



AGENDA

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

Board of Directors
Special Meeting
January 21, 2021 – 2:00 PM

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

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

Dial in: 1-669-900-9128
Meeting ID: 884 3354 1506
Passcode: 817938

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

1. **SALUTE TO THE FLAG OF THE UNITED STATES OF AMERICA**

2. **MOMENT OF SILENCE**

3. **ROLL CALL AND ACKNOWLEDGEMENT OF VISITORS**

Individuals will be provided the opportunity to address the Board regarding matters NOT scheduled on the agenda. No action will be taken by the Board on these matters; however, the Board may ask questions for clarification and refer to staff or other resources for information and request staff reports at a subsequent meeting. Comments on items scheduled on the agenda may be made as they are considered by the Board.

4. **OATH OF OFFICE**

Angela Mastelotto and Dee Fairbanks will take the Oath of Office.

5. **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.

5.1 BOARD MEETING MINUTES: DECEMBER 8, 2020

5.2 FINANCIAL REPORT MONTH ENDING: DECEMBER 31, 2020

5.3 PAYMENT OF WARRANTS MONTH ENDING: DECEMBER 31, 2020

6. ITEMS REMOVED FROM THE CONSENT AGENDA (IF ANY)

7. REQUEST BOARD APPROVAL TO PURCHASE NEW EXCAVATOR AND ATTACHMENTS – BUDGET ITEM

The Board will consider the budget item purchase of a new excavator and attachments.

DISCUSSION WITH POSSIBLE ACTION

8. REQUEST BOARD APPROVAL TO PURCHASE NEW DUMP TRAILER – BUDGET ITEM

The Board will consider the budget item purchase of a new dump trailer.

DISCUSSION WITH POSSIBLE ACTION

9. LATERAL COMMITTEE REPORT

The Board will be updated on the progress of the Lateral Committee.

10. REQUEST BOARD APPROVAL TO SEND LETTER TO THE OROVILLE ASSOCIATION OF REALTORS

The board will review and consider sending a letter to the Oroville Association of Realtors.

DISCUSSION WITH POSSIBLE ACTION

11. EXTENDED SICK LEAVE BENEFITS FOR COVID-RELATED ILLNESS OR EXPOSURE

The board will discuss adopting new policy extending leave benefits for COVID-related issues.

DISCUSSION WITH POSSIBLE ACTION

REPORTS AND CONSULTATIONS

12. SC-OR COMMISSIONER'S REPORT

13. BCSDA REPRESENTATIVES AND LAFCO REPORT

14. QUARTERLY INVESTMENT SUMMARY & CASH FLOW ANALYSIS

15. BOARD MEMBERS', MANAGER, AND STAFF COMMENTS

- Field Operations Supervisors Report
- Project Updates
- 2021 W4 Distribution

16. ADJOURNMENT



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 1 – Salute To The Flag Of The United States



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No. 2 – Moment Of Silence



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 3 – Roll Call And Acknowledgment Of Visitors



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No. 4 – Oath of Office

District Secretary, Kelly Hamblin, will swear-in Director Fairbanks and Director Mastelotto by administering the Oath of Office to serve as a Board of Director of Lake Oroville Area Public Utility District.

A Certificate of Appointment In-Lieu of Election and Oath of Office will be provided to each Director to subscribe to the Oath of Office. The signed document will be returned to the Butte County Elections Office for filing. Director Fairbanks and Director Mastelotto will also be provided a Certificate of Election as a record of their election to office.

Recommended Action: District Secretary Hamblin will conduct the Oath of Office proceedings for Director Fairbanks and Director Mastelotto.



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No. 5 – Consent Agenda

Item No. 5.1 **Board Meeting Minutes** - Minutes from the December 2020 regular board meeting are included for the Board's review, comment, and approval.

Attachment Included

Item No. 5.2 **Financial Reports** - Profit and Loss report through December 2020 is complete and ready for review, comment, and approval.

Attachment Included

Item No. 5.3 **Payment of Warrants** - The pending December 2020 Claims and Warrants are attached for review and Board approval for payment.

Attachment Included

**UNADOPTED
LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
DECEMBER 8, 2020**

CALL TO ORDER

President Kuehner called the meeting to order at 2:00 P.M. Directors present were Fairbanks, Hosley, Kuehner and Mastelotto. Field Operations Supervisor (FOS) Sanders, District Engineer Knibb, General Manager (GM) McCutcheon, and Clerk of the Board Hamblin represented the District.

SALUTE TO THE FLAG

President Kuehner led the meeting with the salute to the flag.

MOMENT OF SILENCE

President Kuehner asked the Board to observe a moment of silence.

Director Sharman joined the meeting at 2:02PM

CONSENT AGENDA

The Board reviewed the minutes of the Regular Board Meeting of November 10, 2020, the Financial Report and the Warrant List for month ending November 30, 2020. After discussion, it was moved by Director Fairbanks and seconded by Director Hosley that the items on the consent agenda be approved as presented. The motion passed with the following roll call vote:

Ayes: Directors Fairbanks, Hosely, Kuehner, Mastelotto and Sharman.

ANNUAL BOARD REORGANIZATION

President Kuehner opened the floor to nominations for 2021 Board Officers. Director Fairbanks nominated Vice President Sharman for the office of President. Director Fairbanks moved to close the nominations. Director Mastelotto seconded the motion.

The following roll call vote was taken:

Director Sharman

Ayes: Directors Fairbanks, Hosley, Kuehner, Mastelotto, and Sharman.

Vice President Sharman was elected to the office of President for 2021.

President Kuehner opened the floor to nominations for the office of Vice President. Director Fairbanks nominated Director Mastelotto for the office of Vice-President. Director Mastelotto nominated Director Fairbanks for the office of Vice President. Director Hosley moved to close the nominations. President Kuehner seconded the motion.

The following roll call vote was taken:

Director Mastelotto

Ayes: Directors Fairbanks, Sharman, Kuehner

Director Fairbanks

Ayes: Directors Mastelotto, Hosley

Director Mastelotto was elected to the office of Vice President for 2021

REGULAR BOARD MEETING SCHEDULE

After discussion, President Kuehner made a motion to adopt the proposed regular meeting schedule of the second Tuesday of each month at 2:00 P.M. The motion was seconded by Director Fairbanks. The motion passed with the following roll call vote:

Ayes: Directors Fairbanks, Hosley, Kuehner, Mastelotto, and Sharman.

APPOINTMENTS TO THE PERSONNEL COMMITTEE

GM McCutcheon noted the need for a standing committee to review and revise current employee policies, wages and benefits, and budget requests for the upcoming fiscal year budget. This committee would replace the ad hoc Personnel Advisory Committee normally appointed by the Board President. After discussion, President Kuehner appointed Director Fairbanks and Director Hosley to represent the board on the Personnel Committee. GM McCutcheon and Clerk of the Board Hamblin will represent the District on the Personnel Committee.

APPOINTMENTS TO THE LATERAL POLICY AND REGULATIONS ADVISORY COMMITTEE

GM McCutcheon noted the need for an Ad-Hoc committee to review the District Policy and Regulations to create a comprehensive lateral inspection and replacement program. After discussion, President Kuehner appointed himself and Director Mastelotto to the committee. FOS Sanders, Engineer Knibb and GM McCutcheon will represent the District on the Lateral Policy and Regulations Advisory Committee.

APPROVAL TO PURCHASE NEW SERVER

GM McCutcheon updated the board on the status of the District's server failure. GM McCutcheon noted that the current server is seven years old and \$12,000.00 was included in our fiscal budget for the purchase of a new server. Additional equipment may be needed to secure the unit and the installation. After discussion, President Kuehner made a motion to approve the purchase of the new server and related expenses not to exceed \$12,800.00. The motion was seconded by Director Mastelotto. The motion passed with the following roll call vote:

Ayes: Directors Fairbanks, Hosley, Kuehner, Mastelotto, and Sharman.

COVID19 UPDATE

GM McCutcheon updated the Board on the District's continued response to the COVID19 pandemic.

SC-OR COMMISSIONERS' REPORT

Director Kuehner noted that Glen Sturdevant is the new Plant Manager with SC-OR.

GM McCutcheon noted that he and FOS Sanders had met with Glen Sturdevant and Mikah Salsi.

BCSDA REPRESENTATIVES AND LAFCo REPORT

GM McCutcheon noted that he did not have anything to report for BCSDA.

Director Sharman noted that the City of Oroville and the El Medio Fire Department may be entering into a contract to continue to provide service to the area.

BOARD MEMBER'S, MANAGER AND STAFF COMMENTS

FOS Sanders updated the Board on the status of the failing laterals.

Engineer Knibb updated the Board on the status of the Ophir / Lincoln Lift Station. He also noted that with the current status of the River Ranch project and the Ophir / Lincoln Lift Station he has more time to refocus on the Sewer System Master Plan and Sewer System Management Plan.

BOARD POLICY 2151

GM McCutcheon noted that the updated Board Policy #2151- Employee Compensation Schedule is included in the Board Package.

ANNUAL EMPLOYEE APPRECIATION DINNER

GM McCutcheon noted that plans have not been made for the Annual Employee Appreciation Dinner. The dinner will be scheduled when we obtain clarification of the public health requirements.

OFFICE CLOSURE

The district office will be closed December 24th, 25th 2020 and January 1, 2021 for the holidays.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 2:42 P.M.

Respectfully submitted,

Kelly Hamblin,
Clerk of the Board

Lake Oroville Area Public Utility District
Profit & Loss Budget Performance
December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Sewer Service Charge	125,401.26	126,535.00	758,104.47	759,210.00	1,518,420.00
41150 · Pumping Charge	10,254.36	10,674.00	63,637.43	64,044.00	128,088.00
41200 · Kelly Ridge Pumping Chg (Taxes)	0.00	0.00	0.00	0.00	45,000.00
41250 · Permit/Inspection Fees	0.00	0.00	0.00	0.00	0.00
41300 · Connection Fee	1,163.52	0.00	-883.05	0.00	0.00
41350 · Other Services	33.70	0.00	33.70	0.00	0.00
41400 · Sales	0.00	0.00	10.90	0.00	0.00
Total Income	136,852.84	137,209.00	820,903.45	823,254.00	1,691,508.00
Gross Profit	136,852.84	137,209.00	820,903.45	823,254.00	1,691,508.00
Expense					
60000 · Office Salaries & Wages	21,639.74	21,563.00	152,292.49	143,974.00	272,834.00
61000 · Field Salaries & Wages	28,057.67	29,504.00	149,462.74	174,704.00	343,012.00
62000 · Office Emp Benefits	19,243.94	17,872.50	118,393.44	114,626.00	222,083.00
63000 · Field Emp Benefits	20,559.19	20,111.00	110,019.12	118,993.00	237,135.00
64000 · Professional Services	11,534.28	8,700.00	70,138.80	71,600.00	172,800.00
65000 · Utilities	3,808.54	7,874.00	41,134.95	47,244.00	94,488.00
66000 · Services & Supplies	5,130.75	10,545.00	17,979.87	69,395.00	106,195.00
67000 · Training/Membership/Fees	6,535.36	5,850.00	20,024.18	58,050.00	82,700.00
68000 · Operations and Maintenance	1,724.84	8,715.00	25,234.03	62,610.00	105,635.00
69000 · Fuel, Oil, Grease & Auto	5,304.26	4,500.00	16,584.74	28,500.00	55,500.00
Total Expense	123,538.57	135,234.50	721,264.36	889,696.00	1,692,382.00
Net Ordinary Income	13,314.27	1,974.50	99,639.09	-66,442.00	-874.00
Other Income/Expense					
Other Income					
70100 · Capacity Charge	0.00	0.00	0.00	0.00	0.00
70110 · Annexation Fee	0.00	0.00	0.00	0.00	0.00
70150 · Sewer Service Late Fees	-87.24	0.00	12,225.71	0.00	0.00
70200 · Interest	35.35	6,419.00	7,956.80	12,822.00	25,498.00
70250 · RD Surcharge	29,904.90	30,179.00	180,805.10	181,074.00	362,148.00
70300 · Other Income	792.95	0.00	7,082.25	0.00	0.00
70349 · Taxes (Parent Account for Taxes Rec	3,679.23	0.00	17,746.84	0.00	245,600.00
75000 · Special Income	0.00	0.00	0.00	0.00	0.00
75100 · Gain/Loss Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
Total Other Income	34,325.19	36,598.00	225,816.70	193,896.00	633,246.00
Other Expense					
80100 · Capitalized Expenditure	7,879.10	30,000.00	82,486.60	87,090.00	188,893.00
80150 · District Projects CIP	0.00	50,000.00	0.00	182,480.00	457,780.00
80200 · Loan Principal	0.00	0.00	60,000.00	60,000.00	60,000.00
80250 · Loan Interest Expense	0.00	0.00	52,700.00	52,700.00	104,125.00
82000 · SC-OR Excess Flow Surcharges	0.00	0.00	0.00	0.00	0.00
85000 · Special Expense	0.00	0.00	0.00	0.00	0.00
Total Other Expense	7,879.10	80,000.00	195,186.60	382,270.00	810,798.00

Lake Oroville Area Public Utility District Profit & Loss Budget Performance December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Net Other Income	26,446.09	-43,402.00	30,630.10	-188,374.00	-177,552.00
Net Income	39,760.36	-41,427.50	130,269.19	-254,816.00	-178,426.00
64400 - Depreciation	47,000.00	47,000.00	282,000.00	282,000.00	564,000.00
Change in Net Assets	-7,239.64	-88,427.50	-151,730.81	-536,816.00	-742,426.00

Lake Oroville Area Public Utility District

Warrant List

December 1-31, 2020

Date	Num	Name	Memo	Gross	Amount
12/01/2020	22032	KAHALEKULU, DARIN K	SICK LEAVE BUY BACK		\$ 535.59
12/02/2020	22034	DMV	FEES & PERMITS		\$ 82.00
12/04/2020	22035	Alhambra	UTILITIES		\$ 16.24
12/04/2020	22036	Butte Co Air Quality	FEES & PERMITS		\$ 1,999.75
12/04/2020	22037	Comcast	UTILITIES		\$ 355.06
12/04/2020	22038	DataTree	OFFICE EXPENSE		\$ 99.00
12/04/2020	22039	John D. Christofferson, Inc.	PROFESSIONAL FEES		\$ 1,890.00
12/04/2020	22040	Mendes Supply Company	OFFICE EXPENSE		\$ 49.37
12/04/2020	22041	Pacific Gas & Electric	UTILITIES		\$ 4,646.23
12/04/2020	22042	South Feather Water	UTILITIES		\$ 33.11
12/04/2020	22043	State Water Resources Control E	FEES & PERMITS		\$ 2,848.00
12/04/2020	22044	Verizon Wireless	UTILITIES		\$ 440.94
12/10/2020	22045	Better Deal Exchange	REPAIRS & MAINTENANCE		\$ 80.71
12/10/2020	22046	Oroville Cable & Equipment	REPAIRS & MAINTENANCE		\$ 123.15
12/10/2020	22047	POSM Software LLC	OFFICE EXPENSE		\$ 2,000.00
12/10/2020	22048	Recology Butte Colusa Counties	UTILITIES		\$ 85.16
12/10/2020	22049	Riebes Auto Parts	REPAIRS & MAINTENANCE		\$ 377.52
12/10/2020	22050	Vista Net, Inc.	OFFICE EXPENSE		\$ 212.50
12/10/2020	22051	Miry's Cleaning Services	OFFICE EXPENSE		\$ 260.00
12/10/2020	22052	Umpqua Bank	REPAIRS & MAINTENANCE		\$ 2,352.72
12/10/2020	22053	FAIRBANKS (DIRECTOR), DEE	VISION BENEFIT		\$ 296.03
12/15/2020	22054	AINSLIE, SHAWN J	PPE 12/15/2020	\$ 1,583.53	\$ 1,119.54
12/15/2020	22055	BRODERSON, ROBERT L	PPE 12/15/2020	\$ 2,606.28	\$ 1,725.05
12/15/2020	22056	CHRISTENSEN, TYLER W	PPE 12/15/2020	\$ 2,819.73	\$ 1,982.38
12/15/2020	22057	HAMBLIN, KELLY J	PPE 12/15/2020	\$ 2,045.33	\$ 1,378.15
12/15/2020	22058	KAHALEKULU, DARIN K	PPE 12/15/2020	\$ 2,682.33	\$ 1,779.40
12/15/2020	22059	TOMLINSON, LEVI M	PPE 12/15/2020	\$ 2,821.10	\$ 2,018.88
12/14/2020	22060	LOAPUD	VILLA VERONA DEPOSIT		\$ 485.27
12/17/2020	22061	HAMBLIN, KELLY J	VISION BENEFIT		\$ 145.96
12/18/2020	22062	ANSWERLINE COMMUNICATIO	OFFICE EXPENSE		\$ 297.25
12/18/2020	22063	AT & T/SBC	UTILITIES		\$ 693.13
12/18/2020	22064	Better Deal Exchange	REPAIRS & MAINTENANCE		\$ 40.63
12/18/2020	22065	Butte Lafco	ANNEXATIONS		\$ 1,020.00
12/18/2020	22066	Comer's Print Shop	OFFICE EXPENSE		\$ 21.65
12/18/2020	22067	Hobbs Pest Solutions, Inc	UTILITIES		\$ 62.00
12/18/2020	22068	Humana	INSURANCE		\$ 881.67
12/18/2020	22069	Lakeview Petroleum Co	FUEL		\$ 3,767.32
12/18/2020	22070	Minasian Law Firm	PROFESSIONAL FEES		\$ 1,312.00
12/18/2020	22071	Northern CA Gloves	SHOP SUPPLIES		\$ 129.90
12/18/2020	22072	Oroville Cable & Equipment	REPAIRS & MAINTENANCE		\$ 125.09
12/18/2020	22073	Riebes Auto Parts	REPAIRS & MAINTENANCE		624.84
				\$	38,393.19

Lake Oroville Area Public Utility District

Warrant List

December 1-31, 2020

Date	Num	Name	Memo	Gross	Amount
12/18/2020	22074	South Feather Water	UTILITIES		\$ 72.24
12/18/2020	22075	State Board of Equalization	ANNEXATIONS		\$ 800.00
12/18/2020	22076	Wilgus Fire Control, Inc.	SHOP EXPENSE		\$ 544.05
12/18/2020	22077	HSA Bank	VOID		VOID
12/18/2020	22078	Patelco Credit Union (Group)	VOID		VOID
12/18/2020	22079	HSA Bank	INSURANCE		\$ 833.32
12/23/2020	22080	Blue Shield of CA	INSURANCE		\$ 11,145.80
12/23/2020	22081	Butte County Elections Division	FEES AND PERMITS		\$ 605.61
12/23/2020	22082	CA Water Service	UTILITIES		\$ 69.43
12/23/2020	22083	Mid Valley Title	ANNEXATIONS		\$ 750.00
12/23/2020	22084	Oroville Cable & Equipment	REPAIRS AND MAINTENANCE		\$ 7.47
12/23/2020	22085	Paygov.us	FEES AND PERMITS		\$ 670.18
12/23/2020	22086	South Feather Water	UTILITIES		\$ 24.42
12/23/2020	22087	Streamline	OFFICE EXPENSE		\$ 200.00
12/23/2020	22088	Tehama Tire	REPAIRS AND MAINTENANCE		\$ 514.45
12/23/2020	22089	Pape Machinery	REPAIRS AND MAINTENANCE		\$ 620.85
12/30/2020	22090	Postage-Bulk Mailing	OFFICE EXPENSE		\$ 1,678.58
12/30/2020	22091	Postage-Bulk Mailing	OFFICE EXPENSE		VOID
12/23/2020	22092	Patelco Credit Union (Group)	INSURANCE		\$ 1,458.31
12/31/2020	22093	FAIRBANKS (DIRECTOR), DEE	PPE 12/31/2020	\$ 400.00	\$ 365.40
12/31/2020	22094	HOSLEY (DIRECTOR), DON C	PPE 12/31/2020	\$ 400.00	\$ 357.40
12/31/2020	22095	KUEHNER (DIRECTOR), LARRY	PPE 12/31/2020	\$ 400.00	\$ 365.40
12/31/2020	22096	MASTELOTTO (DIRECTOR), AN	PPE 12/31/2020	\$ 400.00	\$ 365.40
12/31/2020	22097	SHARMAN (DIRECTOR), WILLI	PPE 12/31/2020	\$ 400.00	\$ 365.40
12/31/2020	22098	AINSLIE, SHAWN J	PPE 12/31/2020	\$ 1,799.04	\$ 1,265.08
12/31/2020	22099	BRODERSON, ROBERT L	PPE 12/31/2020	\$ 2,342.48	\$ 1,556.07
12/31/2020	22100	CHRISTENSEN, TYLER W	PPE 12/31/2020	\$ 3,655.73	\$ 2,570.18
12/31/2020	22101	HAMBLIN, KELLY J	PPE 12/31/2020	\$ 2,045.33	\$ 1,378.14
12/31/2020	22102	KAHALEKULU, DARIN K	PPE 12/31/2020	\$ 2,682.34	\$ 1,779.41
12/31/2020	22103	MCCUTCHEON, SCOTT A	PPE 12/31/2020	\$ 4,093.39	\$ 2,432.32
12/31/2020	22104	RACKLEY, ANNELYN A	PPE 12/31/2020	\$ 686.88	\$ 594.66
12/31/2020	22105	SANDERS, DAN W	PPE 12/31/2020	\$ 3,735.34	\$ 2,125.09
12/31/2020	22106	TOMLINSON, LEVI M	PPE 12/31/2020	\$ 2,959.12	\$ 2,108.29
12/31/2020	22107	Aflac Insurance	INSURANCE		\$ 193.58
12/31/2020	22126	SCOR	10.1. to 12.31.2020		\$ 290,761.51
12/15/2020	DD1097	MCCUTCHEON, SCOTT A	PPE 12/15/2020	\$ 4,093.39	\$ 2,432.32
12/15/2020	DD1098	RACKLEY, ANNELYN A	PPE 12/15/2020	\$ 629.64	\$ 543.52
12/15/2020	DD1099	SANDERS, DAN W	PPE 12/15/2020	\$ 3,735.34	\$ 2,125.09
					\$ 333,678.97

Lake Oroville Area Public Utility District

Warrant List

December 1-31, 2020

Date	Num	Name	Memo	Gross	Amount
12/31/2020	1753216	CA Public Employers' Retirement	PAYROLL EXPENSE		2072.87
12/31/2020	1753217	CalPERS 457 Remittance	PAYROLL EXPENSE		1940.37
12/31/2020	1753218	CA Public Employers' Retirement	PAYROLL EXPENSE		1830.21
12/31/2020	25591194	United States Treasury	PAYROLL EXPENSE		5913.36
12/16/2020	43059215	EDD	PAYROLL EXPENSE		950.22
12/16/2020	1001736576	CA Public Employers' Retirement	PAYROLL EXPENSE		11207.01
12/16/2020	1001736577	CA Public Employers' Retirement	PAYROLL EXPENSE		2017.49
12/16/2020	1001736578	CalPERS 457 Remittance	PAYROLL EXPENSE		1923.01
12/16/2020	1001736579	CA Public Employers' Retirement	PAYROLL EXPENSE		1742.29
12/16/2020	1001736580	CA Public Employers' Retirement	PAYROLL EXPENSE		75.04
12/31/2020	1322737440	EDD	PAYROLL EXPENSE		1031.43
12/16/2020	1657261856	United States Treasury	PAYROLL EXPENSE		5500.56

	\$ 36,203.86
Subtotal from page 1	\$ 38,393.19
Subtotal from page 2	\$ 333,678.97
Total	\$ 408,276.02

GENERAL CHECKING ACCOUNT FIVE STAR BANK

\$ 408,276.02

THE ABOVE CLAIMS AND WARRANTS WERE APPROVED AT A REGULAR MEETING OF
THE LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT HELD ON:

Tuesday, January 12, 2021

President: _____

Director: _____

Director: _____

Director: _____

Director: _____



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 6 – Items Removed From Consent Agenda



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 7- Approval to Purchase New Excavator and Attachments

The 2020-21 District approved budget included a line item in the amount of \$71,561.00 for a new mini-excavator and attachments. District staff has secured a quote for \$59,965.74 (exclusive of tax) for the desired machine and attachments.

Recommended Action: Authorize purchase of excavator and attachments in an amount not to exceed \$59,965.74 and any applicable taxes.

Attachment Included



Bobcat

Product Quotation

Quotation Number: KNM-03129

Date: 2021-01-08 09:36:25

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
LOAPUD 1960 ELGIN STREET Oroville, CA 95966	Bobcat of Chico,Chico,CA 1343 WEST 8TH AVENUE CHICO CA 95926 Phone: (530) 342-0118 Fax: (530) 342-8043	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
E35 25HP R-Series Bobcat Compact Excavator 24.8 HP Tier 4 Auto Idle Auto-Shift, 2-Speed Travel Auxiliary Hydraulics, Selectable Flow with Boom Mounted Flush Face Quick Couplers Canopy <ul style="list-style-type: none"> Includes: Cup Holder, Retractable Seat Belt, Suspension Seat Roll Over Protective Structure (ROPS)- Meets Requirements of ISO 12117-2: 2008 Tip Over Protective Structure (TOPS) - Meets Requirements of ISO 12117: 2000 Falling Object Protective Structure (FOPS) - Meets Requirements of ISO 10262 Control Console Locks Control Pattern Selector Valve (ISO/STD) Dozer Blade with Float	M3311	1	\$33,635.70	\$33,635.70
Engine/Hydraulic Monitor with Shutdown Fingertip Auxiliary Hydraulic Control Fingertip Boom Swing Control Horn Hydraulic Joystick Controls Rubber Track Spark Arrestor Exhaust System Tier 4, Non DPF Vandalism Protection Work Lights X-Change (Attachment Mounting System) Zero Tail Swing Warranty: 2 years, or 2000 hours whichever occurs first				
E66 Extendable Arm Package Extendable Arm Enclosed Cab with Auto HVAC Deluxe Instrument Panel with Keyless Start Cloth Suspension Heated Seat Clamp	M3311-P08-E66	1	\$14,793.80	\$14,793.80
Hydraulic X-Change Second Auxiliary Hydraulics Angle Blade Travel Motion Alarm Radio				
Telematics US	M3311-R51-C02	1	\$0.00	\$0.00
12" MX3 XCHG TEETH	7323833	1	\$680.96	\$680.96
18" MX3 XCHG TEETH	7323842	1	\$767.60	\$767.60
24" MX3 XCHG TEETH	7323530	1	\$826.12	\$826.12
30" Flail Mower	7225484	1	\$5,926.82	\$5,926.82
--- X-Change Mounting Cap (E32, E35, E42, E45, E50, E55, E63)	7238337	1	\$633.84	\$633.84
--- Case Drain E32 & E35	7245617	1	\$198.56	\$198.56
48" MX3 XCHG GRADING	7333979	1	\$956.84	\$956.84
Total of Items Quoted				\$58,420.24
Freight Charges				\$1,373.00
Dealer Assembly Charges				\$172.50
Quote Total - US dollars				\$59,965.74

Notes:

***Prices per the Sourcewell Contract –040319-CEC**
***Terms Net 30 Days. Credit cards accepted.**
***FOB Origin within the 48 Contiguous States.**
***Delivery: 60 to 90 days from ARO.**

***State Sales Taxes apply. Must include a Tax Exempt Certificate with order placed.**

***TID# 38-0425350**

***Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.**

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS:_____

BILL TO ADDRESS (if different than Ship To):_____





Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No. 8- Approval to Purchase New Dump Trailer

The 2020-21 District approved budget included a line item in the amount of \$10,242.00 for a new dump trailer. The trailer will be used to haul the new District excavator as well as materials and offhaul of spoils. District staff has secured a quote for \$10,352.75 (exclusive of tax) for a comparable trailer.

Recommended Action: Authorize purchase of a dump trailer in an amount not to exceed \$10,352.75 and any applicable taxes.

Attachment Included

JEFF'S TRUCK SERVICE
13514 HWY 99 NORTH
CHICO, CA 95973
(530) 895-8070 530 898-8711
PLEASE REMIT TO THIS ADDRESS

Web/eMail jtsf250@yahoo.com
 Fax # 530 898-8711

ESTIMATE# 505372 Page: 1
Monday-Saturday 8a.m.-6p.m.
 Date 22 DEC 2020
 Lic. BAR No. ARD 212556
 DEPT OF TOXIC SUBST EPA-CAL 000294775

14LP-14		License DEC/15th/2	Year 0
		Vin	Make N/A
CHICO	CA	Eng. Type	Model N/A
Home #		Eng. No.	Miles/Km 0.0
Work #	Ext.	Prod.	Ccolor/Doors
Cell. #		Other (CAP)	
EMAIL:		Remarks/PO:	Open Date 22 DEC 2020 15:05
Sales: 09		Unit	Ready By: 22 DEC 2020

Type	Description of Labor / Parts / Miscellaneous	Qty	Hours	Tech.	Each \$	Amount
Part:	.. - 14LP-14	1.00			\$ 10,300.00	\$ 10,300.00
Misc.:	DMV	1.00				\$ 44.00
Misc.:	TIRE TAX	1.00				\$ 8.75
	1 Group Sub Total					\$ 10,352.75

Original Estimate: \$ 0.00 : _____ : _____
 I acknowledge notice and oral approval of an increase in the original estimated price

Revision #1	.00	Revision #2	.00	Revision #3	.00
Increase	0.00	Increase	0.00	Increase	0.00

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. The company is not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, or any other cause beyond our control. By signing, I agree to the terms and conditions listed on both sides of this form. All sales are final on electrical and/or computer parts. A 15% restocking fee will be charged on all special orders. Freight is non-refundable, return shipping fees may apply.

Signature: _____ Date: _____

Estimate Labor	\$ 0.00
Estimate Parts	\$ 10,300.00
Estim. Environm.	\$ 0.00
Shop Supplies	\$ 0.00
Est. Sub Total Charges	\$ 0.00
Estimate Sublet	\$ 52.75
Estimate Sales Tax	\$ 746.75

Account # 24506 Key#
 Payment 1: 0.00 Payment 2: 0.00

Thank You From: JEFF'S TRUCK SERVICE

Estim. Before Sales Tax \$ 10,352.75
Total Estimate \$ 11,099.50



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No.9 – Lateral Committee Report

The Lateral Committee met for the first time on 12-22-2020. The summary of the meeting is included. General Manager McCutcheon will lead a discussion on the committee's progress and action items.

Attachment Included

LOAPUD LATERAL COMMITTEE MEETING-SUMMARY-12-22-2020

MEETING INFORMATION

Objective: *Introduction to the Committee and Overview of Available Data*

Date: *December 22, 2020*

Time: *10 am*

Location: *LOAPUD Board Room, 1960 Elgin Street, Oroville CA 95966*

MEETING SUMMARY

The Lateral Committee (LC) met as scheduled at 10 AM on 12-22-2020 via Zoom and in person. The meeting lasted one hour.

Present:

Dan Sanders, Keith Knibb, Angie Mastelotto, Larry Kuehner, Tyler Christensen, Scott McCutcheon

POINTS OF DISCUSSION

Purpose of the Committee: The purpose of the LC was discussed and centered on the need to continue to reduce I&I, and develop a solid lateral repair/replacement program while aligning current district policy.

Policy Development: The development of a new policy or updating existing District policy figured prominently in the discussion. Examples provided prior to the meeting provided context and ideas on how the LC should proceed with its purpose. Key elements of other programs (and current District regulations) were identified as:

1. ***Triggers-*** What triggers exist in the District policy? What about other programs? What holes exist?
2. ***Funding-***What sort of funding can the District offer? Are there sources of outside funding available-for the District? For Homeowners?
3. ***Inspections-***What sort of inspections will the District require? Frequency of inspections? With the new camera van in service-there is a lot of information being gathered. Will the District incorporate a certification process in its regulations? What will trigger an inspection?
4. ***Enforcement-***What are other districts/municipalities doing to enforce their programs? Fines? District ability to collect on fines?

Point of Sale: Point Of Sale triggers and real estate transactions figured prominently in the meeting. Contacting the Oroville Association of Realtors to address these as a trigger for inspection/replacement within the District's program was identified as critical. The escrow process was also discussed as an area that would need to be addressed in the policy updates.

Other Topics: Other topics discussed included how to best serve and include the community, Point Of Sale triggers and the connection between the lateral replacement program and ownership of the lower lateral

ACTION ITEMS

1. **Draft Letter to the Oroville Association of Realtors (OAR).** Scott was to provide a draft of a letter to the OAR to the committee for review and polishing for submittal to the LOAPUD Board for approval to send.
2. **PACE Program.** Angie was to look into available funding for lateral replacement through the PACE program
3. **District Policy: Alignment.** Scott, Keith, Dan, and Tyler were to continue to communicate on current District policy and any discrepancies/holes/overlaps that they might observe. This will be ongoing.
4. **Research.** The Committee was encouraged to continue to research for existing policy examples in place in other districts and agencies for ideas and inspiration.



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 10 – Authorization to Send Letter to the Oroville Association of Realtors

As part of the Lateral Committee work, an action item was created to have General Manager McCutcheon draft a letter to the attorney representing the Oroville Association of Realtors (OAR) to state the intent of the District to update its policy regarding lateral repairs. General Manager McCutcheon requests permission to send this letter (with any Board approved additions or amendments) to the OAR on behalf of the District.

Recommended Action: Authorize GM McCutcheon to send the attached letter (with any approved additions or amendments) to the Oroville Association of Realtors on behalf of the District.

Attachment Included

January 12, 2021

Mr. Timothy Ferris
Attorney-Oroville Association of Realtors
2607 Forrest Avenue
Suite 130 95928

Re: Lake Oroville Area Public Utility District

Mr. Ferris,

The Lake Oroville Area Public Utility District (LOAPUD, District) is a public utility district formed in 1938 under the provisions of the California Public Utilities Code. The District provides sanitary sewer collection and conveyance services for the unincorporated areas east and south of the City of Oroville, and some within the City limits proper. LOAPUD is in its 83rd year and serves approximately 4,500 customers for sewer collection over a service area of more than 8,000 acres. Sewage treatment is under the jurisdiction of the Sewerage Commission-Oroville Region (SC-OR) which was created in 1971 under a Joint Powers Agreement between the District and two other member entities. The District serves a wide variety of clientele, and is positioned well for growth in the region.

The District has a reputation for a well-managed system, with a small, dedicated staff. With almost 80 miles of underground piping, from larger mainlines, to lesser service laterals, our field staff covers a lot of ground. The District engages in replacement and upsizing of the piping as is necessary. As the system ages, and the demand on the system increases, the need to make lasting repairs continues to grow and remains one of the District's main focuses.

One of the main reasons for making timely repairs, and a constant challenge to the District, are two conditions that compromise the integrity of the system: Inflow and Infiltration or 'I&I'. Inflow is water introduced into the sewer system through undesignated means; a roof drain tied into the sewer system, a backyard pool that is drained by threading a hose into a cleanout, or pulling a manhole lid to drain a flooded street are some examples. Infiltration is water introduced into the system through cracks or breaks in pipe material, or through compromised pipe joints, usually caused by roots. Infiltration is exacerbated by a high water table, ponding water, or saturated ground from precipitation. It is important to note that any liquid introduced into the sewer system will eventually make it to the treatment plant where it needs to be treated. The cost of treating water, whether from a flooded yard, cracked pipe, or a flushed toilet is the same. It is expensive to treat water to current standards. Predictably the cost, whether from increased regulations or economic drivers, is increasing. The responsibility for reducing I&I, and thereby reducing the cost of treating wastewater is shared by LOAPUD and its customers.

A conventional sanitary sewer service system consists of two major classifications of pipelines used to convey wastewater. The first are the 'main' lines (main, trunk, collector), and the second are the 'lateral' lines (lateral, service). An additional distinction of the lateral lines is the 'upper' lateral, and 'lower' lateral. The upper lateral is defined as that portion of service line from the property line to the point of connection at the house line (usually 5' outside of the building envelope). The lower lateral is defined as that portion of service line from the property line to the point of connection at the mainline, and sometimes includes the connection (for LOAPUD it does not). For the majority of the District's system, the District responsibility for upkeep and servicing does not include either lateral. This is consistent with other sewer collection districts in the State of California.

In 2009, the District adopted an ordinance to address the problem of aging and failing laterals. The purpose of the regulations was to provide for the testing and replacement of a substandard lateral (upper and lower) in a systematic and equitable way. At the same time, the District defined a path to District 'takeover' of this 'lower lateral' under certain criteria. After some modifications, the final version of this new section of LOAPUD's Rules and Regulations was adopted by the Board of Directors. These regulations guide LOAPUD's operations in maintaining existing service, and creating new services.

With the region the District serves poised for growth, LOAPUD is recognizing the need to update its Rules and Regulations-specifically the component that addresses lateral inspections, repairs, and replacements. The reality is that a more aggressive approach to curbing and controlling I&I is necessary in order to maintain compliance with increasing regulatory oversight. In the coming months, the District will be reviewing key pieces of its policy to better align with this perpetual mandate, and to preserve the economic benefit of the wastewater conveyance system it operates. This will directly affect the District's customers and those that serve the District's customers. And while the District anticipates some consternation over a more aggressive replacement campaign, it believes that the end result is of benefit to all stakeholders in the region's water quality.

The District takes pride in its role as a valuable community resource and service. The ability to convey wastewater for treatment in an efficient, reliable, and safe manner is a hallmark of a developed society. The District believes in partnering with other community members to continue to invest in the Greater Oroville Area towards achieving a common goal: Smart, Sustainable, and Responsible growth. It is the District's hope that it can partner with the Oroville Association of Realtors to further this endeavor.

Best regards,

Scott McCutcheon
General Manager

Lake Oroville Area Public Utility District
1960 Elgin St.
Oroville, CA 95966
530-533-2000



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 11 – Extended Sick Leave Benefits for COVID Related Illness and/or Exposure

The Families First Coronavirus Response Act, which expired on December 31, 2020, provided for Emergency Paid Sick Leave for COVID-19 related absences. General Manager McCutcheon would like the Board to discuss adopting a policy to provide expanded sick leave benefits in order to address the potential problem of limited available leave for District employees.

Recommended Action: Adopt a policy to expand sick-leave benefits for COVID-related illness and/or exposure

Attachment Included

What the Expiration of COVID-19 Paid Leave Laws Means for California Employers

Article By:

Ashley T. Hirano

Robert K. Foster

Jenna N. Mennona

For much of the ongoing COVID-19 pandemic, many California employees have utilized leave entitlements through federal, state, and local paid sick leave statutes and ordinances. As of December 31, 2020, however, the federal [Families First Coronavirus Response Act \(“FFCRA”\)](#), [California’s COVID-19 supplemental paid sick leave \(“CSPSL”\)](#) — and many local supplemental paid sick leaves (“LSPSL”) — have expired. With coronavirus cases still surging nationwide and no additional guidance on the new exclusion pay requirements under the Division of Occupational Safety and Health’s (“Cal/OSHA”) [COVID-19 emergency temporary standards \(“ETS”\)](#), California employers are left wondering what paid leave laws may apply to their employees in 2021.

FFCRA

On December 31, 2020, the Department of Labor updated its [guidance](#) on FFCRA leave for employers.

Although the FFCRA has expired, Congress’ new legislation, the [Consolidated Appropriations Act, 2021 \(“CAA”\)](#), extended tax credits for employers who continue to *voluntarily* provide paid FFCRA sick leave and expanded family and medical leave to employees until March 31, 2021. Thus, although employers with fewer than 500 employees nationwide are no longer required to provide such leave after January 1, 2021, they may voluntarily continue to do so. If voluntary leave is provided, it must be used for the same purposes and subject to the same conditions as originally outlined in the FFCRA.

CSPSL

CSPSL’s expiration was tied to FFCRA’s expiration. Accordingly, the leave entitlement under CSPSL also expired on December 31, 2020. After that date, no employee may *begin* receiving CSPSL. However, employees who already started receiving CSPSL prior to January 1, 2021 may continue to take the leave they are currently on even if that entitlement extends past December 31, 2020. For example, an employee who exhibited symptoms and was recommended to isolate on December 28, 2020 may continue to receive CSPSL benefits even if the isolation period extends into 2021. We will continue to monitor legal and legislative developments that may further impact CSPSL.

Exclusion Pay Under the ETS

Beyond FFCRA and CSPSL, almost all California employers must provide exclusion pay to employees excluded from work for certain COVID-19-related reasons under Cal/OSHA’s ETS. The ETS require employers to exclude from work any employees who (1) test positive for COVID-19, or (2) have experienced a COVID-19 exposure in the workplace. If an employee is “able and available to work” and the exposure is work-related, the ETS also require the employer to continue to provide the employee’s pay and benefits while excluding them from the workplace.

to date, the only guidance on this point from Cal/OSHA is that an employer may require the employee to exhaust paid sick leave benefits before providing exclusion pay, and may offset payments by the amount an employee receives in other benefit payments such as state disability insurance. We anticipate that Cal/OSHA will update its FAQ guidance on exclusion pay to address the expiration of leave under the FFCRA or CSPSL. Additionally, the legality of the new exclusion pay requirement and whether Cal/OSHA possesses the authority to require exclusion pay has been challenged recently in multiple lawsuits. In the absence of new developments on the exclusion pay requirement, employers should continue to provide pay and benefits to excluded employees, and should document the relevant facts and analysis supporting their determination that an employee's exposure was not work-related if the decision is made to deny exclusion pay.

LSPSL

Throughout the pandemic, several localities implemented their own paid leave entitlements to close perceived gaps in FFCRA coverage. As a result, many of the LSPSL expired with FFCRA. Nonetheless, the following LSPSL remain in effect:

Long Beach

The City of Long Beach's [supplemental leave ordinance](#), which applies to employers with 500 or more employees nationally, has no expiration date.

City of Los Angeles

The City of Los Angeles' [supplemental leave order](#) requires employers with either 500 or more employees in the City of Los Angeles or 2,000 or more employees in the United States to provide paid leave. Los Angeles' supplemental leave will continue to remain in effect "until two calendar weeks after the expiration of the COVID-19 local emergency period."

San Mateo County

San Mateo has extended its paid leave ordinance, which requires employers with 500 or more employees nationally to provide paid sick leave until June 30, 2021.

Sacramento

The Sacramento County Worker Protection Health and Safety Act of 2020, which requires employers with 500 or more employees nationally to provide additional paid sick leave, was extended until March 31, 2021 in both Sacramento County and the City of Sacramento.

San Francisco

The City and County of San Francisco has extended the Public Health Emergency Leave Ordinance through February 10, 2021. The Ordinance requires employers with 500 or more employees worldwide to provide paid leave.

Additional counties and cities are currently considering and will likely pass similar laws extending or re-establishing supplemental paid sick leave. Moreover, with the expiration of FFCRA, some localities may expand their existing leave laws to cover employers with less than 500 employees.

Main Takeaway

With numbers still surging throughout the state and country, the expiration of the FFCRA and CSPSL likely does not mean the end of COVID-19 paid sick leave laws. The California government presumably will re-establish some form of COVID-19 paid sick leave for employees. The new administration under President-elect Joe Biden also may attempt to revive FFCRA leave or create a new, additional paid leave entitlement. Adding further confusion is the uncertainty of whether new paid sick leave requirements will be retroactive and/or create new protections for employees who have already exhausted their leave. Thus, employers should continue to monitor any federal, state, or local legislative developments with regard to COVID-19 paid leave entitlements. Employers with any questions or concerns should consult with experienced employment counsel to ensure they are compliant with all current paid leave laws.

The legal landscape continues to evolve quickly and there is a lack of clear-cut authority or bright line rules on implementation. This article is not intended to be an unequivocal, one-size fits all guidance, but instead represents our interpretation of where applicable law currently and generally stands. This article does not address the potential impacts of the numerous other local, state and federal orders that have been issued in response to the COVID-19 pandemic, including, without limitation, potential liability should an employee become ill, requirements regarding family leave, sick pay and other issues.

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National Law Review, Volume XI, Number 6

Source URL: <https://www.natlawreview.com/article/what-expiration-covid-19-paid-leave-laws-means-california-employers>



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No. 12 – SC-OR Commissioner's
Report

Included in your packet are the December 2020 Minutes of the Regular Meeting of the Sewerage Commission – Oroville Region. Directors Fairbanks and Kuehner will present the SC-OR report if any information is available for reporting.

Attachment Included

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

(Held at the Commission office on December 16, 2020 at 11:00 a.m.)

1. Call to Order ❖

Chairman Hatley called the meeting to order at 11:00 a.m.

2. Roll Call ❖

Commissioners present were Commissioners Fairbanks and Kuehner from the Lake Oroville Area Public Utility District, Pittman and Reynolds from the City of Oroville, Hatley and Latulippe from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant, Attorney Vance, Environmental Compliance Manager Salsi and Temporary Assistant to the Manager Ray Sousa.

3. Salute to the Flag ❖

Chairman Hatley led Commissioners and staff in the salute to the flag.

4. Acknowledgment of Visitors ❖

David Ritchie, Attorney for the City of Oroville

5. Board Meeting Minutes of the Regular Meeting held on November 18, 2020 ❖

Upon motion by Commissioner Reynolds to approve the minutes of the meeting, and seconded by Commissioner Kuehner, the minutes of the November 18, 2020 regular meeting were unanimously approved.

6. Employee Safety Meeting Minutes (November 16 and December 7, 2020) ❖

Manager Sturdevant reported that an employee was injured while operating SC-OR equipment. He suffered the loss of the tip of his finger. Manager Sturdevant immediately called for the placement of additional safety warnings on the equipment being used during the accident. He further called a safety meeting to discuss awareness when using the machinery while on the job.

Upon motion by Commissioner Reynolds to approve the minutes of the employee safety meetings, and seconded by Commissioner Kuehner, the minutes of the November 16, and December 7, 2020 meetings were unanimously approved.

7. Authorization of Warrants ❖

Commissioner Kuehner met with Manager Sturdevant and checked the warrants earlier, and having found everything to be in order made a motion to approve warrants 26486-26525 in the total amount of \$406,695.81 from November 19 to December 16, 2020, including Commissioner fees and electronic fund transfers. The motion was seconded by Commissioner Kuehner, and the warrants were unanimously approved and ordered paid.

8. Fiscal Reports ❖

Chairman Hatley stated that the fiscal reports for November 2020 were in the packet for review. There were no questions regarding them.

9. Resolution 12-20 (A Resolution Authorizing the Appointment of Glen E. Sturdevant as Manager/Superintendent of the Sewerage Commission – Oroville Region), and a vote to ratify his contract. ❖

Upon motion by Chairman Hatley to adopt Resolution 12-20, A Resolution Authorizing the Appointment of Glen E. Sturdevant as Manager/Superintendent of the Sewerage Commission – Oroville Region, and a vote to ratify his contract. The motion was seconded by Commissioner Kuehner, and passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

10. Adoption of the Updated Hourly Wage Schedule ❖

Manager Sturdevant reported that CalPERS is requiring that the Managers hourly wages be added to the previously adopted wage schedule for all SC-OR positions, and adopted in an open meeting.

A motion made by Commissioner Reynolds, seconded by Commissioner Latulippe, and passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

11. Closed Session ❖

The Board adjourned to closed session at 11:09 a.m., and reconvened to open session at 11:58 p.m. Chairman Hatley announced that during closed session legal services were discussed. No action was taken. Chairman Hatley appointed members of LOAPUD to an ad hoc committee to review contract proposals for legal services. Candidates for legal services are to prepare and submit proposed contracts to the board by January 1, 2021. A special meeting to review the proposals was scheduled for January 7, 2021 at 10:00 a.m.

12. Contract for Legal Services ❖

This item was tabled pending the receipt of contract proposals and completion of the special meeting scheduled for January 7, 2021.

13. Attorney's Report ❖

Attorney Vance said there were no issues nor lawsuits, and everything is running smoothly.

14. Manager's Report ❖

Manager Sturdevant reported that the trees were removed that he had reported on last month. He has been in contact with Duke Sherwood to get an updated proposal on removing the damaged caustic building. He has also requested a couple of other proposals from different companies.

15. Visitor Comments ❖

Mr. Sousa said he is glad to stay on as Assistant to the Manager through the budgetary cycle. He reported that training is going very well.

16. Commissioner and Staff Comments ❖

All Commissioners wished one another a Merry Christmas.

17. Adjournment ❖

There being no further business, the meeting was adjourned at 12:03 a.m. to the regular meeting to be held on January 27, 2021 at 5:00 p.m.

Respectfully submitted,



Glen E. Sturdevant, Clerk



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 21, 2021

RE: Item No. 13 – BCSDA Representatives and LAFCo Report

13.1 BCSDA

The General Manager will report on BCSDA business if there is any to report.

13.2 LAFCo

The Butte LAFCO January 7, 2021 regular meeting was cancelled.



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: January 21, 2021

RE: Item No. 14 – Quarterly Investment Schedule and Cash Flow Analysis

Included are the 2nd quarter District Investment Schedule Summary and Cash Flow Analysis.

Attachment 1: "Investment Schedule" shows that the District's cash balance increased by \$399,384.47 over the last quarter. There will be three substantial transactions made in January that will affect the District cash balance.

1. A SCOR payment of \$290,761.51 will process.
2. An interest payment of \$51,425.00 will be made to USDA on the District's Rural Development loan.
3. The District is scheduled to receive approximately \$135,000.00 in tax revenue from Butte County.

Attachment 2: "Cash Flow Analysis" shows the movement of money into and out of the District accounts each month over the last quarter.

Attachment Included

Cash Flow Analysis

INCOME	Oct-20	Nov-20	Dec-20
Operating Income			
Income - Operating	606,081	72,521	40,153
Total Operating Income	\$ 606,081	\$ 72,521	\$ 40,153
Non-Operating Income			
Income - El Medio Fuel	341	-	1,020
Income - Capacity Charge	-	-	
Income - RFC	-	-	
Income - Property Taxes	-	14,553	3,713
Total Non-Operating Income	\$ 341	\$ 14,553	\$ 4,733
<hr/>			
TOTAL INCOME	\$ 606,423	\$ 87,074	\$ 44,885
<hr/>			
EXPENSES			
Operating Expenses			
Expense - Operating	110,721	105,244	167,888
Total Operating Expenses	\$ 110,721	\$ 105,244	\$ 167,888
Non-Operating Expense			
Expense - SC-OR pass through		-	290,762
Expense - SC-OR RFC pass through	-		
Expense - USDA Payment Transfer	-	-	-
Expense - Cap Ex-Master Plan	3,651	3,513	-
Expense - Cap Ex-Lift Station Design	22,085	22,547	7,879
Expense - Plan Check Fees	36	-	-
Total Non-Operating Expenses	\$ 25,772	\$ 26,059	\$ 298,641
<hr/>			
TOTAL EXPENSES	\$ 136,493	\$ 131,303	\$ 466,529
<hr/>			
NET INCOME	\$ 469,930	\$ (44,229)	\$ (421,644)
<hr/>			
SUMMARY OF CASH FLOW			\$ 4,057

LOAPUD INVESTMENT SCHEDULE

December 31, 2020

Bank	Beginning Balance September 30, 2010	Ending Balance December 31, 2020	Difference	Maturity	*Interest Rate
Five Star General	\$ 4,071.52	\$ 345,199.42	\$ 341,127.90	CKG	0.00%
Five Star USDA	\$ 67,018.66	\$ 118,450.76	\$ 51,432.10	CKG	0.10%
Five Star MM	\$ 554,015.85	\$ 554,908.87	\$ 893.02	IF	0.82%
LAIF	\$ 2,686,222.93	\$ 2,692,154.38	\$ 5,931.45	IF	0.82%
LAIF Series A Bond Res	\$ 107,048.00	\$ 107,048.00	\$ -	IF	0.82%
Total Investments	\$ 3,418,376.96	\$ 3,817,761.43	\$ 399,384.47		

* Current quarter interest rate



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: January 12, 2021

RE: Item No. 15 – Board Member(s), Manager, and Staff Comments

15.1 Field Operations Supervisor Report

The December 2020 Field Operations Activity Report is included for your review and discussion.

Attachment Included

15.2 Project Updates

The General Manager with input from staff and the District Engineer will give a general update on various District projects in different stages of processing.

Attachment Included

15.3 W-4 Distribution

FIELD OPERATIONS ACTIVITY REPORT

DECEMBER 2020

Safety Meetings and Compliance

- New employee study for class A
- Blood Borne Pathogens
- Pump station response protocols
- OSHA Asbestos Training
- Covid 19 meeting
- Full Covid 19 Policy safety meeting
- Webinar on reading wiring schematics

General meetings

- Webinar for flow meters

I & I Related Work

- Pothole 6" private line to GIS but found multiple connections open - Fixed

New Permits and Connections, Estimates, Inquiries or Termination

- Two laterals replaced with the help of the new CCTV lateral launch camera
- One new customer added
- Sewer inquiry at 2335 Greenville St.
- Met with plumber at 1955 and 1959 Wyandotte to separate laterals

River Ranch Project

- Reviewed pump station plans

Lines Cleaned

- 11,007 LF Cleaned with Jet Rodder

CCTV Work

- 2,400 LF Televised

GIS Work

- Southside, Villa Verona, Oak Knoll, Kelly Ridge

General Maintenance

- Send off camera van parts for repairs while still under warranty
- Service new CCTV van, Explorer and 4 WD service truck
- Installed new heater core in Jet Rodder
- Repaired 4x4 brakes
- Cleaned inside of trucks
- Replaced broken toilet in main office
- Replaced bag for air seat

Field Maintenance, Repairs and Misc.

- Standby while Teichert Construction potholes Vista Del Cerro force main
- Replaced both molded check valves and rebuild both air release valves at L1
- Dig up lamp hole and shoot grades in preparation of upcoming project
- Raise Villa Verona valve boxes on Lower Wyandotte
- Cleared pumped 2 check valve at L1
- Install starter, switch and new fuel pump on Gorman Rupp pump
- Remove wear plate for pump 2 at L1 to clean inlet check valve sealing surface
- Pump grease off tops of wet wells
- Adjust belts at L2

Service Calls Primary - 7 (2 Last Month)

- 3-Laterals plugged-Non district problem
- 1-L1-Pump 2 over temp - replace inlet check valve and clear upper check valve
- 1-PG&E planned power outage district wide
- 1-L2 low float bad - jumped wires for temporary fix during work hours
- 1-Office alarm motion sensor - fans blew map off the wall

Service Calls for Villa Verona - 8 (4 Last Month)

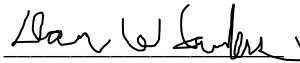
- 6-Tanks cleaned, flushed and/or pumped
- 2-Alarm at tank - replaced redundant float

Gas Consumption: 261.4 (Last Mo. 223.4)

Diesel Consumption: 421.9 (Last Mo. 290.9)

LOAPUD Gas: 261.4 (Last Mo. 223.4) Diesel: 268.1 (Last Mo. 156.6)

El Medio Fire Dept. Gas: 0.0 (Last Mo. 0.0) Diesel: 153.8 (Last Mo. 134.3)



Field Operations Supervisor
Dan W. Sanders

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

2021

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 ▶ \$ _____		
	Add the amounts above and enter the total here	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶		▶ _____ ▶
	Employee's signature (This form is not valid unless you sign it.)		Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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