1 GENERAL JOB DESCRIPTION:

2340.1.1 Under supervision of Field Operations Supervisor, Foreman or Operator: works with Operator in the installation and repair of sanitary sewer main lines and related equipment; stocks trucks; drives service and dump trucks; operates compaction equipment, jackhammer and compressor, and other hand equipment as necessary and/or as directed; installs sewer pipe; assists in digging backfilling and repairing roads and pavement; repairs damaged pipe; repairs damaged pipe; installs service line taps, house sewer cleanout/locks, and other related equipment; assists in construction, maintenance and repair of District property; assists in general yard and shop work; and, shares stand-by and emergency responsibilities with other field personnel.

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the operations and maintenance, repair and replacement of District facilities;
- (b) performs a wide variety of semi-skilled and skilled manual and automated tasks.
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, structures (e.g., manholes, cleanouts, pump stations, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;
- (e) responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance;
- (f) acts as Equipment Operator, Mechanic, Field Operations Technician and Utility Worker;
- (g) trains, or assists in training of subordinates;
- (h) stays current with information relating to safety in conformance with District's safety program; and,

- (i) provides construction inspection and follow-up;
- (j) shares on call responsibilities and emergency responsibilities with other field personnel;
- (k) acts and supervises employees in sewer pipe installation, backfilling, pavement and surface restoration;
- (l) acts in routine closed circuit video monitoring of the District collection system;
- (m) knowledge in servicing and maintaining the Villa Verona Assessment District Step System;
- (n) knowledge in use and operation of SCADA systems.

2340.2 Prerequisite Qualifications

2340.2.1 High school diploma or the equivalency thereof.

2340.2.2 Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in sewer collection systems.

2340.2.3 Valid Class "A" California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

2340.3 Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday.

2340.4 Hourly Compensation:

2340.5 Essential Job Duties:

2340.5.1 Task: Assists in the repair of pipe leaks on District's sewer system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.5.2 Task: Assists in the installation of sewer mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.5.3 Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2340.5.4 Task: Assists in the cleaning and maintenance of District facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.);

kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.5.5 Task: Applies weed control chemicals to and around aboveground District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2340.5.6 Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other sewer facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.6 Marginal Job Duties:

2340.6.1 Task: Assists in the locating of District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2340.6.2 Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

2340.6.3 Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.6.4 Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.);

kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2340.7 Environmental Demands:

2340.7.1 Outside: Always works outside in a variety of weather conditions reaching to +100°F.

2340.7.2 Inside: Sometimes works indoors in temperature-controlled environment.

2340.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

2340.7.4 Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

2340.8 Mental Requirements:

2340.8.1 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

2340.8.2 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

2340.8.3 Math: Ability to perform basic math calculations. Ability to count and measure.

2340.8.4 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2340.8.5 Repetition: Routine daily work practices.

2340.8.6 Judgment: Works under direct supervision; minimal judgment required.

2340.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2340.8.8 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: JOB DESCRIPTION -- UTILITY WORKER II
ADOPTION DATE: June 9, 2009

NUMBER: 2345

2345.1 GENERAL JOB DESCRIPTION:

2345.1.1 Under supervision of Field Operations Supervisor, Foreman or Operator: works with Operator in the installation and repair of sanitary sewer main lines and related equipment; stocks trucks; drives service and dump trucks; operates compaction equipment, jackhammer and compressor, and other hand equipment as necessary and/or as directed; installs sewer pipe; assists in digging backfilling and repairing roads and pavement; repairs damaged pipe; repairs damaged pipe; installs service line taps, house sewer cleanout/locks, and other related equipment; assists in construction, maintenance and repair of District property; assists in general yard and shop work; and, shares stand-by and emergency responsibilities with other field personnel.

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the operations and maintenance, repair and replacement of District facilities;
- (b) performs a wide variety of semi-skilled and skilled manual and automated tasks.
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, structures (e.g., manholes, cleanouts, pump stations, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;
- (e) responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance;
- (f) acts as Equipment Operator, Mechanic, Field Operations Technician and Utility Worker;
- (g) trains, or assists in training of subordinates;
- (h) stays current with information relating to safety in conformance with District's safety program; and,
- (i) provides construction inspection and follow-up;
- (j) shares on call responsibilities and emergency responsibilities with other field personnel;
- (k) acts and supervises employees in sewer pipe installation, backfilling, pavement and surface restoration;
- (l) acts in routine closed circuit video monitoring of the District collection system;
- (m) knowledge in servicing and maintaining the Villa Verona Assessment District Step System;

(n) Under supervision, operates telemetry and process control network allowing wireless communications to the District pump stations using a Supervisory Control and Data Acquisition system (SCADA). Makes routine and emergency remote system operational changes and prepares reports. Must possess excellent computer operational skills and assists in technical training to other field personnel in all areas of SCADA operation; use of computer word processing and spreadsheet programs; current hardware and software systems, principles and techniques of computer operations including security procedures.

2345.2 Prerequisite Qualifications

2345.2.1 High school diploma or the equivalency thereof.

2345.2.2 Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in sewer collection systems.

2345.2.3 Valid Class "A" California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

2345.3 Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday.

2345.4 Hourly Compensation:

2345.5 Essential Job Duties:

2345.5.1 Task: Assists in the repair of pipe leaks on District's sewer system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2345.5.2 Task: Assists in the installation of sewer mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2345.5.3 Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2345.5.4 Task: Assists in the cleaning and maintenance of District facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2345.5.5 Task: Applies weed control chemicals to and around aboveground District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2345.5.6 Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other sewer facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2345.6 Marginal Job Duties:

2345.6.1 Task: Assists in the locating of District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2345.6.2 Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

2345.6.3 Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2345.6.4 Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2345.7 Environmental Demands:

2345.7.1 Outside: Always works outside in a variety of weather conditions reaching to +100°F.

2345.7.2 Inside: Sometimes works indoors in temperature-controlled environment.

2345.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

2345.7.4 Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

2345.8 Mental Requirements:

2345.8.1 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

2345.8.2 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

2345.8.3 Math: Ability to perform basic math calculations. Ability to count and measure.

2345.8.4 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2345.8.5 Repetition: Routine daily work practices.

2345.8.6 Judgment: Works under direct supervision; minimal judgment required.

2345.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2345.8.8 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 12, 2024

RE: Item No. 8 – Amendment to Sections 3, 5 & 6 of the District's Rules and Regulations.

General Manager Goyer will present an amendment to Sections 3, 5 & 6 of the District's Rules and Regulations as they pertain to accepting lower laterals.

Attachments included.

Recommended Action:

A motion to approve the amendments to Sections 3, 5 & 6 of the District's Rules and Regulations as presented.

Roll call vote.

DUTIES, RIGHTS AND RESPONSIBILITIES

3.01 DUTIES OF DISTRICT PERSONNEL

3.01.1 Board of Directors

The Board of Directors shall make and enforce such rules and regulations as may be necessary for the safe, economical and efficient operation, management and protection of the District's sewer collection system. Further, the Board of Directors shall establish and regulate rates, fees, service and capacity charges.

3.01.2 General Manager

The General Manager shall administer, implement and enforce the provisions of these Rules. Any powers granted to or duties imposed on the General Manager may be delegated by the General Manager to persons employed or retained by the District.

3.01.3 Employees

District personnel shall enforce the provisions of these Rules. All District personnel shall identify themselves upon request when entering the work site or property for any inspection of work or for other purposes required or provided for by these Rules.

3.01.4 Contractors

All Contractors working on behalf of the District shall identify themselves upon request when entering the work site or property for any work or for other purposes required or provided for by these Rules.

3.02 RIGHTS AND RESPONSIBILITIES OF DISTRICT

3.02.1 Control of Sewer System

The main sewer system shall be under the exclusive control and management of the District. The District shall maintain all District owned lower laterals, main sewers, interceptor sewers, lift stations, force mains and related appurtenances. Figure 3.01 illustrates the sewer facilities maintenance responsibilities of District and Owner.

3.02.2 Right of Entry

Authorized representatives of the District are permitted to make limited, reasonable inspections, at reasonable times, of any grounds, building or residence served to the extent necessary to ensure compliance with these Rules or amendments. The Owner shall be given the opportunity to accompany the District on all inspections. The Rights and Responsibilities incorporated in these Rules shall not be interpreted to limit the District in complying with or enforcing its Industrial Pretreatment Program (IPP).

If the purpose of the inspection is to verify the presence of multiple units or issues related to other billing factors and the District is not given access to enter the property within 30 days of the date requested, the service charges may be adjusted.

3.02.3 Service Interruption

The District will exercise reasonable diligence and care to provide continuous operation of its sewage collection facilities and to avoid, so far as practicable, curtailments or interruptions in such service. The District, its officers, agents or employees will not, however, be liable for interruption, shortage or curtailment or stoppage of said service, or for any loss or damage caused thereby.

3.02.4 Temporary Suspension of Service

When it is necessary or convenient to make repairs or improvements to its system or appurtenances, the District shall have the right to temporarily suspend sewer service or obstruct the flow of sewage from the lateral sewer. The District shall not be liable for any loss or damage caused thereby. Repairs or improvements will be made as rapidly as practicable and, so far as possible, at such times as will cause the least inconvenience to customers and users.

3.02.5 Correction Notices

Whenever possible, the District shall serve the Owner with written notice if corrective action is needed on the facilities which are Owner's responsibility to maintain, and allow a reasonable time for the satisfactory correction thereof. If the Owner fails to respond within the time period stated in such notice, District shall cause said sewer facilities to be suspended by plugging the sewer service, or if District finds it necessary in the interest of public health and safety, District may perform work on said facilities and the reasonable costs and expenses incurred for work and material shall be paid by the Owner. Any charges shall be collectible by District as provided by these Rules. Administrative fees may be levied in accordance with Exhibit 10.01.

3.03 RIGHTS AND RESPONSIBILITIES OF OWNER

3.03.1 Compliance with Rules

Owner shall comply with the provisions contained within these Rules.

3.03.1.1 Tenants' Compliance

The Owner shall be responsible for tenant's compliance with all provisions contained within these Rules.

3.03.2 Connection by Application and Permit Only

Connections to the District's sewer system shall be made in accordance with the provisions of District rules, regulations, ordinances, Board policies and specifications. No person shall connect to, alter or discharge into the sewer system without making application to the District, securing a permit and paying applicable charges. No person other than authorized representatives of the District shall connect to any District sewer facilities.

3.03.3 Accessibility

The Owner shall provide to the District, its employees and its authorized agents access at all reasonable times to enter Owner's premises for any purpose related to the provision of sewer service, including inspection to determine that District Rules are being observed, in accordance with §3.02.2.

3.03.4 Obstructions

In accordance with District Easement Encroachment Policy, Exhibit 3.01, no person shall place on any sewer pipeline any obstruction, including, but not limited to wires, fences, trees or structures, which may impede or otherwise interfere with the District's ready access to any portion of the sanitary sewer system owned by the District without prior approval from the District. Upon the District's written request, such obstruction shall be immediately removed by the Owner at no cost to the District or, at the District's option, shall be removed by the District at the Owner's expense, should the need arise. If the Owner wishes to reinstall the obstruction, it shall be done at the owner's expense. The reinstallation shall be subject to subsequent removals if access by the District is required again. (See Board Policy No. 6210)

3.03.5 Sewer Lateral

The Owner shall, at his or her own risk and expense, install, keep and maintain in good repair all sewer laterals, including cleanouts, from the premises served to the point of discharge into District's system. Figure 3.01 illustrates the sewer facilities maintenance responsibilities of the Owner.

The Owner shall operate and maintain the sewer lateral in an open and free-flowing condition, capable of passing tests as outlined in these Rules. The Owner shall be responsible for blockages in the lateral sewer, unless the blockage is caused by a physical defect in the District's area of responsibility, Figure 3.01 and Figure 3.02.

3.03.6 Loss and Damage

The Owner shall be responsible for any loss or damage caused by improper or defective installations, facilities or equipment, (whether inspected or approved by District), or inadequate maintenance of the facilities.

3.03.7 Owner's Responsibility Related to Excavation

Prior to excavating and whenever any underground construction is to be performed, the Owner shall contact the District and review the appropriate record drawings on file at the District Office. The Owner shall be responsible for the following:

3.03.7.1 Owner to Determine Location

The Owner shall make such calculations, findings and conclusions as may be necessary to determine the approximate location of the District sanitary sewer facilities in relationship to the proposed excavation. In the event of conflicting positions, the District sanitary sewer facilities shall have prior rights to its location.

3.03.7.2 Expose Sewer Facilities and Determine Adequate Fall

The Owner shall be responsible for the proposed excavation and shall explore for and expose the District sanitary sewer facilities using reasonable care. Once the District sanitary sewer facilities are exposed, the Owner responsible for the excavation shall verify the clearances and compatibility of the proposed works. It is the Owner's responsibility to determine adequate fall before installation of the sewer lateral and/or before establishing the finished floor elevation of the structure.

3.03.7.3 District Assistance with Location

Whenever the stub-out, wye or other point of connection is not located as shown on the District's record maps, the District shall assist the Owner to the extent reasonably

possible after reasonable effort has been made by the Owner to locate the point of connection by use of surface and underground pipeline detectors. The District will locate sewer stubs for new service through closed circuit television.

The District shall not be responsible for the cost of equipment, excavation, labor and/or material expenses incurred by the Owner in determining the location of stub-outs, service laterals, wyes or other District sanitary sewer facilities, whether existing or non-existing.

3.03.7.4 Damage to District's Facilities

The Owner shall be solely responsible for any and all damage to the District's sanitary sewer facilities during excavation and backfill, regardless of the cause. This includes consequential damage due to improper pipe protection and backfill procedures.

3.03.7.5 Underground Service Alert

The Owner shall call Underground Service Alert (USA) 48 hours prior to any start of excavation.

3.03.7.6 Written Notices

The Owner shall respond to written notices served by the District that require corrective action, within the time period stated in the notice. Owner shall be responsible for reasonable costs and expenses incurred by the District for labor and material, should it be necessary for the District to plug the sewer line or to perform work on Owner's facilities.

3.04 PAYMENT OF CHARGES AND FEES

3.04.1 Connection Fees

Payment of sewer connection fees in accordance with Exhibit 10.01 is the responsibility of the Owner. The Owner shall notify the District if there is any change in sewer use in accordance with §10.05.1.1 and §10.05.2.1.

3.04.2 Service Charges

All sewer service charges shall be billed to the Owner of the property or as provided in Board Policy, whether or not the Owner is the occupant. For the purposes of these Rules, determination of lot or parcel Ownership thereof shall be based upon the latest available records of the Assessor's offices of Butte County. Sewer service charges shall be in accordance with Exhibit 10.01.

Easement Encroachment Policy

Lake Oroville Area Public Utility District

BACKGROUND

The District owns and operates sewer facilities in South Oroville and into the East Foothills including the Lake Oroville State Recreation Area. These facilities are located both within public rights of way and on private property. When located on private property, the District generally possesses a utility easement permitting the District to install, operate, and maintain the utility facilities.

An Easement is a right to use a defined area of the real property of another for a specified purpose. The owner of the real property generally retains all the benefits of ownership of the land, which are not inconsistent with and do not unreasonably, interfere with the rights of the easement holder.

The utility easements of the District vary as to form. In general, they are for the installation, operation, and maintenance of sewer facilities, are to the benefit of the District, and are non-exclusive. The owner of the real property is prohibited from doing or installing anything that will hinder or prohibit the District's enjoyment of the easement. Most contain a clause specifically prohibiting the installation of any structure without the written approval of the District.

As landowners continue to improve their properties, the District's facilities are increasingly found to conflict with their plans. Furthermore, property owners have, over the years, constructed various improvements on their property, which are in conflict the rights of the District.

PURPOSE

The purpose of this document is to create a fair and consistent policy establishing permitted uses within District easements and establishing procedures required to permit allowed encroachments. Furthermore, this policy will establish procedures for addressing existing un-permitted encroachments.

POLICY

General

It is the District's primary responsibility to provide safe, efficient and cost effective sewer services to its customers and to protect District facilities. The District considers any Encroachment or improvement within a District easement that prohibits direct surface access to the underground facilities to be contrary to its easement rights.

However, the District recognizes the inconvenience of having a utility and associated easement located on private property. Therefore, the District has and will make every effort to cooperate with Landowner's desires to improve and utilize their property.

Definitions

Encroachment. An Encroachment is an activity or condition, which results in interference with the rights of the District under its easements. With respect to this policy there are four defined classes of encroachments:

Class 1 – Encroachments that only slightly interfere with the District’s access to the easement area and are easily removed. The following are examples of Class 1 Encroachments:

- flower beds
- lawns and groundcovers
- small shrubs
- irrigation systems
- gravel surfacing
- paving stone surfacing
- asphalt concrete driveways and walkways

Class 2 – Encroachments that significantly interfere with the District’s access to the easement area. However, due to their nature they are readily removable or only impact a limited area of the easement. The following are examples of Class 2 Encroachments:

- concrete driveways and walkways
- larger trees whose roots do not have propensity to invade sewer facilities
- minor landscaping fences
- minor fill
- minor landscaping features such as rock or timber walls

Class 3 – Encroachments that are a major interference to the District’s access to the easement area and are very difficult to remove or impact a large area of the easement. The following are examples of Class 3 Encroachments:

- major landscaping elements such as fountains and waterfalls
- major fences
- retaining walls
- decks and patios
- earthen embankments
- major fill
- non-occupied structures such as small sheds and breezeways

Class 4 – Encroachment of Structures or portions of structures such as houses, garages, workshops, structural fill, porches, and overhangs that prohibit access to the easement area, have the potential to damage facility, are impossible or unreasonable to remove, or create a liability for the District.

Existing Encroachment. An existing Encroachment is an Encroachment, which exists prior to the effective date of this policy, whether approved, or not.

Proposed Encroachment. A proposed Encroachment is a new Encroachment proposed by a Landowner or is a **remodel or reconstruction** of an *Existing Encroachment*.

Encroachment Policy

Class 1 Encroachments:

- Class 1 Encroachments are permitted encroachments within District easements and require no separate approval from the District.

Class 2 Encroachments:

- Proposed Class 2 Encroachments may be permitted by Easement Encroachment Agreement (Board Policy No. 6210) from the District. Plans should be submitted to the District for review and comment.

- Existing Class 2 Encroachments may remain without approval of the District.

Class 3 Encroachments:

- Proposed Class 3 Encroachments are prohibited, except as provided in the Exceptions section below.
- When Existing Class 3 Encroachments are discovered, the District will send the Landowner a letter explaining that the Encroachment is a violation and explaining the District's rights. The letter will include a copy of the existing easement and this Policy.
- The Landowner may request that an Existing Class 3 Encroachment be permitted as provided in the Exceptions section below.

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- When Existing Class 4 Encroachments are discovered, the District will send the Landowner a letter explaining that the Encroachment is a violation and explaining the District's rights. The letter will include a copy of the existing easement and this Policy.
- The Landowner may request that an Existing Class 4 Encroachment be permitted as provided in the Exceptions section below.

Exceptions

Prior to considering any exceptions to the above policy, the following two options should be thoroughly investigated by the Landowner:

- **Redesign of the project to eliminate, reduce, or change the nature of the Encroachment.**
- **Relocate the existing utility and easement to eliminate, reduce, or change the nature of the Encroachment.**

Class 3 Encroachments – The District can allow exceptions to the above policy for Class 3 Encroachments and issue an Easement Encroachment Agreement under the following conditions:

- Relocation of the utility and easement is not feasible or desired by the District. The District will determine this solely.
- The Encroachment is designed to permit access to the greatest extent possible and is designed to not damage the facility.
- The Encroachment can be removed in the case of emergency without dramatically impacting the landowner or occupants.
- The execution and recording of the attached Encroachment Agreement (Attachment A) defining the Landowner's responsibilities relative to the Encroachment.

Class 4 Encroachments – *The District Board of Directors must approve any exceptions to the above Policy related to Class 4 Encroachments prior to issuing an Easement Encroachment Agreement. The District will strongly discourage exceptions to the above Policy for Class 4 Encroachments. In extreme cases, exceptions will be considered under the following conditions. The Landowner should contact the District for more information on this situation prior to planning any Class 4 Encroachment.*

- Relocation of the utility and easement is not feasible or desired by the District. The Landowner should provide an engineering report analyzing

relocation alternatives and providing recommendations. The District will determine the validity of the conclusions of the report.

- The utility facility is redesigned and reconstructed by the Landowner to a higher standard as determined by the District. The design should include provisions for removal of the facility without damage to the structure.
- The Landowner will be required to enter into a Development Agreement and comply with all of its provisions covering the utility facility reconstruction.
- The structure is designed not to damage the facility.
- The landowner will be required to execute and record an Amended and Restated Easement Agreement.

District Responsibilities

The District shall be solely responsible for determining the Class of Encroachment.

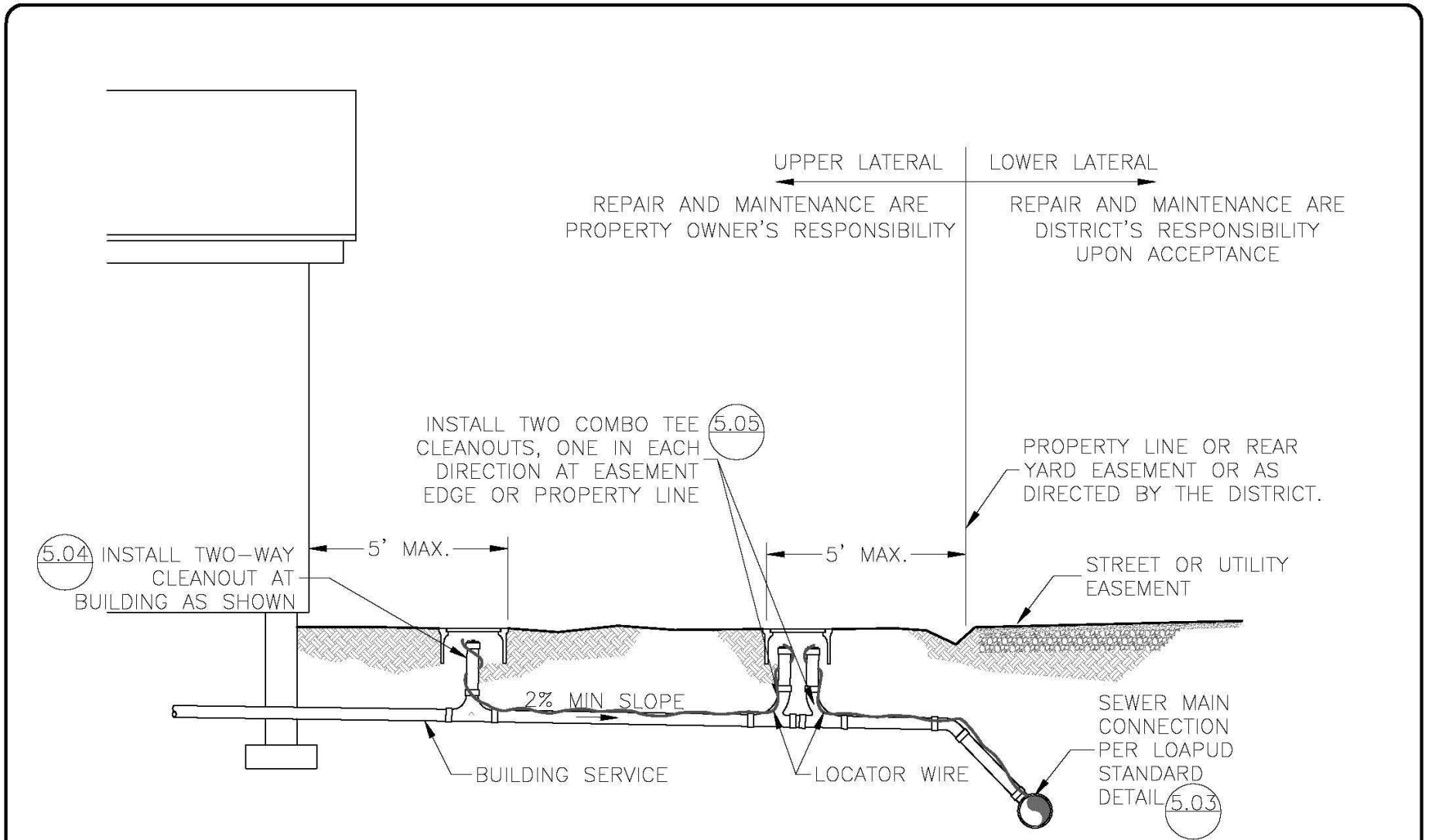
The District is responsible for restoring the easement area to a smooth graded and stabilized surface. The District will not be responsible for replacement of any improvements, regardless of Class, removed or damaged for access.

In emergencies, the District will remove improvement with least practicable damage and set them aside on Landowner's property.

For non-emergency activities, the District will provide notification to the Landowner to remove improvements. If improvements are not removed in a timely manner, the District will remove them at the expense of the Landowner.

Landowner Responsibilities

Landowner shall be responsible for all District expenses, including legal fees, associated with this policy.



FOR NEW SEWER SERVICES

APPROVED: DECEMBER 2011

Sauers Engineering, Inc.

Civil and Environmental Engineers

440 Lower Grass Valley Road, Suite A, Nevada City, CA 95959
Telephone (530) 265-8021

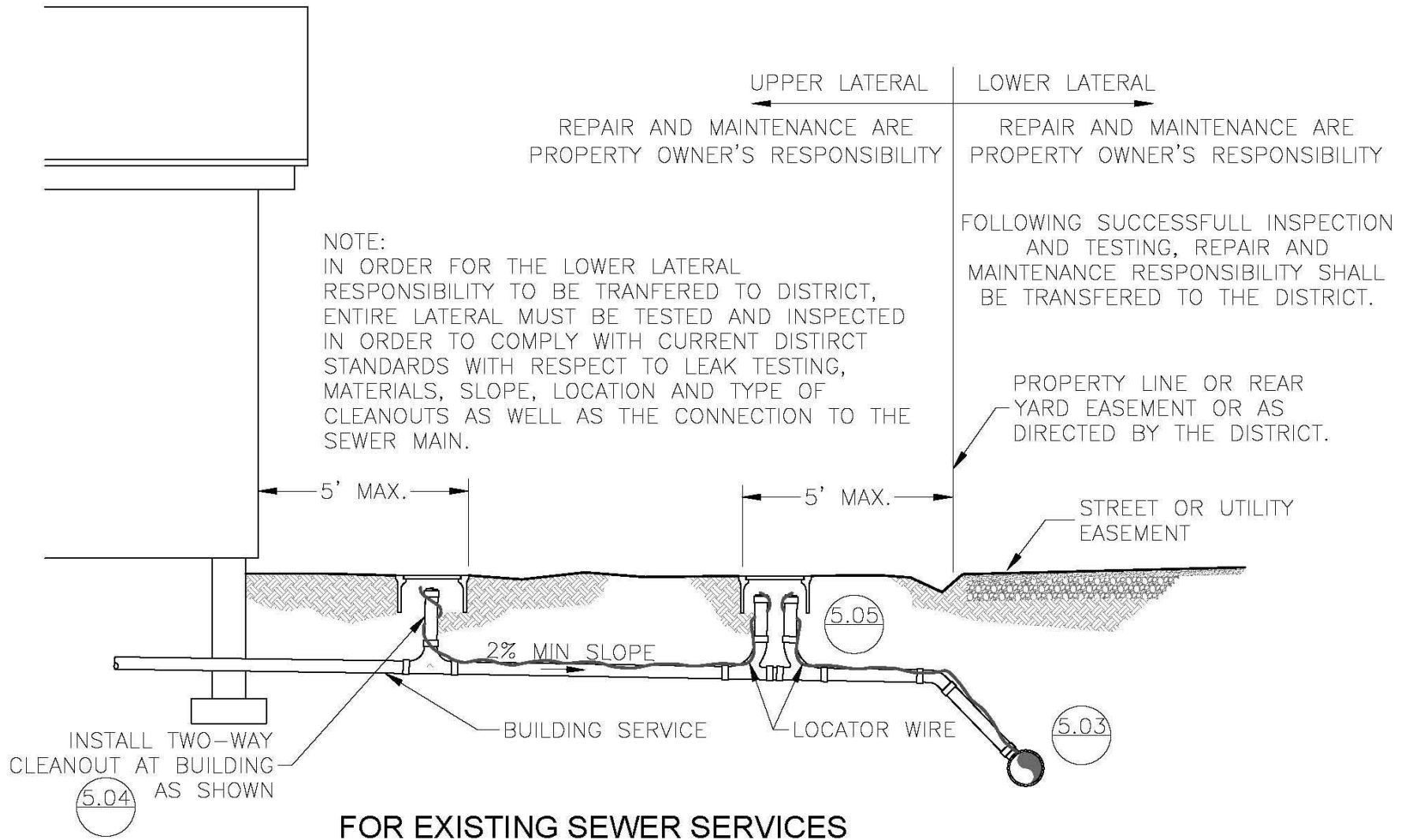


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SEWER MAINTENANCE AND
REPAIR RESPONSIBILITIES
FOR NEW SEWER SERVICES

FIGURE
3.01
FIGURE
5.01



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SEWER MAINTENANCE AND REPAIR RESPONSIBILITIES FOR EXISTING SEWER SERVICES

**FIGURE 3.02
FIGURE 5.02**

DUTIES, RIGHTS AND RESPONSIBILITIES

3.01 DUTIES OF DISTRICT PERSONNEL

3.01.1 Board of Directors

The Board of Directors shall make and enforce such rules and regulations as may be necessary for the safe, economical and efficient operation, management and protection of the District's sewer collection system. Further, the Board of Directors shall establish and regulate rates, fees, service and capacity charges.

3.01.2 General Manager

The General Manager shall administer, implement and enforce the provisions of these Rules. Any powers granted to or duties imposed on the General Manager may be delegated by the General Manager to persons employed or retained by the District.

3.01.3 Employees

District personnel shall enforce the provisions of these Rules. All District personnel shall identify themselves upon request when entering the work site or property for any inspection of work or for other purposes required or provided for by these Rules.

3.01.4 Contractors

All Contractors working on behalf of the District shall identify themselves upon request when entering the work site or property for any work or for other purposes required or provided for by these Rules.

3.02 RIGHTS AND RESPONSIBILITIES OF DISTRICT

3.02.1 Control of Sewer System

The main sewer system shall be under the exclusive control and management of the District. The District shall maintain all District owned lower laterals, main sewers, interceptor sewers, lift stations, force mains and related appurtenances. Figure 3.01 illustrates the sewer facilities maintenance responsibilities of District and Owner.

3.02.2 Right of Entry

Authorized representatives of the District are permitted to make limited, reasonable inspections, at reasonable times, of any grounds, building or residence served to the extent necessary to ensure compliance with these Rules or amendments. The Owner shall be given the opportunity to accompany the District on all inspections. The Rights and Responsibilities incorporated in these Rules shall not be interpreted to limit the District in complying with or enforcing its Industrial Pretreatment Program (IPP).

If the purpose of the inspection is to verify the presence of multiple units or issues related to other billing factors and the District is not given access to enter the property within 30 days of the date requested, the service charges may be adjusted.

3.02.3 Service Interruption

The District will exercise reasonable diligence and care to provide continuous operation of its sewage collection facilities and to avoid, so far as practicable, curtailments or interruptions in such service. The District, its officers, agents or employees will not, however, be liable for interruption, shortage or curtailment or stoppage of said service, or for any loss or damage caused thereby.

3.02.4 Temporary Suspension of Service

When it is necessary or convenient to make repairs or improvements to its system or appurtenances, the District shall have the right to temporarily suspend sewer service or obstruct the flow of sewage from the lateral sewer. The District shall not be liable for any loss or damage caused thereby. Repairs or improvements will be made as rapidly as practicable and, so far as possible, at such times as will cause the least inconvenience to customers and users.

3.02.5 Correction Notices

Whenever possible, the District shall serve the Owner with written notice if corrective action is needed on the facilities which are Owner's responsibility to maintain, and allow a reasonable time for the satisfactory correction thereof. If the Owner fails to respond within the time period stated in such notice, District shall cause said sewer facilities to be suspended by plugging the sewer service, or if District finds it necessary in the interest of public health and safety, District may perform work on said facilities and the reasonable costs and expenses incurred for work and material shall be paid by the Owner. Any charges shall be collectible by District as provided by these Rules. Administrative fees may be levied in accordance with Exhibit 10.01.

3.03 RIGHTS AND RESPONSIBILITIES OF OWNER

3.03.1 Compliance with Rules

Owner shall comply with the provisions contained within these Rules.

3.03.1.1 Tenants' Compliance

The Owner shall be responsible for tenant's compliance with all provisions contained within these Rules.

3.03.2 Connection by Application and Permit Only

Connections to the District's sewer system shall be made in accordance with the provisions of District rules, regulations, ordinances, Board policies and specifications. No person shall connect to, alter or discharge into the sewer system without making application to the District, securing a permit and paying applicable charges. No person other than authorized representatives of the District shall connect to any District sewer facilities.

3.03.3 Accessibility

The Owner shall provide to the District, its employees and its authorized agents access at all reasonable times to enter Owner's premises for any purpose related to the provision of sewer service, including inspection to determine that District Rules are being observed, in accordance with §3.02.2.

3.03.4 Obstructions

In accordance with District Easement Encroachment Policy, Exhibit 3.01, no person shall place on any sewer pipeline any obstruction, including, but not limited to wires, fences, trees or structures, which may impede or otherwise interfere with the District's ready access to any portion of the sanitary sewer system owned by the District without prior approval from the District. Upon the District's written request, such obstruction shall be immediately removed by the Owner at no cost to the District or, at the District's option, shall be removed by the District at the Owner's expense, should the need arise. If the Owner wishes to reinstall the obstruction, it shall be done at the owner's expense. The reinstallation shall be subject to subsequent removals if access by the District is required again. (See Board Policy No. 6210)

3.03.5 Sewer Lateral

The Owner shall, at his or her own risk and expense, install, keep and maintain in good repair all sewer laterals, including cleanouts, from the premises served to the point of discharge into District's system. Figure 3.01 illustrates the sewer facilities maintenance responsibilities of the Owner.

The Owner shall operate and maintain the sewer lateral in an open and free-flowing condition, capable of passing tests as outlined in these Rules. The Owner shall be responsible for blockages in the lateral sewer, unless the blockage is caused by a physical defect in the District's area of responsibility, Figure 3.01 and Figure 3.02.

3.03.6 Loss and Damage

The Owner shall be responsible for any loss or damage caused by improper or defective installations, facilities or equipment, (whether inspected or approved by District), or inadequate maintenance of the facilities.

3.03.7 Owner's Responsibility Related to Excavation

Prior to excavating and whenever any underground construction is to be performed, the Owner shall contact the District and review the appropriate record drawings on file at the District Office. The Owner shall be responsible for the following:

3.03.7.1 Owner to Determine Location

The Owner shall make such calculations, findings and conclusions as may be necessary to determine the approximate location of the District sanitary sewer facilities in relationship to the proposed excavation. In the event of conflicting positions, the District sanitary sewer facilities shall have prior rights to its location.

3.03.7.2 Expose Sewer Facilities and Determine Adequate Fall

The Owner shall be responsible for the proposed excavation and shall explore for and expose the District sanitary sewer facilities using reasonable care. Once the District sanitary sewer facilities are exposed, the Owner responsible for the excavation shall verify the clearances and compatibility of the proposed works. It is the Owner's responsibility to determine adequate fall before installation of the sewer lateral and/or before establishing the finished floor elevation of the structure.

3.03.7.3 District Assistance with Location

Whenever the stub-out, wye or other point of connection is not located as shown on the District's record maps, the District shall assist the Owner to the extent reasonably

possible after reasonable effort has been made by the Owner to locate the point of connection by use of surface and underground pipeline detectors. The District will locate sewer stubs for new service through closed circuit television.

The District shall not be responsible for the cost of equipment, excavation, labor and/or material expenses incurred by the Owner in determining the location of stub-outs, service laterals, wyes or other District sanitary sewer facilities, whether existing or non-existing.

3.03.7.4 Damage to District's Facilities

The Owner shall be solely responsible for any and all damage to the District's sanitary sewer facilities during excavation and backfill, regardless of the cause. This includes consequential damage due to improper pipe protection and backfill procedures.

3.03.7.5 Underground Service Alert

The Owner shall call Underground Service Alert (USA) 48 hours prior to any start of excavation.

3.03.7.6 Written Notices

The Owner shall respond to written notices served by the District that require corrective action, within the time period stated in the notice. Owner shall be responsible for reasonable costs and expenses incurred by the District for labor and material, should it be necessary for the District to plug the sewer line or to perform work on Owner's facilities.

3.04 PAYMENT OF CHARGES AND FEES

3.04.1 Connection Fees

Payment of sewer connection fees in accordance with Exhibit 10.01 is the responsibility of the Owner. The Owner shall notify the District if there is any change in sewer use in accordance with §10.05.1.1 and §10.05.2.1.

3.04.2 Service Charges

All sewer service charges shall be billed to the Owner of the property or as provided in Board Policy, whether or not the Owner is the occupant. For the purposes of these Rules, determination of lot or parcel Ownership thereof shall be based upon the latest available records of the Assessor's offices of Butte County. Sewer service charges shall be in accordance with Exhibit 10.01.

Easement Encroachment Policy

Lake Oroville Area Public Utility District

BACKGROUND

The District owns and operates sewer facilities in South Oroville and into the East Foothills including the Lake Oroville State Recreation Area. These facilities are located both within public rights of way and on private property. When located on private property, the District generally possesses a utility easement permitting the District to install, operate, and maintain the utility facilities.

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Prior to considering any exceptions to the above policy, the following two options should be thoroughly investigated by the Landowner:

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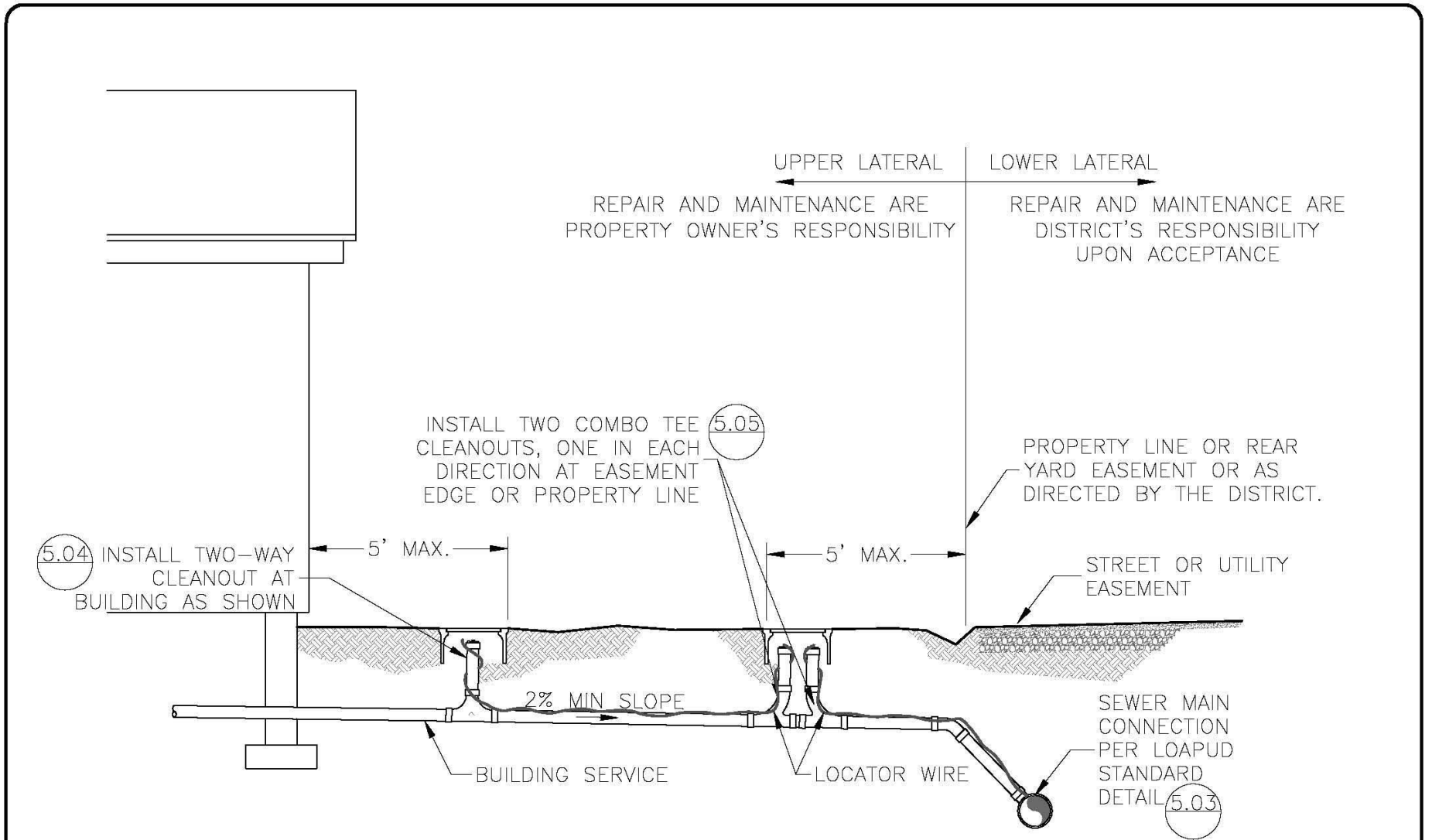
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FOR NEW SEWER SERVICES

APPROVED: DECEMBER 2011

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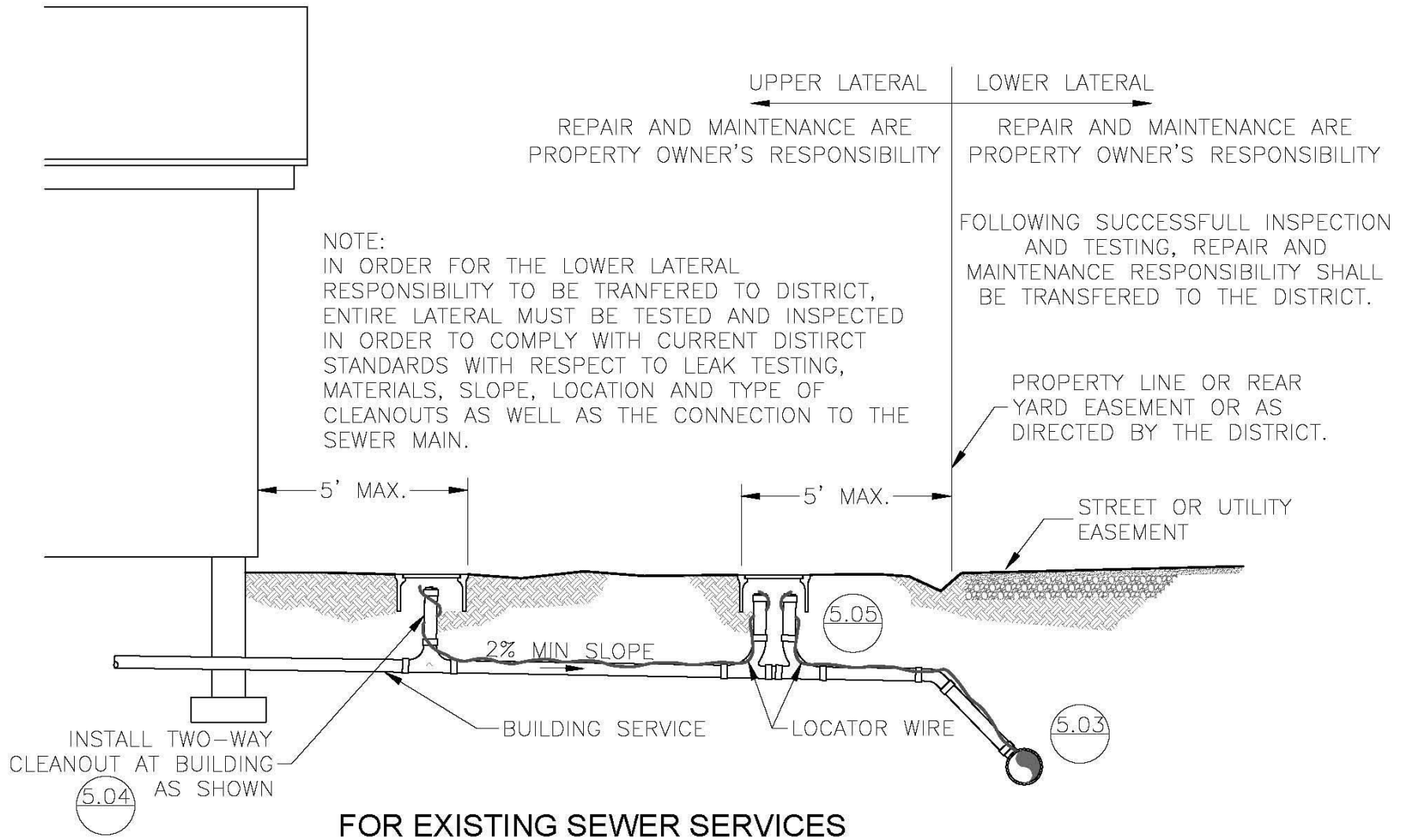


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SEWER MAINTENANCE AND
REPAIR RESPONSIBILITIES
FOR NEW SEWER SERVICES

FIGURE
3.01
FIGURE
5.01



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SEWER MAINTENANCE AND REPAIR RESPONSIBILITIES FOR EXISTING SEWER SERVICES

**FIGURE 3.02
FIGURE 5.02**

Section 6

LATERAL INSPECTION, TESTING AND MAINTENANCE PROCEDURES

6.01 INSPECTIONS

This section addresses the inspection of lateral sewers and appurtenances. The inspection of sewer mains shall be in accordance with Lake Oroville Area Public Utility District "Improvement Standards."

The following requirements apply to both gravity flow and pressurized lateral sewers:

6.01.1 Codes Followed

Inspection of sewer fixtures, lateral sewers, grease interceptors and sand-oil interceptors shall be in accordance with the requirements of the most recent edition of the California Plumbing Code, the codes of the State of California, regulations of the County of Butte, and Rules and Construction Standards of the Lake Oroville Area Public Utility District.

6.01.2 Permit Required

Under the following conditions, the Owner must obtain a permit from the District in accordance with §4:

- a. Connection of a new structure to the District's sewer system
- b. Remodeling of a house, building or property served
- c. Change of use of a house, building or property served, for example, from residential to commercial, or from office and professional to restaurant, or from garage to apartment
- d. Upon repair or replacement of all or part of the building or lateral sewer lines
- e. Where inflow or infiltration is suspected, or if a defect in the lateral sewer is suspected based upon observation by the District
- f. Upon determination by the General Manager that the cleaning and testing is required for the protection of the public health, safety or welfare

6.01.3 Inspection Required

A District inspector shall inspect all permitted sewer work for compliance with all requirements of the District.

6.01.4 No Warranty Responsibility

In providing inspection services, the District, its officers, agents and employees shall not be deemed to make any warranties of any kind including warranties as to accuracy of location information, inspection or adequacy of materials or workmanship. The District shall not be responsible for any losses or damages sustained or resulting from any such inaccuracies or inadequacies or defective materials or workmanship.

6.01.5 Owner to Request and be Present for Inspection

It shall be the duty of the person performing work authorized by permit to notify the District when work is ready for inspection. Installation and testing conducted without such notice shall not satisfy the requirements of this Section. All facilities must be

accessible and the system must be completely ready for inspection at the scheduled time. Failure to comply with this will result in an additional inspection service charge in accordance with Exhibit 10.01 for each repeat site visit. The Owner or the Owner's representative must be present during all inspections.

6.01.6 Normal Inspection Schedule

Inspections may be scheduled Monday through Friday (excluding legal holidays) from 8:30 a.m. to 3:00 p.m., weather conditions permitting. Inspection requests should be made not later than 4:30 p.m. for next day inspections.

6.01.7 After-Hours Inspections

The District may schedule inspections outside of normal working hours, on weekends or holidays, if requested. The Owner must pay all associated costs. A deposit will be required prior to scheduling after hours work.

6.01.8 Failed Inspection Results

6.01.8.1 When any work has been inspected and the results fail, notice shall be given instructing the Owner, on-site and in writing, to correct the work authorized by the permit.

6.01.8.2 Passed Inspection Results

When any work has been inspected and the test results pass, an original certificate of passed inspection shall be given to the property owner. A copy will also be given if necessary to the real estate agent, escrow officer and placed in the Assessor's Parcel file in the District office.

6.01.9 Connection Without Inspection

Any connection made to the District system without inspection and approval shall constitute a violation of these Rules. The District may require the Owner to uncover said installation for the purpose of inspection and examination. Should it become necessary for the District to expose the installation, expense incurred by the District shall be charged to the Owner.

6.01.10 Categories of Inspections

6.01.10.1 Residential Inspections

6.01.10.1a Residential New Construction or Remodel Permit

As a part of the standard construction permit (new construction, remodel) there shall be up to four (4) site inspections, to include:

- an initial trench inspection
- witness of a pressure test
- a final inspection

A fourth site visit is allowed for any purpose at no additional charge. Any inspection beyond four (4) will be billed to the Owner according to Exhibit 10.01.

When a sewer line is replaced without any remodel of the structure a permit will be issued to include two site visits:

- one trench inspection
- one sewer pressure test.

Additional site visits will be charged in accordance with Exhibit 10.01.

6.01.10.2 Commercial Inspections

6.01.10.2a Commercial New Construction or Remodel Permit

As a part of the standard construction permit (new construction or remodel) the Owner shall place a deposit to be applied to the actual cost of inspection by District personnel. Inspections include, but are not limited to:

- initial trench,
- witness of a pressure test
- final inspection.

The deposit will be charged in accordance with Exhibit 10.01.

When a sewer line is replaced without any remodel of the structure, a permit will be issued to include two site visits:

- one trench inspection and
- one sewer pressure test

Additional site visits will be charged in accordance with Exhibit 10.01.

6.01.10.3 Types of Inspections

6.01.10.3a Initial Trench Inspection

The District will inspect all exposed trenches for proper bedding, backfill, grade, material and installation method. The sewer lateral shall not be covered at any point until it has been inspected and passed by the District.

6.01.10.3b Witness of Pressure Test

A District inspector shall be present to witness a sewer pressure test, as described in this Section. Test results will not be accepted if a District inspector was not present during the pressure test.

6.01.10.3c Final Inspection

During the final inspection, a District inspector will verify with approved plans the fixture count, and confirm that pressure tests are completed and that cleanouts are boxed.

The Owner of a building under construction or remodel shall not make use of the District sewer system until the entire building sewer fixtures have been installed and have been inspected for compliance with all requirements.

Prior to scheduling a final inspection, the Owner shall ensure that:

- a. Pressure testing of sewer system has been satisfactorily completed and approved
- b. Cleanouts are accessible, boxed and visible to the inspector and have proper caps installed securely
- c. All conditions outlined in the permit have been met

6.02 TESTING AND MAINTENANCE PROCEDURES
6.02.1 General NEW LATERAL TESTING PROGRAM

The purpose of the *Lateral Testing Program* is to insure that sewer service laterals are tested, maintained, and replaced if necessary to reduce inflow and infiltration (I & I) into the District's collection system and help maintain compliance of the Waste Discharge Permit (WDR) issued to the District by the State Water Quality Control Board and the WDR issued to SC-OR, the Regional Wastewater Treatment Plant.

Three categories of laterals are defined in these Rules:

- Untested
- Tested
- New

Presently the maintenance of both the lower lateral and the upper lateral are the responsibility of the property owner. Upon adoption of these Rules, the District will assume the maintenance of all newly constructed lower laterals (New). As existing laterals (Untested) are tested and passed, the District will issue a Certificate of Passing Inspection (Tested) and assume maintenance of the lower lateral.

This section addresses the testing and maintenance, and repair and replacement if necessary, of lateral sewers and appurtenances. The testing and maintenance of sewer mains shall be in accordance with Lake Oroville Area Public Utility District "Improvement Standards."

The following requirements apply to both gravity flow and pressurized sewer services:

6.02.1.1 Sewer Laterals Must be Capable of Passing Test

All persons who own a home, building or property that is connected to a District sanitary sewer must install, maintain, and repair and replace if necessary, a lateral sewer in a condition that is capable of passing tests in accordance with this Section.

If a lateral sewer does not meet the standards set forth in §5, the Owner shall complete corrective work and testing shall be performed within 30 days from the date of the original test or from the date of a written notice to the Owner, whichever occurs first.

6.02.1.2 Responsibility for Maintenance and Repair/Replacement of Laterals

Sewer laterals in the District fall into three categories regarding responsibility for their periodic testing, repair, and replacement.

6.02.1.2.1 Untested Laterals

Laterals that existed in or were connected to the District collection system prior to adoption of these Rules. These laterals are considered to be untested, regardless of their age. The property owner is responsible for 100% of the upper and lower lateral maintenance, testing, repair, and replacement.

6.02.1.2.2 Tested Laterals

Laterals that existed in the District collection system prior to adoption of these Rules but that have been repaired as necessary and that have been tested per these Rules at the

time of such repair. Upon completion of necessary upgrades and improvements and receipt of a passing test, the District accepts responsibility for maintenance of the lower lateral. The property owner remains responsible for maintenance of the upper lateral at all times.

6.02.1.2.3 New Laterals

Laterals that are constructed and connected to the District collection system after adoption of these Rules. Upon completion of a passing test and acceptance of the constructed facilities, the District accepts responsibility for maintenance of the lower lateral. The property owner remains responsible for maintenance of the upper lateral at all times.

6.02.1.3 Contractor

6.02.1.3.1 Licensed Contractor

A contractor, licensed by the State of California, shall be responsible for the performance of all work associated with the cleaning and testing of sewer service lines. Contractors must post a certificate of insurance with the District showing property damage and public liability in an amount satisfactory to the District.

6.02.1.3.2 Owner as Contractor

An Owner may perform the cleaning and testing by obtaining authorization from the District and by posting a bond in an amount of specified in Exhibit 10.01. Owners must post a certificate of insurance with the District showing property damage and public liability in an amount satisfactory to the District. The District must be named as an additional insured on a Commercial General Liability Endorsement (Form B) to be included as an attachment to the Insurance Certificate.

6.02.1.4 Cleaning and Testing of Sewer Lines

Lateral sewers serving residential, multiple unit, commercial, industrial and public use, connected to a District sanitary sewer, shall be cleaned and pressure tested or visual inspected by closed circuit television to ensure that they are not subject to infiltration or exfiltration.

Those lateral sewers that are greater than ten (10) feet in length shall be cleaned and pressure-tested, and those that are ten (10) feet or less in length shall be inspected either by way of closed-circuit television or pressure testing.

Pressure testing and/or visual inspection shall apply to the following:

- a. Connection of a new structure to the District's sewer system
- b. Remodeling of a house, building or property served
- c. Change of use of a house, building or property served, for example, from residential to commercial, or from office and professional to restaurant, or from garage to apartment
- d. Upon repair or replacement of all or part of the building or lateral sewer lines
- e. Where inflow or infiltration is suspected, or if a defect in the lateral sewer is suspected based upon observation by the District
- f. Upon determination by the General Manager that the cleaning and testing is required for the protection of the public health, safety or welfare

6.02.1.5 Cash Security in Lieu of Testing

6.02.1.5.1 Weather Conditions, Excavation Restrictions Prohibit Testing

Should cleaning, testing, repair or replacement be required on a gravity or pressurized lateral sewer at a time when weather conditions, excavation restrictions, or other circumstances prohibit such repairs, the General Manager may defer completion of the repairs until such date as agreed upon between the Owner and the District. If the test is deferred, the Owner shall enter into a contract authorizing performance of said work by the District and shall place a cash deposit in the form of a money order, payable to the District, in an amount equal to one hundred twenty-five percent (125%) of the estimated cost of cleaning, testing repair or replacement of the lateral sewer or sewer pressure system components.

The District shall prepare an estimate of said replacement costs. The Owner shall obtain an estimate from a California State licensed contractor for performing all work necessary so that the lateral sewer will pass a sewer pressure test as described in §6.02 and §6.03.

The deposit required shall be based upon one hundred twenty-five percent (125%) of the estimated costs from whichever estimate is greater (District's or Contractor's). This amount will be held until the repair or replacement is made, which must be no later than June 15 following the circumstances preventing initial cleaning, testing, repair or replacement.

If the work agreed to is not completed by June 15, the deposit held by the District may be used by the District to perform the work agreed to. The District may use the funds to pay a contractor to perform the work or to perform the necessary work, at District's discretion. Should such costs exceed the amount deposited, the difference shall be billed to the Owner of record.

Upon completion of the necessary work, whether by Owner, District or contractor, the balance of funds without interest will be released to the Owner within 15 days of the approved inspection of the work.

6.02.1.6 Pressure Test Waived

The General Manager shall have the authority to waive the cleaning and testing requirements if there is good reason to believe that such testing is not necessary.

6.03 TEST METHODS

6.03.1 General

This section addresses the methods used for testing lateral sewers and appurtenances. The methods for testing sewer mains shall be in accordance with, Lake Oroville Area Public Utility District "Improvement Standards."

The following requirements apply to both gravity flow and pressurized lateral sewers:

6.03.1.1 Tracer Wire

Tracer wire must be installed on new or replaced lateral sewers in accordance with §5.02.3. The tracer wire on both pressure and gravity flow systems will be tested for continuity.

6.03.1.2 Test Gauge

Test gauges shall read in 1/10-pound increments and have a pressure range not greater than 15 psi. Gauge must be accessible to Inspector without trench entry.

6.03.1.3 Caps Secure

Following pressure test or visual inspection, District-approved caps are to be placed on all cleanouts to ensure that line remains free of debris or inflow.

6.03.1.4 Seal Cap

At the discretion of the District, a seal cap may be set by the District.

6.03.1.5 Test Results

6.03.1.5.1 Failure of Pressure Test or Visual Inspection

If a lateral sewer fails the pressure test following two (2) attempts, or if the visual inspection reveals defects, the line shall be repaired or replaced at the Owner's expense, within 30 days of the date of the initial pressure test. The Owner shall be responsible for notifying the District when corrective work has been completed and for scheduling a re-test. Additional inspection fees will be charged in accordance with Exhibit 10.01.

6.03.1.5.2 Passing of Pressure Test or Visual Inspection

When any work has been inspected and the results pass, an original certificate of passed inspection shall be given to the property owner. A copy will also be given if necessary to the real estate agent, escrow officer and placed in the Assessor's Parcel file in the District office.

6.03.1.5.3 Notice to Owner

When any work has been inspected and the test results are not satisfactory, notice to that effect shall be given instructing the Owner of the premises or the agent of such Owner, on-site and in writing, to repair the sewer or perform other work authorized by the permit in accordance with the Rules of the District. Follow-up inspections shall be charged in accordance with Exhibit 10.01.

6.03.2 Test Methods: Gravity Service

Gravity lateral sewers may be pressure tested with air or water. Air pressure is the District's preferred testing method. The requirements for air pressure testing are found in §6.03.2.1 while the requirements for water pressure testing are found in §6.03.3.1.

6.03.2.1 Air Pressure Test

Following backfill of the trench, the Owner shall perform an air test in the presence of District inspector. The air test shall be performed as follows:

6.03.2.1.1 Cleanouts

a. New Construction or Replacement - Standard two way cleanouts shall be installed to grade at a point five (5) feet outside of all structure foundations (See Figure 5.04) and double combo cleanouts shall be installed within five (5) feet of the property line or easement on the Owner's side (see Figure 5.05).

b. Existing Lateral sewers – Owner may need to have line visually inspected by an outside contractor to determine location of existing cleanouts. Standard cleanouts are allowed on existing property line cleanouts. New cleanouts must be installed for testing if cleanouts cannot be located. New cleanouts installed at the property line or easement must be double combo cleanouts (see Figure 5.05).

6.03.2.1.2 Test Plug

a. Cleanout to Cleanout – An air test plug shall be placed within the foundation cleanout and another within the property line cleanout, isolating the upper lateral sewer.

b. Cleanout to Mainline – An air test plug shall be placed within the cleanout and another at the mainline, isolating the lower lateral sewer.

c. Cleanout to Manhole – Test plug may be inserted in District manhole in lieu of property line cleanout if the lateral directly enters the manhole. When testing from a District manhole, conformance with the Construction Safety Orders for confined space entry as issued by the Division of Industrial Safety is required. A separate permit for testing from a District manhole must be obtained from the District prior to the test.

6.03.2.2 Air Pressure Test

The line shall be pressurized to 4.0 psi and shall hold and show no discernable loss of pressure for five (5) minutes. If a loss of pressure occurs, the test may be repeated once. A second loss of pressure constitutes failure of the pipeline. (Refer to §6.03.1.5.1.)

6.03.2.3 Release of Test Air

The air used to pressurize the air test shall be released in the presence and at the direction of the District inspector after the completion of the test. This shall be done with the air filler tube at the air test gauge. Test plugs shall not be pulled until the District inspector gives the instruction to do so. Note: Test plugs should never be pulled until the pressure on the test gauge has dropped below one (1) psi to avoid shock damage to the line.

6.03.3.1 Water Pressure Test

Following backfill of the trench, as an alternative to an air test, the Owner may perform a water pressure test in the presence of a District inspector. The water pressure test shall be performed as follows:

6.03.3.1.1 Cleanouts

a. New Construction or Replacement – Standard cleanouts shall be installed to grade at a point five (5) feet outside of all structure foundations (See Figure 5.04) and double-wye cleanouts (see Figure 5.05) shall be installed within five (5) feet of the property line, on the Owner's side, in accordance with §5.03.2.4.

b. Existing Lateral sewers – Owner may need to have line visually inspected by an outside contractor to determine location of existing cleanouts. Standard cleanouts are allowed on existing property line cleanouts. If cleanouts cannot be located, new cleanouts must be installed for testing. If a new cleanout is installed at the property line, it must be a double-combo cleanout (see Figure 5.05).

6.03.3.1.2 Test Plug

a. Cleanout to Cleanout – An isolation plug shall be placed within the foundation cleanout and another within the property line cleanout, isolating the lateral sewer.

b. Cleanout to Mainline – An air test plug shall be placed within the cleanout and another at the mainline, isolating the lower lateral sewer.

c. Cleanout to Manhole – An isolation plug may be inserted in District manhole in lieu of property line cleanout if the lateral directly enters the manhole. When testing from a District manhole, conformance with the Construction Safety Orders for confined space entry as issued by the Division of Industrial Safety is required. A separate permit for testing from a District manhole must be obtained from the District prior to the test.

6.03.3.1.3 Cross-Connection Prevention

If test water is acquired from a domestic water source an air gap or some type of backflow protection approved by the AWWA and the water purveyor shall be required.

6.03.3.1.4 Water Pressure Test

The line shall be pressurized to 3.5 psi and shall hold that pressure for fifteen (15) minutes. Required test pressure of 3.5 psi can be achieved by placing a pipe extension into the cleanout riser of the foundation cleanout and filling the pipe section to be tested with water. Clean water containing no dirt or debris must be used. A minimum of eight (8) feet of water head measured from the invert of the sewer line at the foundation cleanout to the top of the column of water located in the pipe extension is required (use pipe extension only if necessary). In no case shall the vertical distance measured from the lowest point of the pipeline section being tested to the surface of the water located in the pipe extension at the foundation cleanout exceed 15 feet. Additional cleanouts may have to be installed in steep or extremely long pipelines with each section of pipeline being tested individually.

The pipeline shall show no discernable loss in water level in fifteen (15) minutes for a four (4) inch or six (6) inch pipeline per 100 feet of pipe length. If the loss occurs, the test may be repeated once only if the second test can be completed within the allotted time of the scheduled inspection.

A second loss of pressure constitutes failure of the pipeline. See §6.03.1.5.1.

6.03.3.1.5 Release of Test Water

The water used in the test shall be released in the presence and at the direction of the District inspector after the completion of the test. This shall be done by releasing the test plug located at the downstream cleanout if tested in sections or at the property line cleanout when the whole line is tested or when last test section is completed.

6.03.4 Test Methods: Individual Pressure Service

6.03.4.1 Air Pressure Test

Following backfill of the trench, the Owner shall perform an air test in the presence of a District inspector. If there is also a gravity flow line on any part of the service, it shall be tested by the same method used for a standard gravity flow line, in accordance with §6.03.2.

The air test shall be performed as follows:

6.03.4.1.1 Cleanouts

There shall be no cleanouts located on the pressure system. If the pressure system transitions inside of the building a standard cleanout shall be located on the gravity system leaving the structure within five (5) feet of the foundation. A double combo cleanout (see Figure 5.05) shall be located at the property line only if the pressure line has transitioned to gravity at or prior to the property line.

Owner may need to retain a contractor to determine location of existing cleanouts on the gravity flow line. If cleanouts cannot be located, new cleanouts must be installed for testing.

6.03.4.1.2 Pressure Line Drained

The pressure line shall be drained and free of any liquids or solids prior to beginning the test.

6.03.4.1.3 Test Plug

An air test plug shall be placed within the transition thrust block/siphon break cleanout and tested against the check valve at the pump, isolating the lateral sewer. The isolation valve must be fully open for the pressure test. Dual pump systems must be tested against both check valves simultaneously.

6.03.4.1.4 Pressure

The line shall be pressurized with air to ten (10) psi and there shall be no detectable pressure loss. If any loss is detected, the test may be repeated once. A second loss of pressure constitutes failure of the pipeline and/or check valves. See §6.03.1.5.1.

6.03.4.2 Alarm Test

The alarm shall be tested for operation at the high level mark.

6.03.4.3 Float Control Test

The on/off function of the pump shall be tested by either filling the wet well with water or by manually tipping the floats. Where dual pump systems are installed, the on/off function of each pump shall be tested.

6.03.4.4 Pump Output Test

The pump(s) shall be tested by filling the wet well and running each pump individually until stopped by the off control float. This test shall also be used to detect any leaks in the discharge piping prior to the check valve.

6.03.4.5 Wet Well Integrity Test

The external seals and gaskets located on the wet well lid and any inlet and vent piping shall be inspected for proper fit, tightness and leakage. All vent lines, discharge piping, drain lines, check valves and gate valves shall be visually inspected for proper size, leakage and orientation. Check valves must be installed per manufacturer's specifications.

6.03.4.6 Panel Test

The panel shall be inspected to ensure that it is located within the main living area and is accessible. All switches, control devices and indicators shall be inspected to ensure they are functioning properly.

6.03.4.7 Water Pressure Test – Not Allowed

Water pressure testing is not allowed for pressurized lateral sewers.

6.03.5 Pressure Tests of Grease Interceptors, Sand-Oil Interceptors and Sample Ports

Testing grease interceptors and sample ports shall be accomplished by water testing as described below.

6.03.5.1 Water Pressure Test

6.03.5.1.1 Test Conditions

New interceptors shall be backfilled to within twelve (12) inches of the top of the interceptor prior to water testing. The lid seal, inlet and outlet piping shall remain exposed during the test.

6.03.5.1.2 Test Method

a. Plug Inlet and Outlet -Water test by plugging all inlet and outlet pipes and filling the test section with water to the top of the frame rim. Contractor shall repair all visible leaks prior to proceeding.

b. Introduce Water - The water should be introduced into the test section at least four (4) hours in advance of the official test period to allow the concrete and joint material to become saturated.

c. Refill – Following introduction of water the test section shall then be refilled to the original water level.

d. Measure the water level – first measure At the beginning of the test, the level of the water in the test section shall be carefully measured by a District inspector from a reference point on the frame rim.

e. Measure the water level – second measure - After a period of four (4) hours, the water level shall be measured from the same point on the frame rim and the loss of water during the test period calculated. If this calculation is difficult, enough water shall be measured into the test section at the direction of a District inspector to restore the water to the level existing at the beginning of the test, and the amount added taken as the total leakage.

6.03.5.1.3 Allowable Leakage - The allowable leakage shall not exceed 0.13 gallons per hour. Grease interceptors and sand-oil Interceptors showing leakage in excess of that allowed shall be repaired or reconstructed as necessary to reduce the leakage to that specified.

6.03.5.1.4 Failures Retested - All failures shall be retested after the necessary repairs have been completed.



Manager's Report

To: Board of Directors
From: David Goyer, General Manager
Date: March 12, 2024
RE: Item No. 9 – SC-OR Report

Please see attached February 2024 minutes and flow reports for SC-OR (if available).

Attachments included.

Discussion only.

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

(Held at the Commission office on February 28, 2024 at 5:00 p.m.)

1. Call to Order ❖

Chairman Taggart called the meeting to order at 5:00 p.m.

2. Roll Call ❖

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

3. Salute to the Flag ❖

Commissioner Mastelotto led the commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

None

5. Board Meeting Minutes of the Regular Meeting held on January 23, 2024 ❖

Upon motion by Commissioner Koch to approve the minutes of the meeting, and second by Commissioner Salvucci, the minutes of the January 23, 2024 regular meeting were unanimously approved.

6. Authorization of Warrants ❖

Commissioner Thomson met with Manager Sturdevant earlier and reviewed the warrants, and having found everything to be in order made a motion for their approval. The motion was seconded by Commissioner Koch. Manager Sturdevant informed the commissioners that the PG&E true-up invoice was quite a bit higher than in the past, and will continue to go higher. Warrants 28624-28688 in the total amount of \$2,484,714.54 from January 24 to February 28, 2024, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

7. Fiscal Reports ❖

Manager Sturdevant stated the fiscal reports for January 2024 were in the packets for review. There were no questions expressed and nothing further to report.

8. Adoption of the Sewer Rate Study Completed by Bartel Wells Associates ❖

This item was addressed following item #9 – Closed Session. Manager Sturdevant asked that the board approve and adopt the rate study that was completed by Bartel Wells Associates to set the rates for the next 5 years once the Proposition 218 hearings have been held by the member entities.

A motion was made by Commissioner Koch to approve and adopt the Sewer Rate Study completed by Bartel Wells Associates. The motion was seconded by Commissioner Salvucci, and passed by the following vote: Pittman – Yes, Taggart – Yes, Mastelotto – Yes.

9. Closed Session ❖

The Commissioners adjourned to closed session at 5:07 pm. The closed session reconvened to open session at 5:13 pm. Ryan Jones from Jones Mayer reported that the board unanimously voted to deny a claim against SC-OR relating to the K&M lawsuit. The motion to deny the claim was made by Commissioner Pittman and seconded by Commissioner Taggart, and the vote was passed by a unanimous vote.

10. Attorney's Report ❖

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

11. Manager's Report ❖

Manager Sturdevant reported that we had a violation of our total coliform; our limit is 23 and we had a 49. He reported this violation to our state water regulator, and fortunately there will be no fine due to the fact that we rarely violate, and this occurred during severe storm conditions. We do have a plan to prevent this during future storms. Commissioner Koch said that in the past the regulator would allow an entity to pull additional samples and use the median reading. That is not an option anymore. He said it is better to report the violation and move on to the mitigation plan to prevent it from happening again.

Everything has been installed and tested for the new influent pump station, and it is fully operational. We are waiting on Tesco to come and sign off on it; they have given us a date of April 15th to do that. We are trying to put pressure on them to move that date up. Gateway has told us that we can run the new pump station in an emergency situation, but we really don't want to do that and risk voiding the warranties on the VFD's because Tesco hasn't signed off on them.

NorthStar Engineering has completed the surveying, property description and parcel map for the property of the new Ruddy Creek Pump Station. It has been submitted to the county, and we are awaiting their adoption of that.

We have been given a draft copy of the sub-recipient agreement, which is now in Attorney Jones' hands. He will write comments and return to the County so they can adjust the contract. We should have it for approval at the March board meeting, and once it is approved by the Commissioner it will then go to the County Supervisors for approval in April.

Commissioner Salvucci asked whether the flow meters were functioning. Manager Sturdevant said that the LOAPUD flow meter is working fine; there is no meter for the city and the meter for TWSD is not working. We have been looking into changing the flowmeters with Emerson Rosemount meters, but ABB sent a representative here to try to change our minds, and will attempt to make everything right. Staff will gather information for changing vs. staying with ABB and let the Commissioners make that decision.

12. Visitor Comments ❖

None

13. Commissioner and Staff Comments ❖

Commissioner Pittman said there are more apartments coming into the city. Commissioner Thomson said he and Manager Sturdevant discussed options to offset power costs. He said that Manager Sturdevant had mentioned the hydro plant, which SC-OR is still moving forward on, along with putting solar at the new RCPS, and any other ideas we can come up with.

14. Adjournment ❖

There being no further business, the meeting was adjourned at 5:31 p.m. to the regular meeting scheduled for March 26, 2024 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 12, 2024

RE: Item No. 10 – Board Members', Manager, and Staff Comments.

10.1 Field Operations Activity Report

The February 2024 Field Operations Activity Report is included for your review and discussion.

Information only, no action to be taken.

10.2 General Manger's Report

Updates on ongoing activities:

Progress reports

- 3515 Myers Street – Cleanup.
- A-Line Upgrades / Lincoln Family Apartments – Developers agreement.
- Sewer Main Extension at 4071 Hildale – Near future.
- River Ranch Update – Materials and Equipment being ordered.
- Palermo Wastewater Consolidation – Contractual information.

Information only, no action to be taken.

Attachments Included



Neighborhood / Property clean up.

Recycling & Repurposing

Board Policy 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.

Junk and Debris located at 3515 Myers St. at the time of purchase.

Existing Shipping Containers.

Two of the three shipping containers stored on the property, both in poor condition and have debris inside of them.

Existing Ventilation system. To be repurposed.

Control Unit, Motor assembly, Ducting, and Hanger and track assembly.

Existing approximately 50 folding chairs, and 10 old windows, all are weathered and have been stored outside for a long time.

Junk and Debris located at 3520 Spencer Ave. at the time of purchase.

The two tall car ports are planned to be reused at lift stations to protect Existing equipment stored outside with out covers at this time.

The remaining debris like the outside storage shed, attached awnings and scrap to be recycled any proceeds would go back to the cleanup of this property.



◇ EMILY E. LaMOE ◇
elamoe@minasianlaw.com

MEMORANDUM

PRIVILEGED AND CONFIDENTIAL **ATTORNEY-CLIENT COMMUNICATION AND ATTORNEY WORK PRODUCT**

TO: David Goyer
General Manager
Lake Oroville Area Public Utility District

FROM: Emily E. LaMoe

DATE: March 5, 2024

SUBJECT: **Grant Funding Requirements**

Pursuant to your request, I have reviewed the “Exhibit C- General Terms & Conditions 2019-NOV” that you provided, a copy of which is attached hereto. Exhibit C sets forth additional terms and conditions for LOAPUD’s receipt of grant funds for the anticipated sewer project in Palermo. As of the time of this memorandum, we have not received or reviewed any related agreements. I understand Exhibit C was provided to LOAPUD early so that LOAPUD would have the opportunity to review the obligations. Below please find my comments and summary of key portions of Exhibit C. The entirety of Exhibit C should be reviewed carefully by LOAPUD staff. I also recommend a legal review of the agreement itself when it is provided.

Summary of Key Provisions of Exhibit C

1. Definitions: “Event of Default” is defined to include a number of potential occurrences including inaccurate statements made by LOAPUD, failure of LOAPUD to perform an obligation under the Agreement, etc. Please review carefully.
2. Access, Inspection and Public Records: The State Water Board (SWB) has access to the Project site through the life of the Project or the end of record retention period.
3. Accounting and Auditing Standards: LOAPUD must use GAAP compliant accounts. I recommend you provide LOAPUD’s auditor with a copy of Paragraph 3 of Exhibit C, and seek confirmation that LOAPUD’s accounting procedures will comply with this requirement.

6. Audit: Division of Financial Assistance (the Division) of the SWB can call for an audit at any time. If it does so, LOAPUD must hire a CPA to perform the audit within 30 days.
7. Bond: Payment and performance bonds are required for any construction project.
8. Competitive Bidding: Construction contracts must be competitively bid. The lowest responsible bidder must be preapproved by Division before award of the contract.
9. Compliance with Laws: LOAPUD and its contractors must comply with all applicable laws and provisions of an “adopted environmental mitigation plan” for the “useful life” of the Project. I suggest you review the adopted environmental mitigation plan to determine what laws and provisions are referenced in this paragraph.
10. Computer Software: LOAPUD must ensure that State funds are not used in performance of the Agreement for purchase, operation, or maintenance of computer software in violation of copyright laws.
11. Conflict of Interest: LOAPUD must certify that it is compliant with conflict of interest laws. LOAPUD may have to provide the Division with a copy of its conflict of interest code.
13. Debarred: LOAPUD cannot contract with or allow subcontractors with “excluded parties”.
14. Drug-Free Workplace: LOAPUD must comply with the Drug-Free Workplace Act (Government Code sections 8350-8357.) Does LOAPUD have a current drug-free workplace policy? LOAPUD must publish a statement notifying employees of its policy. Everyone that works on the Project must receive a drug-free workplace statement and agree to comply.
15. CEQA: All work required by CEQA must be pre-approved by the SWB. The SWB could require changes to the scope of work in accordance with this review.
18. Funding Contingency: The SWB’s disbursement of funds is contingent upon LOAPUD’s compliance with the terms of the Agreement. Any alleged failure to comply with the terms could result in the discontinuation of funding.
21. Indemnification: LOAPUD agrees to indemnify the SWB for any claims related to (1) the Project; (2) any transactions required by the Agreement; (3) any violations of environmental law; and (4) any untrue statements. LOAPUD must also provide the SWB with a defense. The SWB has no reciprocal obligation.
26. No Discrimination: LOAPUD must comply with Government Code section 11135. If Project funds are being used to acquire real property, LOAPUD must include a covenant of non-discrimination in the deed. LOAPUD must comply with ADA and FEHA. LOAPUD must give written notice to contractors and subcontractors of these obligations.

30. Funding: If LOAPUD receives other funding for the Project it must notify the Division.

31. Permits: LOAPUD must provide the Division with copies of permits before construction begins. All contractors or consultants are limited to firms that were specifically identified and agreed to during negotiation of the Agreement. Any substitutions need prior approval from the Division.

32. Prevailing Wage: LOAPUD must monitor agreements to ensure requirements for prevailing wage are being met.

34. Professionals: Only licensed professionals can perform services when a license is required.

35. Records and Inspection: LOAPUD must retain separate records that are subject to inspection.

40. Rights in Data: The State can republish whatever it likes.

43. Termination: If the Agreement is terminated, LOAPUD agrees to immediately repay funds. The SWB can terminate at any time if LOAPUD has (1) misrepresented something or (2) violated the Agreement.

51. Water Conservation: LOAPUD is required to acknowledge that it has “appropriate water conservation and efficiency programs in place” as a condition of the Agreement. This paragraph provides a web address with examples of conservation and efficiency programs. I recommend staff review and confirm that LOAPUD has such appropriate water conservation and efficiency programs in place prior to entering into the Agreement.

52. Water Diversion: LOAPUD must attest, if applicable, that it has and will continue to comply with Section 5100 regarding filing statements of water diversion and use.

53. Withholding of Disbursement and Reimbursement: The SWB can withhold funding for any number of reasons including “failure of the Recipient to maintain reasonable progress on the Project as determined by the Division, commencement of litigation or a judicial or administrative proceeding related to the Project that the SWB determines may impair timely satisfaction of Recipient’s obligations under the Agreement”. I recommend that LOAPUD staff inquire as to the status of the Palermo project and whether it is anticipated that the Project will be completed and, if so, in a timely manner.

EEL/de

Attachment



Manager's Report

To: Board of Directors

From: David Goyer, General Manager

Date: March 12, 2024

RE: Item No. 11 – Future Agenda Items