



# AGENDA

1960 Elgin Street  
Oroville, CA 95966  
530-533-2000  
[www.loapud.com](http://www.loapud.com)

Board of Directors  
Regular Meeting  
April 13, 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: 852 9905 5630  
Passcode: 431246

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. **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.

**4.1 BOARD MEETING MINUTES: MARCH 9, 2021 AND MARCH 25, 2021**

**4.2 FINANCIAL REPORT MONTH ENDING: MARCH 31, 2021**

**4.3 PAYMENT OF WARRENTS MONTH ENDING: MARCH 31, 2021**

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

6. **RIVER RANCH PROJECT UPDATE**

GM McCutcheon and Engineer Knibb will update the Board on the status of the River Ranch Project.

*DISCUSSION WITH POSSIBLE ACTION*

7. **REQUEST TO AMEND SAUERS ENGINEERING PROPOSAL FOR OPHIR-LINCOLN LIFT STATION DESIGN**

Sauers Engineering is requesting an increase to the original quotation for engineering services to complete the Ophir-Lincoln Lift Station.

*DISCUSSION WITH POSSIBLE ACTION*

8. **BOARD OF DIRECTORS TO ACCEPT THE RESIGNATION OF DIRECTOR LARRY KUEHNER**

The Board will review and consider accepting Director Larry Kuehner's resignation submitted April 2, 2021.

*DISCUSSION WITH POSSIBLE ACTION*

9. **ADOPT RESOLUTION NO. 01-2021 RESOLUTION OF APPRECIATION FOR DIRECTOR LARRY KUEHNER'S 8 YEARS OF SERVICE TO THE DISTRICT**

The Board will review and consider adopting Resolution No. 01-2021 Resolution of Appreciation in Recognizing Director Larry Kuehner's 8 Years of Service on the Lake Oroville Area Public Utility District Board of Directors.

*DISCUSSION WITH POSSIBLE ACTION*

10. **APPROVAL OF MAY 1, 2021 THROUGH MAY 1, 2022 GENERAL LIABILITY POLICY RENEWAL /JAMES J. COX INSURANCE SERVICES**

The Board will review and consider the approval of the proposal for insurance services provided by James J. Cox Insurance Services for the May 1, 2021 through May 1, 2022 general liability insurance policy year.

*DISCUSSION WITH POSSIBLE ACTION*

## **REPORTS AND CONSULTATIONS**

11. **SC-OR COMMISSIONER'S REPORT**
12. **BCSDA REPRESENTATIVES' AND LAFCO REPORT**
13. **QUARTERLY INVESTMENT SCHEDULE AND CASH FLOW ANALYSIS**
14. **OROVILLE AREA SEWER & WATER PROVIDERS MUNICIPAL SERVICE REVIEW**
15. **BOARD MEMBERS' MANAGER, AND STAFF COMMENTS**
  - **Field Operations Supervisors Report**
  - **Personnel Committee Meetings**
  - **Budget Committee Meetings**
  - **Policy 2151 "Employee Compensation Schedule"**
16. **ADJOURNMENT**



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 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: April 13, 2021  
  
RE: Item No. 2 – Moment Of Silence



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

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



## Manager's Report

To: Board of Directors  
From: Scott McCutcheon, General Manager  
Date: April 13, 2021  
  
RE: Item No. 4 – Consent Agenda

Item No. 4.1 **Board Meeting Minutes** - Minutes from the March 9, 2021 regular board meeting, and March 25, 2021 special meeting are included for the Board's review and approval.

Attachment Included

Item No. 4.2 **Financial Reports** - Profit and Loss report through March 31, 2021 is ready for review and comment.

Attachment Included

Item No. 4.3 **Payment of Warrants** - The pending March 31, 2021 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  
MARCH 9, 2021**

**CALL TO ORDER**

President Sharman called the meeting to order at 2:00 P.M. Directors present were Fairbanks, Hosley, and Kuehner. 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**

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

**MOMENT OF SILENCE**

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

**CONSENT AGENDA**

The Board reviewed the minutes of the Regular Board Meeting of February 9, 2021, the Financial Report and the Warrant List for month ending February 28, 2021. After discussion, it was moved by Director Fairbanks and seconded by Director Kuehner 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, and Sharman.

**AMENDMENT TO BOARD POLICY 2151 - "EMPLOYEE COMPENSATION SCHEDULE"**

GM McCutcheon updated the Board on the proposed amendment to the Board Policy 2151 - "Employee Compensation Schedule". The amendment was a result of the increase in the minimum wage laws. After discussion, it was moved by Director Kuehner and seconded by Director Hosley to amend Board Policy 2151 - "Employee Compensation Schedule". The motion passed with the following roll call vote:

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



**AUTHORIZATION TO PROCEED WITH ADDITIONAL BLACK MOUNTAIN SOFTWARE UPGRADE**

GM McCutcheon updated the Board on the status of the Black Mountain Software upgrade. During the upgrade, it was noted that an additional module would be needed. A motion was made by Director Kuehner and seconded by Director Fairbanks to authorize the purchase on the additional accounting module at a cost not to exceed \$2,860.00. The motion passed with the following roll call vote:

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

**LATERAL COMMITTEE REPORT**

GM McCutcheon updated the Board on the progress of the Lateral Committee.

No action taken.

**PERSONNEL COMMITTEE REPORT**

GM McCutcheon updated the Board on the progress of the Personnel Committee. The Committee has requested the purchase of the "CSDA Sample Policy Handbook" at the cost of \$225.00. A motion was made by Director Fairbanks and seconded by Director Kuehner to authorize the purchase of "CSDA Sample Policy Handbook" at the cost of \$225.00. The motion passed with the following roll call vote:

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

Director Mastelotto joined the meeting at 2:12 P.M.

**APPOINTMENT OF THE 2021-22 BUDGET FINANCIAL ADVISORY COMMITTEE**

GM McCutcheon noted the need for an advisory committee for the 2021-2022 Budget year.

After discussion, President Sharman appointed Director Mastelotto and Director Kuehner to serve on the "Budget Financial Advisory Committee" for the 2021-2022 Budget year.

**CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT A**

GM McCutcheon updated the Board on the call for nominations for the CSDA Board of Directors.

No action taken.

**SDRMA NOMINATIONS FOR BOARD OF DIRECTORS**

GM McCutcheon updated the Board on the status of the election for four (4) Directors for the SDRMA .

No action taken.

**SC-OR COMMISSIONERS' REPORT**

Director Kuehner updated the Board regarding the February 24, 2021 SC-OR Board Meeting.

**BCSDA REPRESENTATIVES AND LAFCo REPORT**

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

Director Sharman updated the Board regarding the March 4, 2021 LAFCo Commission Meeting.

**BOARD MEMBER'S, MANAGER AND STAFF COMMENTS**

FOS Sanders updated the Board on the arrival of the new Bobcat and attachments.

GM McCutcheon updated the Board on the denial of the CalOES grant.

**ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 2:28 P.M.

Respectfully submitted,

Kelly Hamblin,  
Clerk of the Board

**UNADOPTED  
LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
MARCH 26, 2021**

**CALL TO ORDER**

President Sharman called the meeting to order at 4:00 P.M. Directors present were Fairbanks, Mastelotto, and Kuehner. General Manager (GM) McCutcheon, and Clerk of the Board Hamblin represented the District.

**SALUTE TO THE FLAG**

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

**MOMENT OF SILENCE**

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

**BOARD OF DIRECTORS ACCEPTANCE OF DIRECTOR HOSLEY'S RESIGNATION**

GM McCutcheon updated the Board on the status of Director Hosley's resignation effective March 22, 2021. After discussion, it was moved by Director Kuehner and seconded by President Sharman to accept the resignation of Director Hosley

Ayes: Directors Fairbanks, Kuehner, Mastelotto and Sharman.

**AUTHORIZATION TO HIRE AT AN ADVANCED STEP SALARY RANGE**

GM McCutcheon noted that the District had several positions open and requested authorization to hire at a step range that is greater than the first step in order to fill the current open positions with qualified candidates.

After discussion, it was moved by Director Kuehner and seconded by Director Mastelotto to authorize the General Manager McCutcheon to hire at a step salary range necessary to obtain qualified applicants. The motion passed with the following vote:

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

**CLOSED SESSION – GOVERNMENT CODE §54956.95**

President Sharman moved the meeting into closed session at 4:16 P.M.

President Sharman returned the meeting to open session at 4:28 P.M., stating that no action was taken during the closed session.

**BOARD MEMBER'S, MANAGER AND STAFF COMMENTS**

GM McCutcheon stated that he had received a draft of the Development Agreements for River Ranch. He and Engineer Knibb would be reviewing those and have an update at the April Board meeting.

**ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 4:32 P.M.

Respectfully submitted,

Kelly Hamblin,  
Clerk of the Board

Lake Oroville Area Public Utility District  
**Profit & Loss Budget Performance**  
March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
41100 · Sewer Service Charge	126,343.51	126,535.00	1,137,335.19	1,138,815.00	1,518,420.00
41150 · Pumping Charge	10,701.87	10,674.00	95,687.30	96,066.00	128,088.00
41200 · Kelly Ridge Pumping Chg (Taxes)	0.00	0.00	25,111.35	24,750.00	45,000.00
41250 · Permit/Inspection Fees	0.00	0.00	0.00	0.00	0.00
41300 · Connection Fee	0.00	0.00	-883.05	0.00	0.00
41350 · Other Services	0.00	0.00	33.70	0.00	0.00
41400 · Sales	0.00	0.00	10.90	0.00	0.00
<b>Total Income</b>	<b>137,045.38</b>	<b>137,209.00</b>	<b>1,257,295.39</b>	<b>1,259,631.00</b>	<b>1,691,508.00</b>
<b>Gross Profit</b>	<b>137,045.38</b>	<b>137,209.00</b>	<b>1,257,295.39</b>	<b>1,259,631.00</b>	<b>1,691,508.00</b>
<b>Expense</b>					
60000 · Office Salaries & Wages	20,487.05	21,563.00	214,067.11	208,376.00	272,834.00
61000 · Field Salaries & Wages	24,163.29	29,339.00	225,850.84	258,741.00	343,012.00
62000 · Office Emp Benefits	18,543.58	17,885.50	173,605.31	168,845.50	222,083.00
63000 · Field Emp Benefits	16,047.08	20,108.00	163,736.35	177,930.00	237,135.00
64000 · Professional Services	20,854.86	8,700.00	118,258.50	98,700.00	172,800.00
65000 · Utilities	6,495.00	7,874.00	67,338.93	70,866.00	94,488.00
66000 · Services & Supplies	4,391.30	4,000.00	26,906.58	82,195.00	106,195.00
67000 · Training/Membership/Fees	134.88	2,450.00	25,044.10	71,950.00	82,700.00
68000 · Operations and Maintenance	1,805.20	15,715.00	32,702.81	86,790.00	105,635.00
69000 · Fuel, Oil, Grease & Auto	432.60	4,500.00	21,530.52	42,000.00	55,500.00
<b>Total Expense</b>	<b>113,354.84</b>	<b>132,134.50</b>	<b>1,069,041.05</b>	<b>1,266,393.50</b>	<b>1,692,382.00</b>
<b>Net Ordinary Income</b>	<b>23,690.54</b>	<b>5,074.50</b>	<b>188,254.34</b>	<b>-6,762.50</b>	<b>-874.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
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	-10.40	0.00	26,073.76	0.00	0.00
70200 · Interest	264.32	6,295.00	13,521.47	19,117.00	25,498.00
70250 · RD Surcharge	30,179.30	30,179.00	271,298.30	271,611.00	362,148.00
70300 · Other Income	307.34	0.00	7,812.70	0.00	0.00
70349 · Taxes (Parent Account for Taxes Receive	2,871.25	0.00	196,719.03	135,080.00	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
<b>Total Other Income</b>	<b>33,611.81</b>	<b>36,474.00</b>	<b>515,425.26</b>	<b>425,808.00</b>	<b>633,246.00</b>

Lake Oroville Area Public Utility District  
**Profit & Loss Budget Performance**  
 March 2021

	Mar 21	Budget	Jul '20 - Mar 21	YTD Budget	Annual Budget
<b>Other Expense</b>					
80100 - Capitalized Expenditure	77,122.29	0.00	189,573.30	168,893.00	188,893.00
80150 - District Projects CIP	0.00	0.00	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	104,125.00	104,125.00	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
87500 - BAD DEBT (BAD DEBTS)	0.00		644.37		
<b>Total Other Expense</b>	<b>77,122.29</b>	<b>0.00</b>	<b>354,342.67</b>	<b>515,498.00</b>	<b>810,798.00</b>
<b>Net Other Income</b>	<b>-43,510.48</b>	<b>36,474.00</b>	<b>161,082.59</b>	<b>-89,690.00</b>	<b>-177,552.00</b>
<b>Net Income</b>	<b>-19,819.94</b>	<b>41,548.50</b>	<b>349,336.93</b>	<b>-96,452.50</b>	<b>-178,426.00</b>
64400 - Depreciation	47,000.00	47,000.00	423,000.00	423,000.00	564,000.00
<b>Change in Net Assets</b>	<b>-66,819.94</b>	<b>-5,451.50</b>	<b>-73,663.07</b>	<b>-519,452.50</b>	<b>-742,426.00</b>

**Lake Oroville Area Public Utility District  
Warrant List  
March 1-31, 2021**

Date	Num	Name	Memo	Gross	Amount
03/05/2021	22226	CA Water Service	Utilities		\$ 25.55
03/05/2021	22227	Comcast	Utilities		\$ 357.29
03/05/2021	22228	DataTree	Office Expense		\$ 99.00
03/05/2021	22230	Kystinz	Office Expense		\$ 203.05
03/05/2021	22231	Miry's Cleaning Services	Office Expense		\$ 260.00
03/05/2021	22232	Pacific Gas & Electric	Utilities		\$ 5,585.61
03/05/2021	22233	Paramex	Office Expense		\$ 160.00
03/05/2021	22234	Riebes Auto Parts	Repairs And Maintenance		void
03/05/2021	22235	Sauers Engineering Inc	Professional Services		\$ 17,009.95
03/05/2021	22236	South Feather Water	Utilities		\$ 33.11
03/05/2021	22237	Streamline	Office Expense		\$ 200.00
03/05/2021	22238	Verizon Wireless	Utilities		\$ 360.01
03/05/2021	22239	Vista Net, Inc.	Office Expense		\$ 185.00
03/09/2021	22241	KUEHNER (DIRECTOR), LARRY	Vision Benefit		\$ 475.00
03/15/2021	22242	BRODERSON, ROBERT L	PPE 3.15.2021	\$ 2,656.28	\$ 1,754.60
03/15/2021	22243	CHRISTENSEN, TYLER W	PPE 3.15.2021	\$ 3,169.00	\$ 2,233.96
03/15/2021	22244	HAMBLIN, KELLY J	PPE 3.15.2021	\$ 2,045.33	\$ 1,377.20
03/15/2021	22245	KAHALEKULU, DARIN K	PPE 3.15.2021	\$ 2,682.33	\$ 1,778.81
03/15/2021	22246	TOMLINSON, LEVI M	PPE 3.15.2021	\$ 2,382.28	\$ 1,682.00
03/16/2021	22247	Batteries Plus Bulbs	Repairs And Maintenance		\$ 44.94
03/16/2021	22248	Better Deal Exchange	Repairs And Maintenance		\$ 13.13
03/16/2021	22249	Clark Equipment Co. DBA Bobca	Equipment Purchase		\$ 59,741.81
03/16/2021	22250	COMP, INC	Office Expense		\$ 125.00
03/16/2021	22251	Humana	Insurance		\$ 671.93
03/16/2021	22252	Minasian Law Firm	Professional Services		\$ 576.00
03/16/2021	22253	Northern CA Gloves	Repairs And Maintenance		\$ 467.04
03/16/2021	22254	Oroville Cable & Equipment	Repairs And Maintenance		\$ 36.27
03/16/2021	22255	Recology Butte Colusa Counties	Utilities		\$ 92.72
03/16/2021	22256	Riebes Auto Parts	Repairs And Maintenance		\$ 89.97
03/16/2021	22257	Sauers Engineering Inc			void
03/16/2021	22258	MCCUTCHEON, SCOTT A	Vision Benefit		\$ 363.99
03/16/2021	22259	South Feather Water	Utilities		\$ 70.56
03/16/2021	22259	U S Postal Service Meter	Postage		\$ 200.00
03/16/2021	22261	Umpqua Bank	Dues, Subs, R & M		\$ 1,594.31
03/16/2021	22262	Vista Net, Inc.	Server upgrate		\$ 11,448.60
03/16/2021	22263	MCCUTCHEON, SCOTT A	Vision Benefit		\$ 113.96
03/09/2021	22264	Aflac Insurance	Insurance		\$ 193.57
03/26/2021	22265	Alhambra	Utilities		\$ 37.52
03/26/2021	22266	ANSWERLINE COMMUNICATIO	Utilities		\$ 227.60
03/26/2021	22267	AT & T/SBC	Utilities		\$ 660.24
03/26/2021	22268	Batteries Plus Bulbs	Repairs And Maintenance		\$ 61.05
3/26/2021	22269	Better Deal Exchange	Repairs And Maintenance		51.27

**\$ 110,661.62**

**Lake Oroville Area Public Utility District  
Warrant List  
March 1-31, 2021**

Date	Num	Name	Memo	Gross	Amount
03/26/2021	22270	Black Mountain Software	Office Expense		\$ 715.00
03/26/2021	22271	Blue Shield of CA	Insurance		\$ 8,551.44
03/26/2021	22272	CA Water Service	Utilities		\$ 62.99
03/26/2021	22273	Oroville Cable & Equipment	Repair & Maintenance		\$ 162.67
03/26/2021	22274	Pace Supply Corp	Repair & Maintenance		\$ 600.40
03/26/2021	22275	Paygov.us	Office Expense		\$ 707.25
03/26/2021	22276	Riebes Auto Parts	Repair & Maintenance		\$ 86.53
03/26/2021	22277	SingletonAuman	Professional Services		\$ 975.00
03/26/2021	22278	South Feather Water	Utilities		\$ 24.42
03/26/2021	22279	Xerox Corporation	Office Expense		\$ 176.06
03/31/2021	22280	Postage-Bulk Mailing	Office Expense		\$ 1,713.11
03/31/2021	22281	BRODERSON, ROBERT L	PPE 03.31.2021	\$ 2,679.04	\$ 1,759.60
03/31/2021	22282	CHRISTENSEN, TYLER W	PPE 03.31.2021	\$ 1,799.86	\$ 1,301.45
03/31/2021	22283	FAIRBANKS (DIRECTOR), DEE	PPE 03.31.2021	\$ 400.00	\$ 364.60
03/31/2021	22284	HAMBLIN, KELLY J	PPE 03.31.2021	\$ 2,045.33	\$ 1,377.18
03/31/2021	22285	KAHALEKULU, DARIN K	PPE 03.31.2021	\$ 2,682.33	\$ 1,778.79
03/31/2021	22286	SHARMAN (DIRECTOR), WILLI	PPE 03.31.2021	\$ 400.00	\$ 364.60
03/31/2021	22287	TOMLINSON, LEVI M	PPE 03.31.2021	\$ 2,984.12	\$ 2,110.64
03/31/2021	22288	CHRISTENSEN, TYLER W	PPE 03.31.2021	\$ 1,021.78	\$ 852.47
03/31/2021	22295	SC-OR			\$ 292,812.90
03/05/2021	22299	Riebes Auto Parts	Repair & Maintenance		\$ 342.69
03/16/2021	1001806649	CA Public Employers' Retirement	PPE 3.15.2021		\$ 11,207.01
03/16/2021	1001806650	CA Public Employers' Retirement	PPE 3.15.2021		\$ 2,017.50
03/16/2021	1001806651	CalPERS 457 Remittance	PPE 3.15.2021		\$ 1,827.59
03/16/2021	1001806652	CA Public Employers' Retirement	PPE 3.15.2021		\$ 1,512.97
03/16/2021	1001806653	CA Public Employers' Retirement	PPE 3.15.2021		\$ 75.04
03/15/2021	DD1118	MCCUTCHEON, SCOTT A	PPE 3.15.2021	\$ 4,093.63	\$ 2,428.27
03/15/2021	DD1119	RACKLEY, ANNELYN A	PPE 3.15.2021	\$ 572.40	\$ 491.27
03/15/2021	DD1120	SANDERS, DAN W	PPE 3.15.2021	\$ 3,735.31	\$ 2,122.93
03/16/2021	596892832	EDD	PPE 3.15.2021		\$ 912.55
03/16/2021	2285655	United States Treasury	PPE 3.15.2021		\$ 4,989.95
03/31/2021	DD1121	SANDERS, DAN W	PPE 03.31.2021	\$ 3,735.31	\$ 2,122.94
03/31/2021	DD1122	KUEHNER (DIRECTOR), LARRY	PPE 03.31.2021	\$ 400.00	\$ 357.60
03/31/2021	DD1123	MASTELOTTO (DIRECTOR), AN	PPE 03.31.2021	\$ 400.00	\$ 364.60
03/31/2021	DD1124	MCCUTCHEON, SCOTT A	PPE 03.31.2021	\$ 4,093.63	\$ 2,428.26
3/31/2021	DD1125	RACKLEY, ANNELYN A	PPE 03.31.2021	\$ 672.57	\$ 580.57
3/31/2021	Electronic	HSA Bank	PPE 03.31.2021		\$ 2,291.63
3/31/2021	1001817236	CA Public Employers' Retirement	PPE 03.31.2021		\$ 1,764.83
03/31/2021	1001817237	CA Public Employers' Retirement	PPE 03.31.2021		\$ 1,569.67
03/31/2021	1001817235	CalPERS 457 Remittance	PPE 03.31.2021		\$ 1,842.22
03/31/2021	23526807	United States Treasury	PPE 03.31.2021		\$ 5,270.16
03/31/2021	1321079456	EDD	PPE 03.31.2021		\$ 952.61
Subtotal Page 2					\$ 363,969.96



**Lake Oroville Area Public Utility District  
Warrant List  
March 1-31, 2021**

Date	Num	Name	Memo	Gross	Amount	
					Subtotal from page 1	\$ 110,661.62
					Subtotal from page 2	\$ 363,969.96
					Total	\$ 474,631.58

GENERAL CHECKING ACCOUNT FIVE STAR BANK

**\$ 474,631.58**

THE ABOVE CLAIMS AND WARRANTS WERE APPROVED AT A REGULAR MEETING OF  
THE LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT HELD ON:  
**Tuesday, April 13, 2021**

President: \_\_\_\_\_

Director: \_\_\_\_\_

Director: \_\_\_\_\_

Director: \_\_\_\_\_

Director: \_\_\_\_\_



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

RE: Item No. 5 – Items Removed From Consent Agenda



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

RE: Item No. 6– River Ranch Project Update-Discussion Only

GM McCutcheon, along with Engineer Knibb, will give the Board an update on the River Ranch project.

*Recommended Action:* None



## Manager's Report

To: Board of Directors  
From: Scott McCutcheon, General Manager  
Date: April 13, 2021  
  
RE: Item No. 7 – Request to Amend Sauers Engineering Proposal for Lift Station Design

At the April 2020 regular meeting, Sauers Engineering's quote for design services for the lift station required to service the River Ranch project was accepted. Per the proposal, and due to reasons beyond Sauer's control, an amendment to increase the contract amount is being requested. A letter from Sauers including the requested increase, along with the original quote for services is attached. Engineer Knibb will be present to answer any questions in regards to this request.

### Attachment Included

*Recommended Action:* Approve the requested amendment to increase the amount of Sauers Engineering's quote for design services per the attached letter.

# Sauers Engineering, Inc.

Civil & Environmental Engineers

March 30, 2021

Scott McCutcheon, General Manager  
Lake Oroville Area Public Utility District  
1960 Elgin Street  
Oroville, CA 95966

RE: **Ophir-Lincoln Sewer Lift Station and Pipelines Budgets**

Dear Scott,

As we are nearing completion of the design for the Ophir-Lincoln Lift Station and Pipelines, it has come to our attention that some of the design tasks have exceeded the budgets contained in the Proposal for Engineering Services dated April 8, 2020. Proposed fees for services for these tasks along with the actual costs billed to date are shown in the following table:

Task	Proposal Budget	Actual Billed to Date	Difference
Lift Station Preliminary Engineering	\$16,400.00	\$6,187.50	+\$10,212.50
Lift Station Design	\$45,100.00	\$46,181.64	-\$1,081.64
Pipeline Preliminary Engineering	\$7,800.00	\$6,688.50	+\$1,111.50
Pipeline Design	\$21,900.00	\$42,270.00	-\$20,370.00
<b>TOTALS</b>	<b>\$91,200.00</b>	<b>\$101,327.64</b>	<b>-\$10,127.64</b>

As shown above, the majority of the cost overrun is in the pipeline design which included the force mains and gravity pipeline. In addition to under-estimating the time required for this design effort, we attribute the majority of the additional time required to a couple of factors, both involving conflicting utilities. First, we assumed we would have a fairly clear path along at least one of the shoulders within the County rights-of-way along the roads where the pipelines are to be located. As it turns out, AT&T has multiple buried communication duct banks on both shoulders along Lincoln Blvd. and Monte Vista Ave. This came to our attention after submitting a review plan set to AT&T which in turn, complicated the pipeline alignment and caused us to revise the design, especially along Lincoln Blvd.

Second, and more significantly, after we submitted our design drawings to the Butte County Department of Public Works for application for an encroachment permit, we were informed that the County has plans for curb, gutter, sidewalk, and storm drain improvements along Monte Vista Ave. and Autrey Ln. in the next year or two. The County supplied us with a partially completed set of plans which we used to realign the force mains along Monte Vista Ave. to avoid conflicts with future County facilities. There is still some question as to whether our revised alignment will be satisfactory to the County, or if it will need to be moved again.

All in all, with some tasks coming in under budget and others coming in over budget, the design work for the lift station and pipelines to date is approximately 11% over the total budget, and there still may be more work to finish up the pipelines. With this letter, we are requesting additional authorization not to exceed \$20,000, or 22% of the total design budgets, to cover the current cost overrun, and to assure adequate budget is available in case more work is needed to meet the County's requirements.

**Closure**

We look forward to continuing to work with the District on this project. If you have any questions regarding the above discussion and request, please call our office.

Sincerely,  
Keith Knibb, P.E.

A handwritten signature in blue ink that reads "Keith Knibb". The signature is written in a cursive style with a large initial "K".

Sauers Engineering, Inc.

# Sauers Engineering, Inc.

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Civil & Environmental Engineers

April 8, 2020

Scott McCutcheon, General Manager  
Lake Oroville Area Public Utility District  
1960 Elgin Street  
Oroville, CA 95966

RE:               **PROPOSAL FOR ENGINEERING SERVICES,  
Las Plumas Sewer Lift Station and Pipelines**

Dear Scott,

Sauers Engineering, Inc is pleased to provide this proposal for engineering services for the proposed Las Plumas Sewer Lift Station and Pipelines. This proposal covers engineering services including preliminary design, design, bidding, and construction engineering services for a proposed new regional lift station near the intersection of Ophir Road and Lincoln Boulevard along with the associated sewer force main(s) and potentially a new gravity sewer interceptor. It is our understanding that the lift station and pipelines will be designed in anticipation of a phased approach with a modest initial capacity and the ability to expand operations as future development occurs.

## **I. Scope of Services**

### **A. Preliminary Design**

Although some preliminary design work has been completed for a lift station in this area, that work should be considered dated and should be reevaluated in light of current planning assumptions. Sauers Engineering, Inc. will coordinate with District staff to establish planning and development criteria for sizing the lift station and force main(s) now and for future phases. We will evaluate multiple potential alignments for the sewer force main(s) as well as the feasibility of a gravity sewer line to the north of the lift station. The preliminary design services will include:

1. Projected wastewater flows for multiple phases with establishment of sizing criteria for pumps and force main(s).
2. Discussion and recommendations for project phasing.
3. Sizing and design recommendations for wet well.
4. Sizing and design recommendations for valve vault and valves.
5. Conceptual lift station site plan.
6. Pump selection and configuration.
7. Force main sizing/design recommendations.
8. Preliminary design/layout for electrical and controls.
9. Process and Instrumentation Diagram.
10. Emergency storage sizing and preliminary design.
11. Preliminary sizing for gravity sewer based on current planning assumptions for the service area.

## B. Construction Document Phase

We anticipate providing design submittals for review by the District at the 60%, 90% and 100% design stages.

1. Mechanical/Civil design services for the proposed lift station are anticipated to include:
  - a. Provide design and details for wet well, lid, and access hatch.
  - b. Provide mechanical layout of pumps, station piping, valves, pigging port, bypass connection, valve vault, meter vault, and odor control facilities as necessary.
  - c. Provide design details for overflow storage.
  - d. Generate site plan showing wet well, overflow storage, piping, connection to gravity sewers and force main, electrical, instrumentation, and control equipment, vaults and appurtenances, building, and fencing requirements if necessary.
  - e. Provide plan/profile sheets for pipeline construction including locations of existing utilities and facilities.
  - f. Pipeline, valve, connection, and general pipeline construction details.
  - g. Technical specifications for all lift station and pipeline components.
  - h. Attend project coordination meetings as required.

Drawings and Technical Specifications will be prepared to cover all aspects of Site Work, Mechanical, and associated Details for the project.

## 2. Electrical Design

Sauers Engineering, Inc. will contract with ECS Engineering, Inc. as our subconsultant for electrical design services. Electrical design will include the following engineering tasks:

- a. Load calculations and voltage drop calculations.
- b. Size conduit and conductors.
- c. Generate a conduit and conductor routing schedule.
- d. Electrical equipment layout and design.
- e. Design control wiring diagrams.
- f. Design the alarm system and communications.
- g. Size the generator, automatic transfer switch, and load bank.
- h. Develop control strategies.
- i. Provide application coordination with PG&E for electrical service.
- j. Peer review at 90% level.

Drawings and Technical Specifications will be prepared to cover all aspects of Electrical, Control, Instrumentation, and associated Details for the project.

## C. Bidding Services

We will assist the District with bidding the project by performing the following tasks:

1. Distribute documents to the local plan clearinghouses and local contractors that would typically be interested in this type of project.
2. Post bid documents to our web site to make them available for download by interested parties.



3. Respond to contractor's questions.
4. Maintain a Planholders List.
5. Compile addenda if necessary.
6. Attend a prebid meeting.
7. Conduct the bid opening.

**D. Construction Support Services**

We will be available during construction stages to provide the following services:

1. Consult with project inspector regarding technical questions.
2. Review and respond to contractor submittals and requests for information.
3. Attend periodic Contractor/Engineer/Owner coordination meetings.
4. Periodic site visits to verify conformance with Contract requirements.
5. Attend and witness station start-up.
6. Perform two QA/QC inspections for electrical system.
7. Attend and witness two days of field testing and start-up.
8. Prepare Record Drawings from Contractor markups at project completion.

**E. Assumptions**

1. Geotechnical information will be provided by others for the lift station site.
2. Topographic survey information will be provided by others.
3. Full time on-site inspection services are not included in our scope.

**II. Schedule**

We would be available to begin initial design tasks upon authorization to proceed. Approximate time required for each of the tasks listed are as follows:

Task	Time Required
1 Preliminary Design/City Coordination	4-6 weeks
2 Design	8-12 weeks
3 Construction Engineering	Per construction schedule

**III. Engineering Fees**

Proposed fees for services are outlined in the following tables. All fees are proposed to be billed on a Time and Expense basis and will be billed in accordance to our Fee Schedule provided at the end of this proposal. Time and Expense tasks will not be exceeded without additional authorization.

**Las Plumas Lift Station**

Task	Budget	Basis
1. Preliminary Design		
a. Civil/Mechanical	\$12,400	Time and Expense Not to Exceed
b. ECS/Electrical	\$4,000	Time and Expense Not to Exceed
2. Design		
a. Civil/Mechanical	\$31,600	Time and Expense Not to Exceed
b. ECS/Electrical	\$13,500	Time and Expense Not to Exceed
3. Bidding and Construction Engineering		
a. Sauers Construction Eng.	\$21,500	Time and Expense Not to Exceed
b. ECS Construction Eng.	\$9,500	Time and Expense Not to Exceed
Total =	\$92,500	

**Las Plumas Force Main**

Task	Budget	Basis
1. Preliminary Design		
a. Civil/Mechanical	\$7,800	Time and Expense Not to Exceed
2. Design		
a. Civil/Mechanical	\$21,900	Time and Expense Not to Exceed
3. Construction Engineering		
a. Sauers Construction Eng.	\$10,300	Time and Expense Not to Exceed
Total =	\$40,000	

**Las Plumas Gravity Sewer Interceptor**

Task	Budget	Basis
1. Preliminary Design		
a. Civil/Mechanical	\$7,900	Time and Expense Not to Exceed
2. Design		
a. Civil/Mechanical	\$20,900	Time and Expense Not to Exceed
3. Construction Engineering		

a. Sauers Construction Eng.	\$12,300	Time and Expense Not to Exceed
Total =	\$41,100	

**Closure**

We look forward to working with the District on this project. If you have any questions regarding our proposed Scope of Services or fees, please call our office.

Sincerely,  
Keith Knibb, P.E.



Sauers Engineering, Inc.

# Sauers Engineering, Inc.

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Civil & Environmental Engineers

## Fee Schedule

January 1, 2020

I. The following are hourly rates for professional services. Overtime and weekend hours are billed at time-and-a-half. Evening meetings are not considered overtime unless the total daily hours exceed eight.

Senior Engineer	(Registered)	\$ 165.00 /hour
Associate Engineer	(Registered)	\$ 140.00 /hour
Assistant Engineer	(E.I.T.)	\$ 125.00 /hour
Technician, Construction Inspector		\$ 90.00 /hour
Prevailing Wage Construction Inspector		\$ 125.00 /hour
Clerical		\$ 60.00 /hour
Expert Witness/Litigation Consulting		\$ 280.00 /hour

II. Consultant will remain the judge of the level of qualification required to complete a given task. In addition to the above, all expenses (telephone, postage, materials, blueprints, xerox copies, etc.) will be billed directly, at a rate of cost plus 15%. Consultant reserves the right to utilize sub-consultants when necessary.

III. Clients are requested to contract directly with the vendors of significant outside services, such as soils engineering, aerial photography, title work, and so on. In the event that client wishes to retain the above services utilizing consultant as a billing agent, a service charge of 15% per billing will also be assessed.

IV. Mileage will be billed at a rate of \$0.50 per mile.



## Manager's Report

To: Board of Directors  
From: Scott McCutcheon, General Manager  
Date: April 13, 2021  
  
RE: Item No. 8– Director Larry Kuehner Resignation

Director Kuehner has submitted his resignation dated April 2, 2021. The Board will now review and accept Director Kuehner's resignation and direct staff to begin the process of filling Director Kuehner's seat by appointment on the effective date.

### Attachment Included

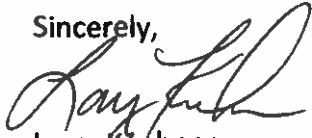
*Recommended Action:* Review and accept Director Kuehner's resignation from the Lake Oroville Area Public Utility District effective April 30, 2021, and direct staff to fill Director Kuehner's seat by appointment.

Board of Directors  
Lake Oroville Are Public Utility District

April 2, 2021

Due to me moving out of the district I am tending my resignation as Director effective April 30, 2021. It has been great experience working with all the Directors and staff at LOAPUD.

Sincerely,



Larry Kuhner



## Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

RE: Item No. 9 – Resolution No. 01-2021 Resolution of Appreciation in Recognition of Service of Director Larry Kuehner

A resolution of appreciation has been prepared for Director Kuehner in recognition of his 8 years of service to the Lake Oroville Area Public Utility District.

Attachment Included

*Recommended Action:* Adopt Resolution No. 01-2021 'Resolution of Appreciation in Recognition of Service of Director Larry Kuehner

**Finish Resolution with Roll Call**

**RESOLUTION NO. 01-2021**  
**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT**

**RESOLUTION OF APPRECIATION OF 8 YEARS OF SERVICE**  
**DIRECTOR LARRY KUEHNER**

**WHEREAS**, Larry Kuehner served on the Board of Directors of the Lake Oroville Area Public Utility District from September 2013 through April 2021, and

**WHEREAS**, in serving as Director, Larry Kuehner has dedicated himself to serving LOAPUD with the ultimate competence, professionalism, and versatility in dealing with all District matters, and

**WHEREAS**, Director Larry Kuehner has met all challenges presented to him in an effective and professional manner while conducting District business. His participation in the work of the District exhibited his concern for the citizens of the Lake Oroville Area Public Utility District service area, and

**WHEREAS**, the Directors of the Lake Oroville Area Public Utility District desire to recognize his efforts as a matter of public record;

**NOW THEREFORE, BE IT RESOLVED** that the Lake Oroville Area Public Utility District hereby expresses its heartfelt thanks and appreciation of Larry Kuehner for his service to the District and contribution of his time and abilities to his community and the Lake Oroville Area Public Utility District.

**PASSED AND ADOPTED** this 13th day of April, 2021 at Oroville, California, after being moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

By \_\_\_\_\_  
Bill Sharman, President

ATTEST:

\_\_\_\_\_  
Kelly Hamblin, Clerk of the Board





## Manager's Report

To: Board of Directors  
From: Scott McCutcheon, General Manager  
Date: April 13, 2021

RE: Item No. 10– Approval of May 1, 2021 to May 1, 2022 General Liability Policy Renewal – James J. Cox Insurance Services

Mr. Jim Cox has provided a general liability insurance quote for Board review and approval. Due to a scheduling conflict, Mr. Cox will not be at the April 13, 2021 board meeting to review our coverage. The District's current insurance carrier, Allied Public Risk, has submitted a liability insurance quote of \$44,467.00 which, is an increase of 7.8% over last year's premium.

This year I requested that Mr. Cox solicit additional insurance quotes. We have reviewed the quotes together and Mr. Cox has recommended that the District continue with Allied, as the premium increase is reasonable, especially considering the 'hardening' of the insurance market. If the Board has any questions-this item can be moved to a special meeting at which Mr. Cox can be scheduled to attend.

### Attachment Included

*Recommended Action:* Approve the Allied Public Risk liability insurance package as quoted for \$44,467.00 for the period of May 1, 2021 to May 1, 2022.

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

APRIL 8, 2021

BY

JAMES J. COX

JAMES J. COX INSURANCE SERVICES  
2055 FOREST AVENUE, SUITE 5  
PO BOX 8780  
CHICO, CA 95927

PHONE 530-899-8139  
FAX 530-899-9229  
CELL 530-570-1313  
RESIDENCE 530-893-5517  
[jim@jamescoxinsurance.com](mailto:jim@jamescoxinsurance.com)  
CA DOI License Number 0594788

COVERAGES ONLY. IN THE EVENT OF AN ACTUAL LOSS, ALL TERMS, CONDITIONS AND EXCLUSIONS OF THE ACTUAL POLICY WILL APPLY. EXCLUSIONS, AMONG OTHERS, INCLUDE EARTHQUAKE, LAND MOVEMENT, FLOOD, DISCRIMINATION, POLLUTION AND CONTAMINATION.

NAMED INSURED:

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

MAILING ADDRESS:

1960 ELGIN STREET  
OROVILLE, CA 95966

LOCATIONS:

1. 1960 ELGIN STREET, OROVILLE, CA
2. 1945 ELGIN STREET, OROVILLE, CA
3. ROYAL OAKS DRIVE, OROVILLE, CA
4. HANGING TREE COURT, OROVILLE, CA
5. VISTA DEL CERRO, OROVILLE, CA
6. MOORETOWN, OROVILLE, CA
7. LAS PLUMAS, OROVILLE, CA
8. HERITAGE OAKS, OROVILLE, CA
9. VILLA VERONA, OROVILLE, CA
10. L-1 PUMP STATION, OROVILLE, CA
11. L-2 PUMP STATION, OROVILLE, CA
12. L-3 PUMP STATION, OROVILLE, CA
13. 1931 ELGIN STREET, OROVILLE, CA (LIABILITY ONLY)
14. 1936 & 1936 ½ ELGIN STREET, OROVILLE, CA (LIABILITY ONLY)
15. 1946 ELGIN STREET, OROVILLE, CA (LIABILITY ONLY)
16. 170 KELLY RIDGE , OROVILLE, CA (LIABILITY ONLY)

EFFECTIVE DATES:

MAY 1, 2021 TO MAY 1, 2022

BLANKET REAL & PERSONAL PROPERTY PER SOV BELOW \$3,705,280  
**(BLANKET LIMIT APPLIES TO PROPERTY DESCRIBED AT LISTED LOCATIONS)**

<u>LOCATION</u>	<u>BUILDING</u>	<u>BUS PERS PROP</u>
1. 1960 ELGIN STREET		
OFFICE	\$ 312,000	\$104,000
SCADA + REPEATER	77,920	
FENCES	12,480	---
SHOP	156,000	52,000
2. 1945 ELGIN STREET		
STORAGE #1	20,800	
STORAGE #2	26,000	
YARD BPP (GAS PUMPS, ETC)	31,200	
40' STEEL STORAGE CONTAINER	4,160	
3. ROYAL OAKS		
BUILDING	44,720	
PUMP EQUIPMENT	156,000	
SCADA	4,000	
4. HANGING TREE		
BUILDING	52,000	
PUMP EQUIPMENT	182,000	
SCADA	4,000	
5. VISTA DEL CERRO		
PUMP EQUIPMENT	104,000	
6. MOORETOWN TERRACE		
PUMP EQUIPMENT	208,000	
SCADA	4,000	
7. LAS PLUMAS		
PUMP EQUIPMENT	104,000	
8. HERITAGE		
PUMP EQUIPMENT	104,000	
9. VILLA VERONA		
80 PEDESTALS/METERS	80,000	
10. L-1 PUMP STATION BLDG	50,000	
PUMP EQUIPMENT	535,000	
SCADA	4,000	

11. L-2 PUMP STATION BLDG	50,000
PUMP EQUIPMENT	895,000
SCADA	4,000
12. L-3 PUMP STATION BLDG	50,000
PUMP EQUIPMENT	270,000
SCADA	4,000

**COVERAGE:**

SPECIAL FORM (SUBJECT TO EXCLUSIONS INCLUDING EARTHQUAKE AND FLOOD)  
REPLACEMENT COST  
\$1,000 DEDUCTIBLE  
BUILDING ORDINANCE COVERAGE – INCLUDED UP TO 25% SCH LIMIT  
DEMOLITION – INCLUDED  
INCREASED COST OF CONSTRUCTION – INCLUDED  
EQUIPMENT BREAKDOWN – INCLUDED SUBJECT TO POLICY TERMS  
ON PREMISES POLLUTION REMEDIATION \$100,000  
ORDINANCE COVERAGE LIMIT UP TO 25% OF SCHEDULED LIMIT  
DEBRIS REMOVAL LIMIT UP TO 25% OF SCHEDULED LIMIT  
EARTHQUAKE AND FLOOD ARE NOT COVERED

**BLANKET COVERAGE EXTENSION (BCE) :** \$1,000,000

**EXTRA EXPENSE:**

TOTAL LIMIT FOR ALL PREMISES                      Incl in BCE  
COVERAGE:  
    SPECIAL FORM  
    \$1,000 DEDUCTIBLE

**BUSINESS INCOME:**

TOTAL LIMIT FOR ALL PREMISES                      Incl in BCE  
COVERAGE:  
    SPECIAL FORM  
    \$1,000 DEDUCTIBLE

**ELECTRONIC DATA PROCESSING EQUIPMENT:**

HARDWARE & SOFTWARE                                      Incl in BCE  
COVERAGE:  
    SPECIAL FORM  
    REPLACEMENT COST  
    \$1000 DEDUCTIBLE

**EQUIPMENT FLOATER:**

SCHEDULED CONTRACTORS EQUIPMENT (PER SCHEDULE ATTACHED)	\$555,665
SCHEDULED SPECIALIZED EQUIPMENT (PER SCHEDULE ATTACHED)	<u>\$167,866</u>
Total	\$723,531
BLANKET SMALL TOOLS AND EQUIPMENT (SUBJECT TO \$10,000 MAX PER ITEM)	\$ 63,080
EMPLOYEE TOOLS / RADIOS	INCLUDED
NON OWNED EQUIPMENT	\$100,000

**COVERAGE:**

SPECIAL FORM  
ACTUAL CASH VALUE – SCHEDULED CONTRACTORS EQUIP  
REPLACEMENT COST – BLANKET SMALL TOOLS/EQ & SPEC EQUIP  
\$1,000 DEDUCTIBLE  
\$ 500 DEDUCTIBLE BLANKET SMALL TOOLS/EQ

**ACCOUNTS RECEIVABLE**

LIMIT 500,000

**COVERAGE:**

SPECIAL FORM  
\$1,000 DEDUCTIBLE

**VALUABLE PAPERS**

LIMIT 500,000

**COVERAGE:**

SPECIAL FORM  
\$1,000 DEDUCTIBLE

**CRIME**

EMPLOYEE THEFT	\$250,000
FORGERY OR ALTERATION	250,000
COMPUTER FRAUD	100,000
FUNDS TRANSFER FRAUD	100,000
MONEY ORDERS/COUNTERFEIT CURRENCY	100,000
MONEY & SECURITIES	
ON PREMISES - THEFT	250,000
OFF PREMISES- THEFT	250,000
ROBBERY OR SAFE BURGLARY – ON PREM	5,000
\$1,000 DEDUCTIBLE	

**COMPREHENSIVE BUSINESS LIABILITY:**

GENERAL AGGREGATE LIMIT	\$3,000,000
PRODUCTS/COMP OPS AGGREGATE	3,000,000
PUBLIC OFFICIALS & MANAGEMENT LIABILITY	1,000,000
*WRONGFUL ACTS LIABILITY	1,000,000
PUBLIC OFFICIALS & MGMT LIAB AGGREGATE	3,000,000
PERSONAL & ADVERTISING INJURY LIMIT	1,000,000
EACH OCCURRENCE LIMIT	1,000,000
DAMAGE TO PREMISES RENTED TO YOU	1,000,000
MEDICAL EXPENSE LIMIT (PER ACCIDENT)	10,000

**COVERAGE:**

PREMISES & OPERATIONS  
PRODUCTS & COMPLETED OPS  
INDEPENDENT CONTRACTORS  
DEFENSE COSTS OUTSIDE LIMIT OF LIABILITY & UNLIMITED  
INVERSE CONDEMNATION INCLUDED 5/1/19  
COMMUNICABLE DISEASE/PANDEMIC EXCLUSION

SEPARATE AGGREGATES APPLY TO BODILY INJURY AND PROPERTY DAMAGE INCLUDING PRODUCTS AND COMPLETED OPS; PERSONAL INJURY & ADVERTISING INJURY; PROFESSIONAL LIABILITY; WRONGUL ACTS.

**BASIS OF PREMIUM**

DESCRIPTION:	SEWERS – STORM OR SANITARY
CLASS CODE:	48039
PREMIUM BASIS:	82 MILES MAINLINE
	\$335,488 FIELD PAYROLL

\* WRONGFUL ACTS IS SYNONYMOUS WITH DIRECTORS & OFFICERS LIABILITY AND PUBLIC OFFICIALS ERRORS AND OMISSIONS LIABILITY. COVERAGES INCLUDE EMPLOYMENT RELATED PRACTICES (WRONGFUL TERMINATION, DISCRIMINATION, SEXUAL HARRASSMENT). WRONGFUL ACTS COVERAGE IS ON AN OCCURRENCE BASIS.

**LIABILITY DEDUCTIBLES (INCLUDES EXPENSES)**

PROPERTY DAMAGE	1000
EMPLOYMENT PRACTICES LIABILITY	1000
WRONGFUL ACTS LIABILITY	1000



**AUTOMOBILE COVERAGE:**

LIABILITY LIMIT	\$1,000,000
MEDICAL PAYMENTS	5,000
UNINSURED MOTORIST	1,000,000
COMPREHENSIVE	PER SCHEDULE
COLLISION	PER SCHEDULE
HIRED AUTO LIMIT	1,000,000
NON-OWNED AUTO LIMIT	1,000,000
HIRED/NON OWNED PHYS DAM	50,000

**VEHICLE SCHEDULE:**

DESCRIPTION	LIAB	MED	UM	COMP	COLL
1. 1994 FORD ECONO VAN 940	X	X	X	500	500
2. 1983 FORD F700 W/MEYER 237	X	X	X	500	500
3. 1999 FORD F450 329	X	X	X	500	500
4. 1993 FORD F800 TANK TRK 703	X	X	X	500	500
5. 1997 FORD F350 078	X	X	X	500	500
6. 1989 WRIGHT FB TRLR 162	X			500	500
7. 1995 CHAMPION FB TRLR 286	X			500	500
8. 2004 STERLING ROD TRK 479	X	X	X	500	500
9. 2003 TRLR GOR-RUPP PUMP 701	X				
10. 2008 FORD EXPLORER 799	X	X	X	500	500
11. 2019 FORD F350 PU 966	X	X	X	500	500
12. 2008 PETERBILT DUMP 995	X	X	X	500	500
13. 1996 FORD F150 616	X	X	X	500	500
14. 2010 FORD F150 402	X	X	X	500	500
15. 2012 PETE SEPTIC PUMP 058	X	X	X	500	500
16. 2019 FORD TRANSIT VAN 201	X	X	X	500	500
CAMERA VAN W/INSTALL EQUIP					

**NOTE:** AN "X" OR DEDUCTIBLE AMOUNT DENOTES THAT THERE IS COVERAGE WITH RESPECT TO THE COLUMN HEADING. ABSENCE OF AN "X" OR DEDUCTIBLE AMOUNT INDICATES NO COVERAGE.

**EXCESS LIABILITY**

OCCURRENCE LIMIT	\$5,000,000
AGGREGATE LIMIT	\$5,000,000

Excess of General Liability, Auto Liability, Public Officials and Management Liability (D&O) and Workers' Compensation Coverage B-Employers' Liability

**CYBER LIABILITY**

Privacy & Network Security Wrongful Acts	\$1,000,000
Breach Consultation Services	250,000
Breach Response Services	250,000
Public Relations & Data Forensics	250,000

Coverage is Claims-Made with Retro Date of 5/1/2017/ Defense Costs Inside Limit/\$1,000 Ded

EQUIPMENT SCHEDULE – 5/1/2021

ITEM	DESCRIPTION	SERIAL NUMBER	VALUE
SCHEDULED CONTRACTORS' EQUIPMENT:			
1.	ONAN GENERATOR	60DYA	\$22,710
2.	CASE TRACTOR/BACKHOE	580K	40,000
3.	CASE TRENCHER	360	18,143
4.	JOHN DEERE BACKHOE	410E	65,000
5.	GODWIN BYPASS PUMP	HLSM	40,000
6.	MISC EQUIPMENT		100,000
7.	2003 GORMAN RUPP 5000 GPM DIESEL PUMP		15,000
8.	JOHN DEERE 644 AV LOADER	197014T	16,000
9.	KOBELCO EXCAVATOR & ATTACHMENTS		151,812
10.	WINCO GENERATOR MDS50R3/B		12,000
11.	BOBCAT EXCAVATOR		15,000
12.	2021 BOBCAT E35 EXCAVATOR W/ATTACHMENTS		<u>60,000</u>
		SUBTOTAL	555,665
SCHEDULED SPECIALIZED EQUIPMENT:			
1.	3T EQUIPMENT MINI CAMERA SYSTEM		13,367
2.	COMPUTER EQUIPMENT		50,000
3.	FLOW METER SOFTWARE		10,499
4.	OMNI III PAN & TILT CAMERA		22,500
5.	LATERAL LAUNCHER CAMERA		51,400
6.	POSM COMPUTER/SOFTWARE		<u>20,100</u>
		SUBTOTAL	167,866
		TOTAL	723,531
1.	MISC SMALL TOOLS/EQUIPMENT (10,000 MAX/ITEM) (INCLUDES 22,080 IN KOBELCO ATTACHMENTS, RODDING MACHINE 5,000; EASEMENT MACHINE 2,000; ATLAS COPCO SAX90 COMPRESSOR \$8k; HB ASPHALT POT \$1k)		63,080
1.	NON OWNED EQUIPMENT		100,000

**PREMIUM 2021**

COMPANY: ALLIED WORLD ASSURANCE COMPANY

AM BEST'S RATING: A XV

PACKAGE (Excludes Terrorism) \$ 43,967

INCLUDES:

PROPERTY  
INLAND MARINE  
CRIME  
GENERAL LIABILITY  
AUTO LIABILITY  
AUTO PHYSICAL DAMAGE  
EXCESS LIABILITY  
BOILER & MACHINERY  
PUBLIC OFFICIAL E&O/EMPLOYMENT PRACTICES

BROKER FEE (TOTAL BROKER REMUNERATION 16 %) 500

**TOTAL PREMIUM \$44,467**

**GENERAL CHANGE**  
**THIS ENDORSEMENT CHANGES THE POLICY.**  
**PLEASE READ IT CAREFULLY.**  
**Endorsement # 1**

INSURED NAME: Lake Oroville Area PUD

POLICY NUMBER: 5105-0485-07

POLICY CHANGE(S) EFFECTIVE: 03/30/2021

PREMIUM CHARGE: {WAIVED}

COVERAGE PARTS AFFECTED: Commercial Property

DESCRIPTION OF CHANGE(S): Add Mobile Equipment

FORMS ADDED: N/A

FORMS DELETED: N/A

FORMS AMENDED: WA-PR 00002 00 (07/15), Property Declarations

In consideration of a {WAIVED} premium, it is agreed that the policy is amended as follows:

1. The following Mobile Equipment is added:  
2021 Bobcat Excavator E35 with attachments Value \$60,000
2. Revised Total Inland Marine Value: from \$826,611 to \$886,611

Countersigned: \_\_\_\_\_  
Date

By:   
Authorized Representative

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

EQUIPMENT SCHEDULE – 5/1/2021

ITEM	DESCRIPTION	SERIAL NUMBER	VALUE
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		SUBTOTAL	555,665


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5.	LATERAL LAUNCHER CAMERA		51,400
6.	POSM COMPUTER/SOFTWARE		<u>20,100</u>
		SUBTOTAL	<u>167,866</u>

TOTAL 723,531

1.	MISC SMALL TOOLS/EQUIPMENT (10,000 MAX/ITEM) (INCLUDES 22,080 IN KOBELCO ATTACHMENTS, RODDING MACHINE 5,000; EASEMENT MACHINE 2,000; ATLAS COPCO SAX90 COMPRESSOR \$8k; HB ASPHALT POT \$1k)		63,080
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1.	NON OWNED EQUIPMENT		100,000
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 \_\_\_\_\_  
Signature - Title

 \_\_\_\_\_  
Date



## **Manager's Report**

To: Board of Directors  
From: Scott McCutcheon, General Manager  
Date: April 13, 2021  
  
RE: Item No. 11– SC-OR Commissioner's Report

Included in your packet is the March 2021 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 March 24, 2021 at 5:00 p.m.)

## **1. Call to Order ❖**

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

## **2. Roll Call ❖**

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

## **3. Salute to the Flag ❖**

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

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

None

## **5. Board Meeting Minutes of the Regular Meeting held on February 24, 2021.❖**

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

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

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

## **7. Authorization of Warrants ❖**

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



## **8. Fiscal Reports ❖**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **12. Amendment to Board Policy 2800, General Provisions ❖**

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

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

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

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

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

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

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

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

### **15. Attorney's Report ❖**

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

### **16. Manager's Report ❖**

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

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

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

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

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

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

#### **17. Visitor Comments ❖**

None

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

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

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

#### **19. Adjournment ❖**

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

Respectfully submitted,



GLEN E. STURDEVANT, CLERK



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

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

### **12.1 BCSDA**

No Report

### **12.2 LAFCo**

The Butte LAFCO agenda for the April 1, 2021 regular meeting is attached for general information purposes  
Director Sharman, LAFCO commissioner, will report on any LAFCO business if there is any to report.

Attachment Included

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

---

REGULAR MEETING NOTICE OF THE COMMISSION

Location: **Meeting to be held via remote/zoom participation.**

Date/Time: **Thursday, April 1, 2021 - 9:00 a.m.**

**SPECIAL NOTICE**

Based on guidance from the California Department of Public Health and the California Governor's Office Order N-29-20 issued on March 17, 2020, in order to minimize the spread of the COVID-19 virus, Butte LAFCo meetings are not open to the public at this time. The **April 1, 2021** LAFCo meeting will be conducted via Zoom. The Commission meeting can be accessed by the public as follows:

**[JOIN MEETING:](#)**

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

1. Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us02web.zoom.us/j/89021226463?pwd=VXV6N051R200TXp6UE8va3lIM0Y0QT09>

Passcode: **485469**

2. Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128

Webinar ID: **890 2122 6463**

Passcode: **485469**

**PUBLIC COMMENTS:**

Aside from participating in the Zoom meeting, comments from the public on the agenda items will also be accepted:

1. Via email to Commission Clerk ([jstover@buttecounty.net](mailto:jstover@buttecounty.net) )
2. Via phone (530-538-7784)
3. Mail to Butte LAFCo, 1453 Downer Street, Suite C, Oroville, CA 95965.

To provide comment, you will need to use the raise hand function in Zoom. For those accessing the meeting from a computer or smartphone, that raise hand feature can be selected by clicking or tapping it. For members of the public utilizing a telephone (audio only) to access the meeting, you can use the raise hand feature when the item for which you desire to provide comment is called by pressing \*9 on your keypad to raise your hand. When it is your turn to speak, you will be called upon by the last 4 digits of your phone number, if available.

All comments received will be conveyed to the Commission for consideration during the meeting. All meetings conducted under these circumstances will be recorded and placed on the LAFCo website ([www.buttelafo.org](http://www.buttelafo.org)) for public access and accountability.

**THANK YOU:**

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

# AGENDA

ALL ITEMS ARE OPEN FOR PUBLIC COMMENT

1. **CALL TO ORDER**

1.1 **Roll Call**

2. **CONSENT AGENDA**

2.1 **Approval of the Minutes of February 4, 2021.**

3. **NOTICED PUBLIC HEARINGS**

3.1 **Review and Consideration of Proposed Budget for Fiscal Year 2021/22**

The Budget Committee will present its recommendations and the Proposed Budget for FY 2021/22. **ACTION REQUESTED:** 1) Receive comments from the public and affected agencies; 2) Provide direction to staff of any recommended changes to the Proposed Budget; 3) Adopt the Proposed Budget and transmit to affected agencies; and 4) Continue item to the May 6, 2021 meeting for final adoption.

4. **REGULAR AGENDA**

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

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

6. **REPORTS AND COMMUNICATION**

6.1 **Executive Officer's Report**

6.2 **Correspondence - None**

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

8. **ADJOURNMENT** Adjourn to **Thursday, May 6, 2021** in the Board of Supervisors Chambers.

**TO THOSE WHO PARTICIPATE IN LAFCO PROCEEDINGS:** California Government Code Section 84308 requires you to disclose campaign contributions to LAFCO Commissioners if they amount to \$250 or more and were made within the last twelve months. Please announce your applicable campaign contributions when you speak.

\* Any disabled person needing special accommodation to participate in the Commission proceeding is requested to contact LAFCO staff at (530) 538-7784 prior to meeting and arrangements will be made to accommodate you.

\* Any person may address the Commission during the "Public Comment." Please see the rules regarding public comments below.

\* Copies of Agenda documents relative to an Agenda item may be obtained from the Clerk of the Commission at a cost of \$.10 per page.

**RULES APPLYING TO PUBLIC COMMENTS**

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

This agenda was mailed to those requesting notice and posted 72 hours in advance of the meeting at the following locations: Butte County Administration Building & LAFCO front entrance.



## Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

RE: Item No. 13 – Quarterly Investment Schedule and Cash Flow Analysis

Included are the 3rd quarter District Investment Schedule Summary and Cash Flow Analysis.

Attachment 1: "Investment Schedule" shows that the District's cash balance increased by \$323,248.00 over the last quarter. There will be two substantial transactions made in April that will affect the District's cash balance.

1. Pending approval-a liability Insurance payment of \$44,467.00 will be made to Cox Insurance Services.
2. The District is scheduled to receive approximately \$114,000.00 in tax revenue from Butte County. Property taxes are paid in April, so we may not receive payment until May 2021.

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

Attachment Included



LOAPUD INVESTMENT SCHEDULE

March 31, 2021

Bank	Beginning Balance January 1, 2021	Ending Balance March 31, 2021	Difference	Maturity	*Interest Rate
Five Star General	\$ 345,199.42	\$ 736,258.31	\$ 391,058.89	CKG	0.00%
Five Star USDA	\$ 118,450.76	\$ 67,042.71	\$ (51,408.05)	CKG	0.10%
Five Star MM	\$ 554,908.87	\$ 555,562.84	\$ 653.97	IF	0.41%
LAIF	\$ 2,692,154.38	\$ 2,696,580.27	\$ 4,425.89	IF	0.43%
LAIF Series A Bond Res	\$ 107,048.00	\$ 107,048.00	\$ -	IF	0.43%
<b>Total Investments</b>	<b>\$ 3,817,761.43</b>	<b>\$ 4,162,492.13</b>	<b>\$ 344,730.70</b>		

\* Current quarter interest rate

## Cash Flow Analysis

INCOME	Jan-21	Feb-21	Mar-21
<b>Operating Income</b>			
Income - Operating	663,369	63,427	41,113
<b>Total Operating Income</b>	<b>\$ 663,369</b>	<b>\$ 63,427</b>	<b>\$ 41,113</b>
<b>Non-Operating Income</b>			
Income - El Medio Fuel	-	-	1,163
Income - Capacity Charge	-	-	
Income - RFC	-	-	
Income - Property Taxes	255,596	-	2,871
<b>Total Non-Operating Income</b>	<b>\$ 255,596</b>	<b>\$ -</b>	<b>\$ 4,035</b>
<hr/>			
<b>TOTAL INCOME</b>	<b>\$ 918,964</b>	<b>\$ 63,427</b>	<b>\$ 45,147</b>
<b>EXPENSES</b>			
<b>Operating Expenses</b>			
Expense - Operating	101,559	115,328	164,064
<b>Total Operating Expenses</b>	<b>\$ 101,559</b>	<b>\$ 115,328</b>	<b>\$ 164,064</b>
<b>Non-Operating Expense</b>			
Expense - SC-OR pass through		-	292,813
Expense - SC-OR RFC pass through	-		
Expense - USDA Payment Transfer	-	-	-
Expense - Cap Ex-Master Plan	1,350	-	4,050
Expense - Cap Ex-Lift Station Design	14,524	-	10,602
Expense - Plan Check Fees	-	-	-
<b>Total Non-Operating Expenses</b>	<b>\$ 15,874</b>	<b>\$ -</b>	<b>\$ 307,465</b>
<hr/>			
<b>TOTAL EXPENSES</b>	<b>\$ 117,433</b>	<b>\$ 115,328</b>	<b>\$ 471,529</b>
<hr/>			
<b>NET INCOME</b>	<b>\$ 801,531</b>	<b>\$ (51,901)</b>	<b>\$ (426,382)</b>

**SUMMARY OF CASH FLOW**

**\$ 323,248**



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

RE: Item No. 14– Oroville Area Sewer and Water Providers Municipal Service Review

On March 17<sup>th</sup>, Engineer Knibb and GM McCutcheon attended a meeting to kick off the Oroville Area Sewer and Water Providers Municipal Service Review, which will provide insight to water and wastewater service providers across the Oroville area. GM McCutcheon and Engineer Knibb will inform the Board of the process and the proposed timeline for deliverables.

**Attachment Included**

## **Kickoff Meeting**

### **MSR - Oroville Area Sewer and Water Providers Municipal Service Review**

March 17<sup>th</sup> at 1:00pm  
Location: Zoom Video Call

#### *Attendees*

- Shannon Costa, Planning Analyst, Butte LAFCO
- Steve Lucas, Executive Office, Butte LAFCO
- Kateri Harrison, Planner, SWALE Inc.
- Bruce Baracco, Planner, Baracco & Associates
- Rath Moseley, South Feather Water and Power Agency
- Kristen McKillop, South Feather Water and Power Agency
- Jayme Boucher, Thermalito Water and Sewer District
- Chris Heindell, Thermalito Water and Sewer District
- Scott McCutcheon, Lake Oroville Public Utility District
- Micah Salsi, Sewerage Commission, Oroville Region

#### *Discussion Topics*

1. Introductions (Costa)
2. Overview of Process: Powerpoint (Harrison)
3. Request for Information (Harrison)
4. Issues Identified by LAFCO
  - LAFCO policies on MSRs and SOIs
5. Timeline (Harrison)
6. Sharing info between District, consultants - \*Dropbox (Harrison)
7. Misc Question: Any out of area service agreements?
  - Any use of recycled water?
  - Other questions?

**Overview – Municipal Service Review**


LAFCo's process

Wednesday, March 17<sup>th</sup>, 2021 at 1:00  
Zoom Video Conference Call

**What is LAFCO?**


LAFCOs strive to balance the competing needs of efficient services, affordable housing, economic opportunity, & conservation of natural resources with - LAFCO Objectives.

- 1. Encourage orderly formation of Cities & Special Districts
- 2. Preserve Agricultural Land Resources
- 3. Discourage Urban Sprawl



**State Law**

- Cortese-Knox-Hertzberg Act (Government Code 56000, et seq)
- View on website: <https://leginfo.ca.gov/>



**Municipal Service Review**


- §56430 "in order to prepare and to update spheres of influence in accordance with the section 56425 the commission shall conduct a service review of the municipal service provided in the county or other appropriate area designated by the commission."

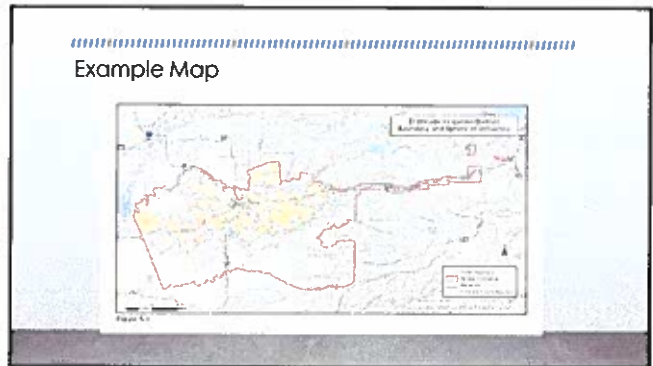
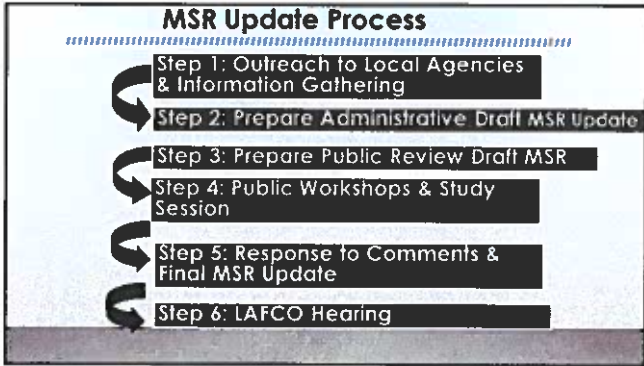
**MSR have details .....**

- Growth projections
- Present and planned capacity
- Financial ability of agency
- Shared facilities
- Accountability
- Other matters



**Oroville Area Sewer and Water Providers Municipal Service Review**





- ### 7 MSR Determinations
1. Growth and population projections for the affected area;
  2. Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
  3. Present and planned capacity of public facilities and adequacy of public services including infrastructure needs or deficiencies;
  4. Financial ability of agency to provide services;
  5. Status of, and opportunities for, shared facilities;
  6. Accountability for community service needs, including government structure and operational efficiencies; and
  7. Any other matter related to effective or efficient service delivery, as required by commission policy.

### Thank you !

The municipal service review update process affords LAFCO and stakeholders a unique opportunity to consider the municipal services provided in Butte County by Oroville Area Sewer and Water Providers.

**SWALE**  
inc

Contact: Kateri Hamson  
khamson@swale-inc.com  
(530) 559-7823

Contact: Bruce Baracca  
bbaracca@swale-inc.com  
(209) 304-0028



## **Manager's Report**

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: April 13, 2021

RE: Item No. 15– Board Members', Staff, and Manager Comments

### **15.1 Field Operations Supervisor Report**

No report.

### **15.2 Personnel Committee Meetings**

Request to Schedule

### **15.3 Budget Committee Meetings**

Request to Schedule

### **15.4 Policy 2151 'Employee Compensation'**

Included in your packet is a copy of Policy 2151 'Employee Compensation', updated at the March regular meeting, for your policy books.

## TITLE: EMPLOYEE COMPENSATION SCHEDULE

NUMBER: 2151

ADOPTED: February 8, 1984

AMENDED: March 9, 2021

EFFECTIVE: January 1, 2021

Range No.	Position Title	Step A	Step B	Step C	Step D	Step E	Step F
1	Administrative Aide - Part Time & Temporary	13.00	13.21	13.42	13.63	14.31	15.03
2	Administrative Aide - Reg.	16.65	17.49	18.37	19.27	20.24	21.24
3	Utility Worker - Part Time & Temporary	13.00	13.42	13.63	14.31	15.03	15.78
4	Utility Worker I	18.74	19.65	20.64	21.66	22.74	23.88
5	Utility Worker II	19.65	20.64	21.66	22.74	23.88	25.08
5	Acct Receivable Clerk - Reg Operator - Part Time	20.60	21.63	22.73	23.86	25.05	26.30
6	Office Clerk	22.06	23.18	24.34	25.55	26.82	30.95
7	Operator - Regular Computer Support Specialist/ Administrative Assistant Accounts Receivable Clerk II	22.46	23.60	24.78	26.04	27.34	29.87
8	Foreman-F.O.T.	24.19	25.41	26.69	28.01	29.41	31.19
9	Bookkeeper/Clerk of the Board	24.77	26.03	27.33	28.72	30.14	34.45
10	Field Operations Supervisor	31.49	33.06	34.72	36.45	38.27	43.10