



## Manager's Report

**To:** Board of Directors  
**From:** Scott McCutcheon, General Manager  
**Date:** April 14, 2020  
**RE:** Item No. 4 – Consent Agenda

Item No. 4.1 **Board Meeting Minutes** - Minutes from the March 2020 regular board meeting are included for the Board's review and approval.

Attachment Included

Item No. 4.2 **Financial Reports** - Profit and Loss report through March 2020 is ready for review and comment.

Attachment Included

Item No. 4.3 **Payment of Warrants** - The pending March 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  
MARCH 10, 2020**

**CALL TO ORDER**

President Kuehner called the meeting to order at 2:00 P.M. Directors present were Fairbanks, Kiely, Mastelotto and Sharman. Manager McCutcheon, Field Operations Supervisor Sanders, District Engineer Knibb, A/P Clerk Hamblin and Clerk of the Board Quigley represented the District. Also present in the audience Jim Cox of James J. Cox Insurance Services.

**SALUTE TO THE FLAG**

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

**MOMENT OF SILENCE**

President Kuehner asked the Board to observe a moment of silence on behalf of the Corona virus victims.

**CONSENT AGENDA**

The Board reviewed the minutes of the Regular Board Meeting of February 11, 2020, the Financial Report and Warrant List for month ending February 29, 2020. After discussion, it was moved by Director Kiely 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, Kiely, Kuehner, Mastelotto, and Sharman.

**APPROVAL OF MAY 1, 2020 THROUGH APRIL 30, 2021 GENERAL LIABILITY POLICY RENEWAL / JAMES J COX INSURANCE SERVICES**

Jim Cox of James J. Cox Insurance Service presented Allied World Public Risk general liability policy quote to the Board of Directors.

After discussion, it was moved by Director Fairbanks and seconded by Director Mastelotto to approve the purchase of Allied World Public Risk General Liability Policy May 1, 2020 through April 30, 2021 including the addition of Inverse Condemnation coverage in the amount of \$41,264.00. The motion passed with the following vote,

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

Mr. Cox left the meeting at 2:05 P.M.

**LATERAL INSPECTION - UPDATE**

Field Operations Supervisor Sanders updated the Board on the ongoing lateral inspections.

**GARDEN OAKS PROJECT UPDATE**

General Manager McCutcheon and Engineer Knibb updated the Board on the status of the Garden Oaks Subdivision Project. The Board requested a formal quotation for engineering and design services for the lift station from District Engineer Knibb and Sauer's Engineering.

**ADU LEGISLATIVE UPDATE**

General Manger McCutcheon and Engineer Knibb updated the Board on the status of the newly adopted (January 1, 2020) ADU Legislation.

General Manager McCutcheon met with Scott Koch, General Manager of SC-OR and members of the Thermalito Water and Sewer District, City of Oroville Planning Departments and Butte County Planning Departments. It was agreed there was a need for an interim policy and to refer the issue to each individual entity's legal counsel for review.

**LETTER SENT - EMAIL RETENTION POLICY**

Director Kuehner noted that the Letter of Opposition was in the Board Packet.

General Manager McCutcheon noted the information regarding the opposition to the proposed bill was included in the Board Package.

**SC-OR COMMISSIONERS' REPORT**

Director Kuehner noted that the report was included in the Board Package.

**BCSDA REPRESENTATIVE & LAFCO COMMISSIONER REPORTS**

No Discussion

**BOARD MEMBERS AND STAFF COMMENTS**

No action taken.

**ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned 3:31 P. M.

Respectfully submitted,

Cindy Quigley,  
Clerk of the Board

**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS REMOTE SPECIAL MEETING  
MARCH 25, 2020**

**CALL TO ORDER**

President Kuehner called the meeting to order at 10:00 A.M. Directors present were Fairbanks, Kiely, Kuehner, Mastelotto and Sharman. Representing the District were Manager McCutcheon, Field Operations Supervisor Sanders, Engineer Knibb, Accounts Payable Clerk Hamblin and Clerk of the Board Quigley.

**SALUTE TO THE FLAG**

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

**MOMENT OF SILENCE**

President Kuehner asked the Board to observe a moment of silence for all those dealing with the COVID 19 pandemic.

**ADOPTION OF RESOLUTION NO. 01-2020 DECLARING LOCAL EMERGENCY**

General Manager McCutcheon presented proposed Resolution No. 01-2020 Declaring Local Emergency. After discussion it was moved by Director Fairbanks and seconded by Director Kiely to adopt Resolution No. 01-2020 Declaring Local Emergency as presented. The motion passed with the following roll call vote,

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

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

Director Kiely asked General Manager McCutcheon for an update on how staff was working during the COVID 19 shutdown.

**ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned 10:17 A. M.

Respectfully submitted,

Cindy Quigley,  
Clerk of the Board

## Lake Oroville Area Public Utility District Profit & Loss Budget Performance

March 2020

|   | Mar 2020          | Budget            | Jul '19 - Mar 20    | YTD Budget          | Annual Budget       |
|---|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>Operating Revenue</b>                          |                   |                   |                     |                     |                     |
| <b>Income</b>                                     |                   |                   |                     |                     |                     |
| 41100 · Sewer Service Charge                      | 120,074.84        | 120,497.00        | 1,083,006.45        | 1,084,473.00        | 1,445,964.00        |
| 41150 · Pumping Charge                            | 11,096.89         | 10,462.00         | 96,062.59           | 94,158.00           | 125,544.00          |
| 41200 · Kelly Ridge Pumping Chg (Taxes)           | 0.00              | 0.00              | 24,665.85           | 24,750.00           | 45,000.00           |
| 41250 · Permit/Inspection Fees (District Fees)    | 0.00              | 0.00              | 2,384.00            | 0.00                | 0.00                |
| 41300 · Connection Fee (Connection Fee per EDU)   | 0.00              | 0.00              | 1,908.04            | 0.00                | 0.00                |
| 41350 · Other Services                            | 0.00              | 0.00              | 0.00                | 0.00                | 0.00                |
| 41400 · Sales                                     | 0.00              | 0.00              | 0.00                | 0.00                | 0.00                |
| <b>Total Operating Revenue</b>                    | <b>131,171.73</b> | <b>130,959.00</b> | <b>1,208,026.93</b> | <b>1,203,381.00</b> | <b>1,616,508.00</b> |
| <b>Operating Expense</b>                          |                   |                   |                     |                     |                     |
| 60000 · Admin. Salaries & Wages                   | 25,698.62         | 22,652.00         | 200,932.64          | 206,816.00          | 274,718.00          |
| 61000 · Field Salaries & Wages                    | 27,273.35         | 27,794.00         | 231,320.48          | 253,231.00          | 335,487.00          |
| 62000 · Admin Emp Benefits                        | 20,131.71         | 17,341.00         | 158,731.33          | 159,802.00          | 211,706.00          |
| 63000 · Field Emp Benefits                        | 13,467.90         | 16,143.00         | 119,419.21          | 167,418.00          | 215,569.00          |
| 64000 · Professional Services                     | 46,731.50         | 7,400.00          | 109,055.18          | 88,300.00           | 153,500.00          |
| 65000 · Utilities                                 | 6,445.04          | 7,645.00          | 41,128.33           | 68,805.00           | 91,740.00           |
| 66000 · Services & Supplies                       | 5,831.15          | 6,450.00          | 45,694.09           | 81,320.00           | 103,920.00          |
| 67000 · Training/Membership/Fees                  | 0.00              | 2,283.00          | 27,367.09           | 53,062.00           | 63,311.00           |
| 68000 · Repairs and Maintenance                   | 4,800.83          | 3,215.00          | 40,437.31           | 99,745.00           | 109,390.00          |
| 69000 · Fuel, Oil, Grease & Auto                  | 1,537.18          | 4,786.00          | 27,235.26           | 44,074.00           | 58,432.00           |
| <b>Total Operating Expense</b>                    | <b>151,917.28</b> | <b>115,709.00</b> | <b>1,001,320.92</b> | <b>1,222,573.00</b> | <b>1,617,773.00</b> |
| <b>Net Operating Revenue/Expense</b>              | <b>-20,745.55</b> | <b>15,250.00</b>  | <b>206,706.01</b>   | <b>-19,192.00</b>   | <b>-1,265.00</b>    |
| <b>Non Operating Revenue</b>                      |                   |                   |                     |                     |                     |
| <b>Other Income</b>                               |                   |                   |                     |                     |                     |
| 70100 · Capacity Charge                           | 0.00              | 0.00              | 33,439.00           | 0.00                | 0.00                |
| 70110 · Annexation Fee                            | 0.00              | 0.00              | 0.00                | 0.00                | 0.00                |
| 70150 · Sewer Service Late Fees                   | -38.44            | 0.00              | 36,138.82           | 0.00                | 0.00                |
| 70200 · Interest                                  | 410.87            | 4,786.00          | 34,951.06           | 14,534.00           | 19,386.00           |
| 70250 · RD Surcharge                              | 30,222.60         | 30,150.00         | 271,513.90          | 271,350.00          | 361,800.00          |
| 70300 · Other Income                              | 389.44            | 0.00              | 15,924.59           | 0.00                | 0.00                |
| 70349 · Taxes (Parent Account for Taxes Received) | 0.00              | 0.00              | 181,808.32          | 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 Non Operating Revenue</b>                | <b>30,984.47</b>  | <b>34,936.00</b>  | <b>573,775.69</b>   | <b>420,964.00</b>   | <b>626,786.00</b>   |

## Lake Oroville Area Public Utility District Profit & Loss Budget Performance

March 2020

|  | Mar 2020                 | Budget                  | Jul '19 - Mar 20          | YTD Budget                | Annual Budget             |
|--|--------------------------|-------------------------|---------------------------|---------------------------|---------------------------|
| <b>Non Operating Expense</b>             |                          |                         |                           |                           |                           |
| 80100 - Capitalized Expenditure          | 13,402.50                | 5,475.00                | 405,457.92                | 173,380.00                | 189,805.00                |
| 80150 - District Projects CIP            | 0.00                     | 0.00                    | 0.00                      | 20,895.00                 | 20,895.00                 |
| 80200 - Loan Principal                   | 0.00                     | 0.00                    | 57,000.00                 | 57,000.00                 | 57,000.00                 |
| 80250 - Loan Interest Expense            | 0.00                     | 0.00                    | 106,611.25                | 106,611.00                | 106,611.00                |
| 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                      |
| <b>Total Non Operating Expense</b>       | <u>13,402.50</u>         | <u>5,475.00</u>         | <u>569,069.17</u>         | <u>357,886.00</u>         | <u>374,311.00</u>         |
| <b>Net Non Operating Revenue/Expense</b> | <u>17,581.97</u>         | <u>29,461.00</u>        | <u>4,706.52</u>           | <u>63,078.00</u>          | <u>252,475.00</u>         |
| <b>Net Cash Flow</b>                     | <u><b>-3,163.58</b></u>  | <u><b>44,711.00</b></u> | <u><b>211,412.53</b></u>  | <u><b>43,886.00</b></u>   | <u><b>251,210.00</b></u>  |
| <br>                                     |                          |                         |                           |                           |                           |
| 64400 - Depreciation                     | <u>45,888.00</u>         | <u>45,888.00</u>        | <u>412,992.00</u>         | <u>412,992.00</u>         | <u>550,656.00</u>         |
| <b>Change in Net Assets</b>              | <u><u>-49,051.58</u></u> | <u><u>-1,177.00</u></u> | <u><u>-201,579.47</u></u> | <u><u>-369,106.00</u></u> | <u><u>-299,446.00</u></u> |

# Claims & Warrants

| April 11, 2020 |                                | Five Star Bank                  |            |                  |             |
|----------------|--------------------------------|---------------------------------|------------|------------------|-------------|
| General Fund   |                                |                                 |            |                  |             |
| Warrant No.    | Vendor                         | Description                     |            | Amount           |             |
| 21468          | Robert Broderon                | Vision Reimbursement            |            | \$174.00         |             |
| 21469          | Dan's Electrical Supply        | Repairs & Maintenance           |            | \$79.41          |             |
| 21470          | Laser Man                      | Repairs & Maintenance           |            | \$152.74         |             |
| 21471          | O'Reilly Auto Parts            | Repairs & Maintenance           |            | \$99.46          |             |
| 21472          | Recology                       | Feb Service                     |            | \$85.16          |             |
| 21473          | Riebes                         | Repairs & Maintenance           |            | \$5.73           |             |
| 21474          | Umpqua Bank                    | Meetings, R & M Office supplies |            | \$1,805.49       |             |
| 21475          | BRODERSON, ROBERT L.           | P.P.E. 03/15/2020               | \$2,217.08 | Gross \$1,499.62 |             |
| 21476          | HAMBLIN, KELLY                 | P.P.E. 03/15/2020               | \$1,946.53 | Gross \$1,319.63 |             |
| 21477          | KAHALEKULU, DARIN K            | P.P.E. 03/15/2020               | \$2,552.33 | Gross \$1,709.95 |             |
| 21478          | MCCAULEY, KANA                 | P.P.E. 03/15/2020               | \$1,888.00 | Gross \$1,253.17 |             |
| 21479          | MCCUTCHEON, SCOTT A            | P.P.E. 03/15/2020               | \$3,898.48 | Gross \$2,307.99 |             |
| 21480          | QUIGLEY, CYNTHIA M             | P.P.E. 03/15/2020               | \$2,855.68 | Gross \$1,756.05 |             |
| 21481          | RACKLEY, ANNELYN A             | P.P.E. 03/15/2020               | \$539.39   | Gross \$461.98   |             |
| 21482          | SANDERS, DAN W                 | P.P.E. 03/15/2020               | \$3,605.32 | Gross \$2,328.37 |             |
| 21483          | SMITH, DANIEL L                | P.P.E. 03/15/2020               | \$2,805.78 | Gross \$1,980.78 |             |
| 21484          | TOMLINSON, LEVI M              | P.P.E. 03/15/2020               | \$2,221.96 | Gross \$1,596.51 |             |
| 21485          | Answerline Communications      | February Service                |            | \$53.55          |             |
| 21486          | Zee Medical                    | Safety Supplies                 |            | \$289.78         |             |
| 21487          | Humana                         | Dental Insurance                |            | \$776.53         |             |
| 21488          | Minasian Meith                 | February Service                |            | \$1,248.00       |             |
| 21489          | Miry's Cleaning                | Housekeeping                    |            | \$260.00         |             |
| 21490          | Northern CA Glove              | Safety Supplies                 |            | \$227.10         |             |
| 21491          | O'Reilly Auto Parts            | R & M Vehicles                  |            | \$707.56         |             |
| 21492          | Sauers Engineering             | February Service                |            | \$18,550.00      |             |
| 21493          | Vista Net                      | Computer Services R & M         |            | \$220.00         |             |
| 21494          | Xerox Corp                     | February Service                |            | \$275.60         |             |
| 21495          | USPS                           | POSTAGE                         |            | \$1,674.78       |             |
| 21496          | BRODERSON, ROBERT L.           | P.P.E. 03/31/2020               | \$2,208.04 | Gross \$1,477.01 |             |
| 21497          | HAMBLIN, KELLY                 | P.P.E. 03/31/2020               | \$1,946.33 | Gross \$1,319.62 |             |
| 21498          | KAHALEKULU, DARIN K            | P.P.E. 03/31/2020               | \$2,552.33 | Gross \$1,709.93 |             |
| 21499          | MCCAULEY, KANA                 | P.P.E. 03/31/2020               | \$2,378.80 | Gross \$1,546.39 |             |
| 21500          | MCCUTCHEON, SCOTT A            | P.P.E. 03/31/2020               | \$3,898.46 | Gross \$2,307.99 |             |
| 21501          | QUIGLEY, CYNTHIA M             | P.P.E. 03/31/2020               | \$2,855.67 | Gross \$1,756.05 |             |
| 21502          | RACKLEY, ANNELYN A             | P.P.E. 03/31/2020               | \$654.24   | Gross \$565.51   |             |
| 21503          | SANDERS, DAN W                 | P.P.E. 03/31/2020               | \$3,605.33 | Gross \$2,328.40 |             |
| 21504          | SMITH, DANIEL L                | P.P.E. 03/31/2020               | \$3,502.81 | Gross \$2,445.56 |             |
| 21505          | TOMLINSON, LEVI M              | P.P.E. 03/31/2020               | \$2,840.23 | Gross \$2,028.60 |             |
| 21506          | FAIRBANKS (DIRECTOR), DEE G    | P.P.E. 03/31/2020               | \$400.00   | Gross \$365.40   |             |
| 21507          | KIELY (DIRECTOR), JOHN J.      | P.P.E. 03/31/2020               | \$400.00   | Gross \$285.40   |             |
| 21508          | KUEHNER (DIRECTOR), LARRY E.   | P.P.E. 03/31/2020               | \$400.00   | Gross \$365.40   |             |
| 21509          | MASTELOTTO (DIRECTOR), ANGELA  | P.P.E. 03/31/2020               | \$400.00   | Gross \$365.40   |             |
| 21510          | SHARMAN (DIRECTOR), WILLIAM P. | P.P.E. 03/31/2020               | \$400.00   | Gross \$365.40   |             |
| 21511          | ACCULARM                       | Alarm service 4/1-6/30          |            | \$135.00         |             |
| 21512          | Alhambra                       | February Service                |            | \$73.20          |             |
| 21513          | AT & T                         | Utilities                       |            | \$497.49         |             |
|                |                                |                                 |            | Subtotal         | \$62,836.69 |





# Claims & Warrants

April 11, 2020

General Fund

Warrant No.

|            |  |                            |             |
|------------|--|----------------------------|-------------|
| 1001524938 | CA Public Employers' Retirement System | Classic                    | \$1,993.11  |
| 1001524939 | CA Public Employers' Retirement System | Pepra                      | \$1,897.56  |
| 1001540443 | CA Public Employers' Retirement System | Classic                    | \$2,072.47  |
| 1001540444 | CA Public Employers' Retirement System | Pepra                      | \$1,993.10  |
| 1001524937 | CA Public Employers' Retirement System | Unfunded Liability Classic | \$10,421.89 |
| 1001524941 | CA Public Employers' Retirement System | Unfunded Liability Pepra   | \$77.15     |
| 1001524940 | CalPERS 457                            |                            | \$1,633.49  |
| 1001540445 | CalPERS 457                            |                            | \$1,715.07  |
| 1124954144 | EDD                                    | State P/R Taxes            | \$1,085.15  |
| 2003855392 | EDD                                    | State P/R Taxes            | \$1,281.38  |
| 5858572    | US Treasury                            | Federal P/R Taxes          | \$5,774.74  |
| 03659393   | US Treasury                            | Federal P/R Taxes          | \$6,679.46  |

GENERAL CHECKING ACCT FSB

\$425,006.46

THE ABOVE CLAIMS AND WARRANTS WERE APPROVED AT A REGULAR MEETING OF  
THE LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT HELD ON APRIL 14, 2020

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR



## **Manager's Report**

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** April 14, 2020

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



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** April 14, 2020

**RE:** Item No. 6– River Ranch (Formerly Garden Oaks)-Project Update

Please see attached letter from the developer group summarizing overall project info, and requests made of the District in regards to the River Ranch (Formerly Garden Oaks) project located at the corner of Lincoln and Ophir.

The letter is presented here for discussion to provide a frame of reference for the requests that the developer group is making of the District, and for actions the District is considering.

Attachment Included

*Recommended Action:*

James Burkett  
Joshua Pierce  
Jeff Ashlock  
Valentine Rodrigues  
River Ranch (Garden Oaks) Mixed Use Subdivision  
517 Cheyenne Lane  
San Jose, CA 95123

April 7th, 2020

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

Hi Scott,

Re: Las Plumas Area Lift Station and the River Ranch Project (formerly Garden Oaks)

To aid the lift station's completion, please find a synopsis of the history, context, and status and proposed next steps.

### **History**

We originally met with now retired LOAPUD Manager Alan Brown at the initiation of the project concept regarding sewer service. Alan took the time to help me understand the area and LOAPUD's vision. He pointed out that the intersection of Ophir Road and Lincoln Blvd. was the low point of the area and that a pump station should go somewhere around that intersection with the line going up Lincoln to tie into existing infrastructure north. He indicated that the station would ultimately serve more than the project; while the pump could be sized up later, the housing ideally should serve longer term needs. We progressed with the project and got the initial map approved. We furthered the project working with Manager Dwayne Long and LAFCO to have the project included in LOAPUD's Sphere. However by that time the Country was in the midst of the great recession and no one was building.

After the recession we resumed work with the project. Continuing the work with Manager Dwayne Long in 2018, Mr. Long and his staff provided us with the Lincoln-Ophir LS Preliminary Design document. It provided two options for the forced main, the first along Lincoln Blvd. and the second via the PG&E easement. We proceeded to process an alternative map layout that was a better fit for the market. During this process LOAPUD provided us with a potential sewer layout for the project and Dan Sanders helped us to understand the benefit of preserving over twelve acres of oak forest at the east end of the project. The project is much better for it.

In September of 2018 we reached out to new Manager Scott McCutcheon and met in early October. We were able to review the documents and some history. From October through early 2019 Scott worked

with us in our map-modification effort, which reduced overall units, and he was good enough to help us with a number of steps, which included annexation process-planning, and a field meeting. Steve Lucas of LAFCO helped us all understand the annexation process. Project personnel, including our civil and environmental engineers and LOAPUD staff, including consulting engineer, met in the field to review station location. Looking from various vantage points we could see the Lincoln-Ophir intersection as “the bottom of the bowl” as Alan Brown once described it. We talked about the inherent limitation of the station that serves Mooretown Rancheria. We discussed the use of some of the commercial site or residential lots along Ophir for the lift station site. We discussed and our environmental engineer provided maps demonstrating the infeasible nature of a route up the draw north of the project due to time and mitigation cost. Unfortunately the route via the power easement was also not considered viable due to PG&E’s issues in the fire aftermath.

While having some delay due to the horrific Paradise fire, the revised project layout was approved by early 2019. We then initiated the process for annexation into the district which was approved in the last quarter of 2019. In December of 2019 with a dedicated developer, W&R, Inc., we started working with LOAPUD to refine the lift station design and complete a development agreement. After initial meetings in December and January, on February 10<sup>th</sup> we sent the requested funds to further the process of design refinement and agreement development.

### **Context**

The project is located in Las Plumas, one of two Oroville areas targeted for development in the recent General Plan update. As all other services are currently available to the site (water, power, natural-gas, cable, schools and signalized roadways) installation of the lift station, the one missing element, is crucial to the success of this development, the Las Plumas area, and significant housing for the Oroville area in general.

Several factors have contributed to a need for housing in the Oroville area: several fires including that in Paradise left the area with a housing scarcity. The lack of building over the past decades while population has increased at approximately two percent per year. Demand as a result of the enriching and continuing renaissance in the Oroville area fueled by a number of factors which include: the ongoing Highway 70 expansion, SR 149 improvement making Chico a 20 minute commute, funds from the dam rebuilding, and the 200 million dollar hospital expansion. While housing development in Chico has been considerable, a minimal amount has occurred in the Oroville area.

The project at Ophir and Lincoln has enjoyed wide support throughout the entitlement process from those wishing to reside in the community and those looking forward to sewer service in the area. All approvals from the Board of Supervisors, Planning Commission and LAFCO have been 100% supported. Numerous area parties including All Metals Supply, Church of the Nazarene, development at Lincoln & Monte Vista, and numerous surrounding parties are waiting for sewer service as it is the one missing element.

### **Project Status**

In addition to the hundreds of thousands spent forwarding the project, River Ranch is investing significant resources and additional funds in finalizing the entitlements, preparing infrastructure and

utility engineering-designs and planning for construction activities to take place this year. Significant progress has been made in recent months, including:

- Project tentative map approved
- All annexations complete
- Supplemental topo and boundary survey underway
- Final map and civil engineering under way
- PGE utility design underway
- Sewer Commission Oroville Area (SCOR) development agreement completed
- Updated preliminary lift station and pipeline bid received.
- South Feather Water & Power development agreement agreed in principle, soon to be complete
- County development agreement agreed in principle, soon to be complete
- Developer financing secured (sewer financing approved but authorization of funds is pending final negotiated agreement with LOAPUD).
- USACE (Army Corps) and Regional Water Board 404-401 permits on track for receipt this month
- Mitigation banks located and product verified
- Housing Product selection completed, and financing secured for construction
- Timing: Vertical construction to begin by 4<sup>th</sup> quarter 2020. Land improvements need to begin by June. See construction schedule to be sent with other docs separately.

### **Next Steps**

As is laid out above, the agreement with LOAPUD regarding final sewer alignment, lift station size, location and design as well as overall fee structure is now the last remaining major item necessary to finalize entitlements. Currently, we are in a holding pattern in the design work necessary for the lift station and alignment.

We urgently request and need your support to make the new station a reality. We believe the end result can be a new station and line, plus net substantial funds added to the districts coffers. Here are the items previously discussed that we need LOAPUD's response for:

1. A streamlined "punch-list" from LOAPUD of items required to complete the lift station.
2. Approval of the current planned alignment.
3. Verification of the lift station location on the River Ranch development site.
4. LOAPUD review of right of ways, easements along the alignment.
5. Formulate and approve equitable fee structure.
6. Determination of who is going to execute the sewer design.
7. Draft development agreement to begin in parallel with resolution of the above items. Please provide initial draft or template.

I will send a separate email with pertinent attachments. Please let us know what we can do to support this process. Thank you in advance for your timely response.

Respectfully,

Jeff Ashlock



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** April 14, 2020

**RE:** Item No. 7 – Review Sauers Engineering Proposal for Lift Station Design

Per the Board's request made at the March regular meeting, Sauers Engineering has prepared a quote for design services for the lift station required to service the River Ranch project. Engineer Knibb will present the quote and answer any questions in relation to its scope or costs.

Attachment Included

*Recommended Action:* None

# Sauers Engineering, Inc.

---

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.

---

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 14, 2020

**RE:** Item No. 8 – Amendment to Board Policy No. 3030 “Expense Authorization”

The proposed amendment to Policy No. 3030 “Expense Authorization” allows for increased flexibility in processing payments should it be required during times of emergency such as in the current health crisis.

**Attachment Included**

*Recommended Action:* Review and approve the proposed amendments to Policy No. 3030 “Expense Authorization”

**BOARD POLICY**  
**Lake Oroville Area Public Utility District**

**TITLE: EXPENSE AUTHORIZATION**  
**ADOPTION DATE: March 13, 1985**

**NUMBER: 3030**  
**AMENDED: April 14, 2020**

- 3030.1** All purchases and expenditures made for the District by staff shall be authorized by the General Manager, and shall be in conformance with the approved District budget for the respective year.
- 3030.2** To facilitate its purchases and expenditures, the District shall establish an account or accounts at such banking institution or institutions as it from time to time may determine. The Board of Directors of the District annually or more often should circumstances so require, shall designate those directors, officers, and/or employees of the District who shall be authorized signatories on the accounts.
- 3030.3** Except for withdrawals by electronic funds transfer (“EFT”), withdrawals from any District account by warrant, check, or draft shall require:
- 3030.3.1** One signature for any expenditure (i) for payroll, (ii) for \$5,000.00 or less, or (iii) for any amount if the expenditure is necessary to obtain a discount on the purchase price of an item or items or to avoid interest or penalties being assessed on a bill owed by the District, in excess of \$5,000.00, only if the signatures of two authorized signatories reasonably cannot be timely obtained; and
  - 3030.3.2** One signature for expenditure, in excess of \$5,000.00, but not greater than \$50,000.00 in the case where a state or local emergency has been declared and the signatures of two authorized signatories cannot be timely, or safely obtained. Any expenditure pursuant to this section will be reported to the Board at the next meeting.
  - 3030.3.3** Two signatures for all other expenditure.
- 3030.4** Any commitment of District funds for a purchase or expenditure in excess of \$10,000.00 shall first be submitted to the Board for approval or shall be in conformance with prior Board action and/or authorization. However, in an emergency situation in which he or she reasonably cannot call an emergency meeting of the Board, the Manager may expend up to \$10,000.00 as he or she may

determine to protect and preserve District property or other interests, subject to subsequent ratification by the Board.

**3030.5** EFT's from District accounts may be directed by the Manager where due to the routine and recurring nature of the expenditure, e.g., monthly payment of installment obligations, insurance premiums, retirement plan contributions, and other such similar expenditures, is appropriate or where necessary by reason of the nature of the transaction, e.g., where the creditor or vendor so requires, payment by EFT is necessary.

**3030.6** A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$500.00.

**3030.6.1** Petty cash may be advanced to District staff or Directors upon their request, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Office, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$75.00.

**3030.6.2** No personal checks shall be cashed in the petty cash fund.

**3030.6.3** The petty cash fund shall be included in the District's independent accounting audit.

**3030.7** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Manager or District Treasurer prior to remuneration.





GENERAL ACCOUNT  
 1960 ELGIN ST  
 OROVILLE, CA 95966-6613  
 (530) 533-2000

FIVE STAR BANK  
 WWW.FIVESTARBANK.COM  
 90-4303/1211

021542

3/31/2020

PAY TO THE ORDER OF Sewage Commission Oroville Region \$\*\*256,155.75

Two Hundred Fifty-Six Thousand One Hundred Fifty-Five and 75/100\*\*\*\*\* DOLLARS

Sewerage Commission Oroville Region  
 P O Box 1350  
 Oroville, CA 95965

\_\_\_\_\_  
 \_\_\_\_\_



MEMO

AUTHORIZED SIGNATURE

3rd Quarter Billing

⑈021542⑈ ⑆121143037⑆ 007508778⑈

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

021542

Sewage Commission Oroville Region

3/31/2020

January 1 - March 31, 2020

256,155.75

Five Star Bank - Gene 3rd Quarter Billing

256,155.75

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

021542

Sewage Commission Oroville Region

3/31/2020

January 1 - March 31, 2020

256,155.75

INSTRUMENT RECORD

Five Star Bank - Gene 3rd Quarter Billing

256,155.75

April 14, 2020

Lake Oroville Area Public Utility District  
1960 Elgin Street  
Oroville, CA 95966

Sewer service charges and adjustments billing period January 1, 2020  
through March 31, 2020

Weighted EDU's per attached schedule 6,166

SC-OR service charge rate for the period \$13.85

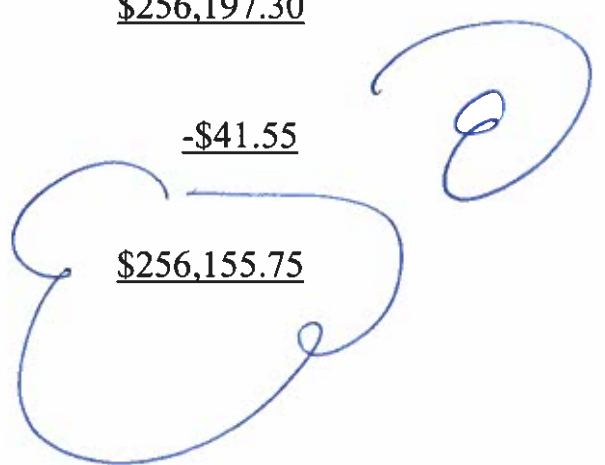
Total service charges per month \$85,399.10

Number of months billed 3

Total service charges for period \$256,197.30

Adjustments (if any) -\$41.55

TOTAL DUE TO SC-OR \$256,155.75

A large, stylized handwritten signature in blue ink is written over the bottom right portion of the document, partially overlapping the 'TOTAL DUE TO SC-OR' line. The signature is highly decorative and cursive.

**SCHEDULE OF WEIGHTED EDU'S**  
**FOR Lake Oroville Area Public Utility District**  
**BILLING PERIOD January 1, 2020 through March 31, 2020**

| <u>Business Code</u> | <u>Basic EDU's</u> | <u>Weight</u> | <u>Weighted EDU's</u> |
|----------------------|--------------------|---------------|-----------------------|
| 10                   | 4,386              |               |                       |
| 11                   | 58                 |               |                       |
| 12                   | 58                 |               |                       |
| 13                   | 529                |               |                       |
|                      | TOTAL              | 1             |                       |
|                      | 5,031              |               |                       |
| 20                   |                    |               |                       |
| 22                   |                    |               |                       |
| 23                   |                    |               |                       |
| 29                   |                    |               |                       |
|                      | TOTAL              | 1             |                       |
|                      |                    |               |                       |
| 31                   | 101                |               |                       |
| 32                   | 69                 |               |                       |
| 33                   | 157                |               |                       |
| 34                   | 16                 |               |                       |
| 35                   | 17                 |               |                       |
| 37                   | 16                 |               |                       |
| 38                   | 5                  |               |                       |
| 39                   | 141                |               |                       |
|                      | TOTAL              | 1             |                       |
|                      | 522                |               |                       |

| <u>Business Code</u> | <u>Basic EDU's</u> | <u>Weight</u> | <u>Weighted EDU's</u> |
|----------------------|--------------------|---------------|-----------------------|
| 40                   | 6                  |               | 18                    |
| 41                   | 4                  |               | 12                    |
| 42                   | 74                 |               | 222                   |
| 43                   |                    |               |                       |
| 44                   |                    |               |                       |
| 45                   | 4                  |               | 12                    |
| 49                   |                    |               |                       |
| TOTAL                | <u>88</u>          | 3             | <u>264</u>            |
| 51                   |                    |               |                       |
| 52                   |                    |               |                       |
| 53                   |                    |               |                       |
| 59                   |                    |               |                       |
| TOTAL                | <u>          </u>  | 5             | <u>          </u>     |
| 61                   | 85                 | 4             | 340                   |
| 70                   | <u>9</u>           | 1             | <u>9</u>              |
| GRAND TOTAL          | <u>5,735</u>       |               | <u>6,166</u>          |

Change in EDU's

Total EDU's for December Billing = 6,161 EDU's

- 1) 069-160-046-S / 82 Yellow Hammer Dr  
Disconnected / -1 EDU
- 2) 068-160-045-8 / 4020 Olive Hwy  
New bar & restaurants / 6 EDU's

Adjustments prior to the December Billing

- 1) 069-160-046-S/82 Yellow Hammer Dr  
Disconnected 9/10/19 -\$41.55



GENERAL ACCOUNT  
1960 ELGIN ST  
OROVILLE, CA 95966-6613  
(530) 533-2000

FIVE STAR BANK  
WWW.FIVESTARBANK.COM  
90-4303/1211

021546

4/8/2020

PAY TO THE ORDER OF James J. Cox Insurance

\$\*\*41,264.00

Forty-One Thousand Two Hundred Sixty-Four and 00/100\*\*\*\*\* DOLLARS

James J. Cox Insurance  
P O Box 8780  
Chico, CA 95927-8780

\_\_\_\_\_  
\_\_\_\_\_  
AUTHORIZED SIGNATURE



MEMO

Annual Liability Insurance

⑈021546⑈ ⑆121143037⑆ 007508778⑈

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

021546

| James J. Cox Insurance |      |                   |               |             | 4/8/2020     |           |  |
|------------------------|------|-------------------|---------------|-------------|--------------|-----------|--|
| Date                   | Type | Reference         | Original Amt. | Balance Due | Discount     | Payment   |  |
| 3/25/2020              | Bill | 5/1/2020-5/1/2021 | 41,264.00     | 41,264.00   |              | 41,264.00 |  |
|                        |      |                   |               |             | Check Amount | 41,264.00 |  |

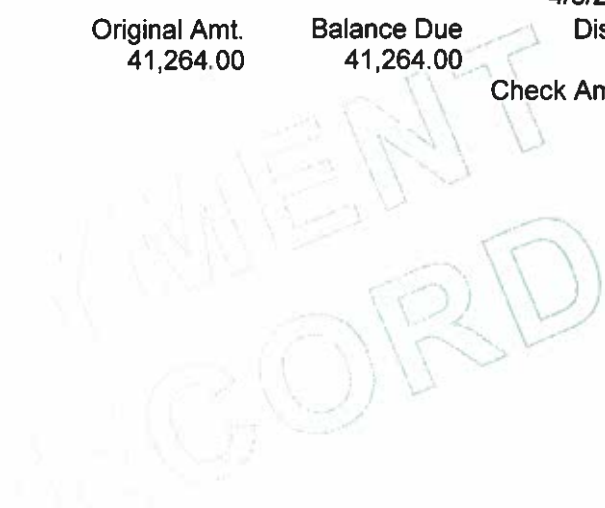
Five Star Bank - Gene Annual Liability Insurance 41,264.00

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

021546

| James J. Cox Insurance |      |                   |               |             | 4/8/2020     |           |  |
|------------------------|------|-------------------|---------------|-------------|--------------|-----------|--|
| Date                   | Type | Reference         | Original Amt. | Balance Due | Discount     | Payment   |  |
| 3/25/2020              | Bill | 5/1/2020-5/1/2021 | 41,264.00     | 41,264.00   |              | 41,264.00 |  |
|                        |      |                   |               |             | Check Amount | 41,264.00 |  |

Five Star Bank - Gene Annual Liability Insurance 41,264.00



9409

James J. Cox Insurance Services

2055 Forest Ave #5 – PO Box 8780, Chico, CA 95927-8780

Tel: (530) 899-8139 – FAX (530) 899-9229

CA License # 0594788

*e*

Lake Oroville Area Public Utility District  
1960 Elgin Street  
Oroville, CA 95966

Date: March 25, 2020

| Date Issued | Expiration | Company & Policy No.                                  | Coverage-Amount                      | Premium  |
|-------------|------------|---|--------------------------------------|--|
| 5/1/2020    | 5/1/2021   | Allied World Assurance Company via Allied Public Risk | Package<br>Broker Fee (Cox)<br>Total | \$40,764.00<br><u>500.00</u><br>\$41,264.00<br><br><i>OK SAM</i><br>4-6-2020 |
|             |            |   | Thank you                            |  |

Please make checks payable to James J Cox Insurance Services  
Premium is due upon receipt.



GENERAL ACCOUNT  
 1960 ELGIN ST  
 OROVILLE, CA 95966-6613  
 (530) 533-2000

FIVE STAR BANK  
 WWW.FIVESTARBANK.COM  
 90-4303/1211

021492

3/17/2020

PAY TO THE ORDER OF Sauers Engineering Inc \$ **\*\*18,550.00**

Eighteen Thousand Five Hundred Fifty and 00/100\*\*\*\*\* DOLLARS

Sauers Engineering Inc  
 105 Providence Mine Rd. Ste 202  
 Nevada City, CA 95959

*[Signature]*  
 \_\_\_\_\_  
 AUTHORIZED SIGNATURE



MEMO

⑈021492⑈ ⑆12143037⑆ 007508778⑈

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

021492

| Sauers Engineering Inc |      |           |               |             | 3/17/2020    |           |
|------------------------|------|-----------|---------------|-------------|--------------|-----------|
| Date                   | Type | Reference | Original Amt. | Balance Due | Discount     | Payment   |
| 3/5/2020               | Bill | 12196     | 13,402.50     | 13,402.50   |              | 13,402.50 |
| 3/5/2020               | Bill | 12195     | 1,875.00      | 1,875.00    |              | 1,875.00  |
| 3/5/2020               | Bill | 12194     | 225.00        | 225.00      |              | 225.00    |
| 3/5/2020               | Bill | 12193     | 2,147.50      | 2,147.50    |              | 2,147.50  |
| 3/5/2020               | Bill | 12192     | 900.00        | 900.00      |              | 900.00    |
|                        |      |           |               |             | Check Amount | 18,550.00 |

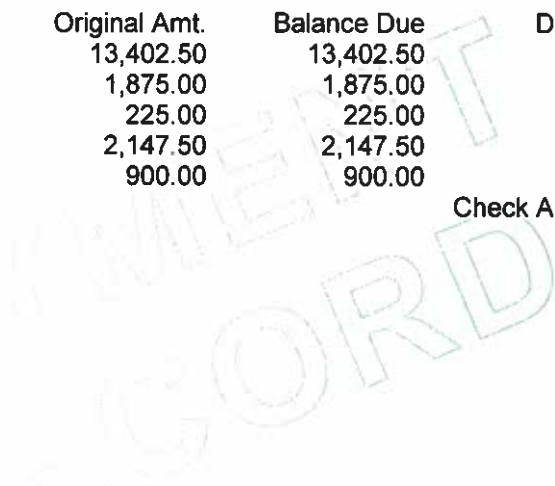
Five Star Bank - Gene 18,550.00

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

021492

| Sauers Engineering Inc |      |           |               |             | 3/17/2020    |           |
|------------------------|------|-----------|---------------|-------------|--------------|-----------|
| Date                   | Type | Reference | Original Amt. | Balance Due | Discount     | Payment   |
| 3/5/2020               | Bill | 12196     | 13,402.50     | 13,402.50   |              | 13,402.50 |
| 3/5/2020               | Bill | 12195     | 1,875.00      | 1,875.00    |              | 1,875.00  |
| 3/5/2020               | Bill | 12194     | 225.00        | 225.00      |              | 225.00    |
| 3/5/2020               | Bill | 12193     | 2,147.50      | 2,147.50    |              | 2,147.50  |
| 3/5/2020               | Bill | 12192     | 900.00        | 900.00      |              | 900.00    |
|                        |      |           |               |             | Check Amount | 18,550.00 |

Five Star Bank - Gene 18,550.00



9  
4  
0  
9





# INVOICE

Lake Oroville Area Public Utility District  
Accounts Payable  
1960 Elgin Street  
Oroville CA 95966

Date 03/05/20  
Invoice # 12196  
Job # 00-001-65

Job Description: Master Plan Update

*→ CAP ET*

FOR PROFESSIONAL SERVICES:

Progress Billing - March 2020

Total Invoice Amount \$13,402.50

RECEIVED  
MAR 11 2020

LAKE OROVILLE AREA  
PUBLIC UTILITY DISTRICT

*degan 3-12-20*

# Invoice Detail

Lake Oroville Area Public Utility District

Master Plan Update

00-001-65

| <u>Init.</u> | <u>Date</u> | <u>Description</u>                               | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|--------------|-------------|--|-------------|--------------|---------------|
| DDM          | 2/3/2020    | Prelim model setup.                              | \$150.00    | 2:00         | \$300.00      |
| DDM          | 2/4/2020    | Prelim model setup                               | \$150.00    | 2:00         | \$300.00      |
| DDM          | 2/5/2020    | Model/GIS integration                            | \$150.00    | 2:00         | \$300.00      |
| KM           | 2/3/2020    | Sewer system modeling                            | \$115.00    | 1:00         | \$115.00      |
| KM           | 2/4/2020    | Sewer system modeling. Database and shape files. | \$115.00    | 2:00         | \$230.00      |
| KM           | 2/5/2020    | Sewer system modeling. Database and shape files. | \$115.00    | 1:30         | \$172.50      |
| KM           | 2/6/2020    | Sewer system modeling. Database and shape files. | \$115.00    | 4:00         | \$460.00      |
| KM           | 2/7/2020    | Sewer system modeling. Database and shape files. | \$115.00    | 4:30         | \$517.50      |
| KM           | 2/10/2020   | Sewer modeling, setting up model                 | \$115.00    | 2:30         | \$287.50      |
| DDM          |             | Model research/strategy/data prep                | \$150.00    | 5:00         | \$750.00      |
| DDM          | 2/11/2020   | Model research/strategy/data prep                | \$150.00    | 4:00         | \$600.00      |
| KM           | 2/12/2020   | Sewer modeling, setting up model                 | \$115.00    | 3:00         | \$345.00      |
| KM           | 2/11/2020   | Sewer modeling, setting up model                 | \$115.00    | 2:00         | \$230.00      |
| KM           | 2/13/2020   | Sewer modeling                                   | \$115.00    | 3:00         | \$345.00      |
| KM           | 2/14/2020   | Sewer modeling                                   | \$115.00    | 2:00         | \$230.00      |
| KM           | 2/18/2020   | Sewer modeling                                   | \$115.00    | 3:00         | \$345.00      |
| KM           | 2/19/2020   | Sewer modeling                                   | \$115.00    | 4:00         | \$460.00      |
| DDM          | 2/24/2020   | Misc. model oversight                            | \$150.00    | 0:30         | \$75.00       |
| DDM          | 2/25/2020   | Model/GIS oversight.                             | \$150.00    | 0:30         | \$75.00       |
| DDM          | 2/27/2020   | Model creation                                   | \$150.00    | 7:00         | \$1,050.00    |
| KM           | 2/20/2020   | Sewer modeling                                   | \$115.00    | 3:00         | \$345.00      |

# Invoice Detail

Lake Oroville Area Public Utility District

Master Plan Update

00-001-65

| <u>Init.</u> | <u>Date</u> | <u>Description</u>                   | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|--------------|-------------|--------------------------------------|-------------|--------------|---------------|
| KM           | 2/21/2020   | Sewer modeling                       | \$115.00    | 2:00         | \$230.00      |
| KM           | 2/24/2020   | Sewer model                          | \$115.00    | 2:00         | \$230.00      |
| KM           | 2/25/2020   | Sewer model                          | \$115.00    | 4:30         | \$517.50      |
| KM           | 2/26/2020   | Sewer model                          | \$115.00    | 5:00         | \$575.00      |
| KM           | 2/27/2020   | Sewer model                          | \$115.00    | 5:30         | \$632.50      |
| KM           | 2/28/2020   | Sewer model                          | \$115.00    | 4:00         | \$460.00      |
| KSK          | 2/24/2020   | Sewer system model                   | \$150.00    | 2:00         | \$300.00      |
| KSK          | 2/25/2020   | Sewer system model                   | \$150.00    | 1:30         | \$225.00      |
| KSK          | 2/20/2020   | Sewer model                          | \$150.00    | 2:00         | \$300.00      |
| KSK          | 2/10/2020   | Sewer model                          | \$150.00    | 1:30         | \$225.00      |
| KSK          | 2/12/2020   | Sewer model                          | \$150.00    | 1:00         | \$150.00      |
| KSK          | 2/3/2020    | Master plan updates                  | \$150.00    | 2:00         | \$300.00      |
| KSK          | 2/4/2020    | Master plan updates                  | \$150.00    | 1:00         | \$150.00      |
| KSK          | 2/5/2020    | Sewer model                          | \$150.00    | 2:00         | \$300.00      |
| KSK          | 2/6/2020    | Master plan revisions                | \$150.00    | 4:00         | \$600.00      |
| KSK          | 2/7/2020    | Master plan updates                  | \$150.00    | 3:00         | \$450.00      |
| DDM          | 2/28/2020   | Model strategies and software review | \$150.00    | 1:30         | \$225.00      |
|              |             |                                      |             |              | 103.00        |
|              |             |                                      |             |              | \$13,402.50   |



# INVOICE

Lake Oroville Area Public Utility District  
Accounts Payable  
1960 Elgin Street  
Oroville CA 95966

Date 03/05/20  
Invoice # 12195  
Job # 00-001-64

Job Description: Sewer System Management Plan

*CAPER*

FOR PROFESSIONAL SERVICES:

Progress Billing - March 2020

*64100*

Total Invoice Amount \$1,875.00

RECEIVED  
MAR 11 2020

LAKE OROVILLE AREA  
PUBLIC UTILITY DISTRICT

*De Ann 3-10-20*

# Invoice Detail

Lake Oroville Area Public Utility District

Sewer System Management Plan

00-001-64

| <u>Init.</u> | <u>Date</u> | <u>Description</u> | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|--------------|-------------|--------------------|-------------|--------------|---------------|
| KSK          | 2/13/2020   | SSMP updates       | \$150.00    | 2:30         | \$375.00      |
| KSK          | 2/14/2020   | SSMP updates       | \$150.00    | 3:00         | \$450.00      |
| KSK          | 2/3/2020    | SSMP Updates       | \$150.00    | 2:30         | \$375.00      |
| KSK          | 2/4/2020    | SSMP revisions     | \$150.00    | 2:30         | \$375.00      |
| KSK          | 2/5/2020    | Plan updates       | \$150.00    | 2:00         | \$300.00      |
|              |             |                    |             | <hr/>        | <hr/>         |
|              |             |                    |             | 12.50        | \$1,875.00    |



# INVOICE

Lake Oroville Area Public Utility District  
Accounts Payable  
1960 Elgin Street  
Oroville CA 95966

Date 03/05/20  
Invoice # 12194  
Job # 00-001-62

Job Description: Ashlock Preliminary Lift Station Design

*→ TO ASHLOCK / GARDENWAYS*

FOR PROFESSIONAL SERVICES:

Progress Billing - March 2020

Total Invoice Amount \$225.00

*64100*

RECEIVED  
MAR 11 2020

LAKE OROVILLE AREA  
PUBLIC UTILITY DISTRICT

*dcsm  
3-12-20*

# Invoice Detail

Lake Oroville Area Public Utility District

Ashlock Preliminary Lift Station Design

00-001-62

| <u>Init.</u> | <u>Date</u> | <u>Description</u>         | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|--------------|-------------|----------------------------|-------------|--------------|---------------|
| KSK          | 2/10/2020   | Prep for Board Meeting     | \$150.00    | 1:00         | \$150.00      |
| KSK          | 2/11/2020   | Review developer documents | \$150.00    | 0:30         | \$75.00       |
|              |             |                            |             | <hr/>        | <hr/>         |
|              |             |                            |             | 1.50         | \$225.00      |



# INVOICE

Lake Oroville Area Public Utility District  
Accounts Payable  
1960 Elgin Street  
Oroville CA 95966

Date 03/05/20  
Invoice # 12193  
Job # 00-001-60

Job Description: GIS Mapping

---

FOR PROFESSIONAL SERVICES:

Progress Billing - March 2020

Total Invoice Amount \$2,147.50

64100

RECEIVED  
MAR 11 2020

LAKE OROVILLE AREA  
PUBLIC UTILITY DISTRICT

dc sam 3-12-20



# Invoice Detail

Lake Oroville Area Public Utility District

GIS Mapping

00-001-60

| <u>Init.</u> | <u>Date</u> | <u>Description</u>   | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|--------------|-------------|--|-------------|--------------|---------------|
| KM           | 2/3/2020    | GIS data entry and mapping   | \$115.00    | 2:30         | \$287.50      |
| KM           | 2/5/2020    | GIS data entry and mapping.  | \$115.00    | 1:30         | \$172.50      |
| KM           | 2/10/2020   | GIS data entry and mapping   | \$115.00    | 1:30         | \$172.50      |
| KM           | 2/12/2020   | GIS data entry and mapping and corrections.                        | \$115.00    | 1:00         | \$115.00      |
| KM           | 2/13/2020   | GIS data entry and mapping and corrections.                        | \$115.00    | 1:00         | \$115.00      |
| KM           | 2/19/2020   | GIS data entry and mapping. Corrections after discussion with Dan. | \$115.00    | 2:00         | \$230.00      |
| KM           | 2/21/2020   | GIS data entry and mapping   | \$115.00    | 1:00         | \$115.00      |
| KM           | 2/24/2020   | GIS data entry and mapping   | \$115.00    | 1:00         | \$115.00      |
| KSK          | 2/27/2020   | GIS Mapping  | \$150.00    | 1:00         | \$150.00      |
| KSK          | 2/19/2020   | GIS mapping, lateral issues  | \$150.00    | 2:00         | \$300.00      |
| KSK          | 2/21/2020   | GIS mapping  | \$150.00    | 1:00         | \$150.00      |
| KSK          | 2/10/2020   | GIS mapping  | \$150.00    | 1:30         | \$225.00      |
|              |             |  |             | <hr/>        | <hr/>         |
|              |             |  |             | 17.00        | \$2,147.50    |



# INVOICE

Lake Oroville Area Public Utility District  
Accounts Payable  
1960 Elgin Street  
Oroville CA 95966

Date 03/05/20  
Invoice # 12192  
Job # 00-001-00

Job Description: Ongoing Consulting Services

---

FOR PROFESSIONAL SERVICES:

Progress Billing - March 2020

Total Invoice Amount \$900.00

*641.00  
ongoing*

RECEIVED  
MAR 11 2020

LAKE OROVILLE AREA  
PUBLIC UTILITY DISTRICT

*dcsm 3-12-20*

# Invoice Detail

Lake Oroville Area Public Utility District

Ongoing Consulting Services

00-001-00

| <u>Init.</u> | <u>Date</u> | <u>Description</u>      | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|--------------|-------------|-------------------------|-------------|--------------|---------------|
| KSK          | 2/11/2020   | Board meeting, prep     | \$150.00    | 4:30         | \$675.00      |
| KSK          | 2/4/2020    | Hart mainline extension | \$150.00    | 1:30         | \$225.00      |
|              |             |                         |             | <hr/>        | <hr/>         |
|              |             |                         |             | 6.00         | \$900.00      |



## Manager's Report

**To:** Board of Directors  
**From:** Scott McCutcheon, General Manager  
**Date:** April 14, 2020  
**RE:** Item No. 9 –COVID-19-Update

COVID-19 continues to affect all of our lives, as well as District operations. Manager McCutcheon will update the Board on current and anticipated affects.

*Recommended Action: None*



## Manager's Report

**To:** Board of Directors  
**From:** Scott McCutcheon, General Manager  
**Date:** April 14, 2020  
**RE:** Item No. 10– SC-OR Commissioner's Report

Included in your packet is the March 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 March 25, 2020 at 5:00 p.m.)

## **1. Call to Order ❖**

Chairman Fairbanks called the meeting to order at 5:00 p.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 were Manager Scott Koch and SC-OR Attorney Desiree Vance.

## **3. Salute to the Flag ❖**

Commissioner Latulippe 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 26, 2020 and the special meeting of March 16, 2020 ❖**

Upon motion by Vice-Chairman Hatley to approve the minutes of the meetings, and second by Commissioner Kuehner, the minutes of the February 26, 2020 regular meeting and the March 16, 2020 special meeting were unanimously approved.

## **6. Employee Safety Meeting Minutes of March 13, 2020 ❖**

Upon motion by Commissioner Kuehner to approve the employee safety meeting of March 13, 2020, and seconded by Vice-Chairman Hatley, the minutes of the meeting were unanimously approved.

## **7. Authorization of Warrants ❖**

Commissioner Kuehner met with Manager Koch and checked the warrants earlier, and having found everything to be in order made a motion for their approval. The motion was seconded by Vice-Chairman Hatley. Warrants 26011-26058 in the total amount of \$340,578.68 from February 27 to March 25, 2020, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

## **8. Fiscal Reports ❖**

Manager Koch stated the fiscal reports for February 2020 were in the packets for review. There were no questions and nothing further to report.

## **9. Orchard Crest Capacity Study Transfer of Ownership ❖**

Manager Koch stated that FEMA had a plan to move temporary trailers into the Orchard Crest Subdivision after the Camp Fire incident. They had a capacity study done through MLU for 140 units, and then FEMA decided they didn't need that property. They had not entered into a mitigation agreement, which technically makes the capacity study null and void. Orchard Crest wishes to build, and they need to know if we have capacity. They only wish to build around 90 units, and since the capacity study has already been done and Manager Koch sees no reason to do another, he would like to transfer the name on the capacity agreement from MLU to Orchard Crest so they can move forward.

It was the consensus of the Commissioners to allow the capacity agreement done by MLU to be transferred to Orchard Crest, and once they enter into a mitigation agreement it will be brought back for acceptance by the Commission.

## **10. All Metals Capacity Agreement and Capacity Impact Study ❖**

Manager Koch reported that All Metals has expressed interest in connecting to the sewer system when LOAPUD has a pump station built at the corner of Lincoln and Ophir. In order for them to do that, LOAPUD and SC-OR have to acknowledge that each of us has the sewer capacity to serve them. Resolution 03-10 states that any project within the service area of 20 EDU's or more requires a capacity impact study be done. Then it addresses parcels that are annexed but does not indicate a number of EDU's for those annexed parcels to require a capacity impact study to be done. The assumption is any EDU would require a capacity impact study. All Metals has three EDU's to connect to the system. Manager Koch does not feel they should be required to do a capacity impact study to connect because we can accommodate three EDU's. He would like to amend the resolution to put a number of EDU's that annexation of property would trigger a need for a capacity impact study. The Chairman asked how many EDU's Manager Koch would suggest to protect SC-OR. Manager Koch stated that he would stay with 20 EDU's because we haven't seen the growth that was project in 2008, and if we do see that kind of growth the plant modification should cover it.

A motion was made by Commissioner Pittman to authorize the Manager to amend Resolution 03-10 to change the wording to add a number of 20 EDU's as the trigger point for a capacity impact study requirement for connection to the sewer system pre-annexation. The motion was seconded by Vice-Chairman Hatley, and passed by the following votes: Reynolds – Aye, Fairbanks – Aye, Hatley – Aye.

Manager Koch was directed to send a letter to All Metals stating SC-OR has the capacity for them to connect to the sewer system without requiring a capacity impact study, and to enter into a mitigation agreement.

## **11. Amendment to the Scope of Work of Task Order #34, Wastewater Treatment Plant Upgrade Final Design ❖**

Manager Koch stated that he had visited several treatment plants to view their UV processes, and it was clear that flow equalization is a primary key to maintaining a consistent flow through the UV system, giving it time to ramp up and down to maintain the water quality needed that is crucial to the operations. At the beginning of our upgrade design, and because our water is pumped from the contact basin through the filter system it maintains an equal flow because of the pumps, the engineers did not understand the need for equalization. Manager Koch has explained to them that because of the increase in flow and the speed it comes in during the rainy season, equalization is necessary. The engineers now agree, but it will add an additional \$32,000 to the project design.

A motion was made by Vice-Chairman Hatley to approve the amendment to the scope of work of task order #34 for an additional cost not to exceed \$32,000 for flow equalization. The motion was seconded by Commissioner Kuehner, and passed by the following votes: Reynolds – Aye, Fairbanks – Aye, Hatley – Aye.

## **12. Compensation Review – Advisory Committee Report ❖**

The City of Oroville Advisory Committee had directed Attorney Vance to get proposals on performing a class study for the SC-OR manager and an assistant manager position, along with a compensation study for all plant positions. Attorney Vance said she had only received one proposal at packet time from Bryce Consulting, but has since received two more from the four firms that she contacted, with one more promised. The prices range greatly, with Bryce Consulting being the cheapest, and the most expensive being around \$13,000.

A motion was made by Commissioner Reynolds to accept the proposal by Bryce consulting for a classification and compensation study, seconded by Vice-Chairman Hatley, and passed by the following votes: Reynolds – Aye, Fairbanks – Aye, Hatley – Aye.

Attorney Vance was directed to send a letter to SC-OR employees so they understand what is going on. She was also directed to contact Bryce Consulting regarding acceptance of their proposal.

## **13. Attorney's Report ❖**

Attorney Vance reported that all is running smoothly at the plant.



#### **14. Manager's Report ❖**

Manager Koch said that we are taking every precaution during this virus issue at SC-OR, and are keeping the gate closed to all public. A sign is posted on the front gate advising septic drivers and delivery drivers to call the office and an operator will let them in or take their delivery so we minimize interaction. The crew is already somewhat split up, and we are keeping our distance from one another as much as possible. Sick employees were advised to stay home; disinfection of counters and door knobs/handles is done daily.

#### **15. Visitor Comments ❖**

None

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

Vice-Chairman Hatley asked if we have had any issues with wipes and rags coming through and clogging the system. Manager Koch said that we have had some issues, and we have been cleaning the pumps at the Ruddy Creek pump station more often, on Fridays and Mondays. We don't have an issue at the Feather River Pump Station because anything coming in first goes through a grinder. At the plant we have been collecting a lot more garbage, but we haven't had the plug-ups that other plants have seen.

Vice-Chairman Hatley also asked about the increase on our property and liability insurance and if we need the coverage we are carrying. Manager Koch said we did need that amount of coverage, and said that though this is a large jump, SDRMA had not raised rates for several years. He also said that

Commissioner Pittman asked if Manager Koch knew what was going on at the Highway 70-man camp. Manager Koch said they had contacted him asking to bring in 15-25 thousand gallons of water into us within the next couple of months. They said it was going to be produced by either a homeless shelter, a rehabilitation shelter, or construction workers to remove trees. His concern is that in the last annual sampling we had an issue with the toxicity test; the only change to our system was the water they brought in. He told them that if we do accept water from them, we will require that the holding tank and both trucks they haul the water in be tested for toxicity. Our priority is our facility.

#### **17. Adjournment ❖**

There being no further business, the meeting was adjourned at 5:57 p.m. to the regular meeting scheduled on April 22, 2020 at 5:00 p.m.

Respectfully submitted,



SCOTT J. KOCH, CLERK



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** April 14, 2020

**RE:** Item No. 11 – BCSDA Representatives' and LAFCo Report

### BCSDA

No Report

### LAFCo

The Butte LAFCO agenda for the April 2, 2020 regular meeting is attached for general information purposes.

Attachment Included

---

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: **Butte County Board of Supervisors Chambers,  
25 County Center Drive, Oroville, California**  
Date/Time: **Thursday, April 2, 2020 - 9:00 a.m.**

**AGENDA**

ALL ITEMS ARE OPEN FOR PUBLIC COMMENT

**SPECIAL NOTICE**

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Butte LAFCo will be closing the April 2, 2020 LAFCo meeting to members of the public and nonessential staff. Additionally, members of the Commission are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present. **Comments from the public on the agenda items will be accepted via email ([slucas@buttecounty.net](mailto:slucas@buttecounty.net)) or phone (530-538-7784) and conveyed to the Commission for consideration.** All meetings conducted under these circumstances will be audio recorded and placed on the LAFCo website ([www.buttelafco.org](http://www.buttelafco.org)) for public access and accountability.

**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.**

**1. CALL TO ORDER**

**1.1 Roll Call**

**2. CONSENT AGENDA**

**2.1 Approval of the Minutes of March 5, 2020.**

**2.2 Contract Renewal – Executive Officer**

The Commission conducted a personnel evaluation of the Executive Officer and approved a five year extension of the employment agreement to June 30, 2025. **ACTION REQUESTED:** Approve extension of employment agreement and authorize Chair to sign.

**3. NOTICED PUBLIC HEARINGS**

**3.1 Review and Consideration of Proposed Budget for Fiscal Year 2020/21**

The Budget Committee will present its recommendations and the Proposed Budget for FY 2020/21. **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 7, 2020 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 - None

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 7, 2020** 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 14, 2020

**RE:** Item No. 12 – 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 \$17,350.62 over the last quarter. There will be two substantial transactions made in April that will affect the District's cash balance.

1. Liability Insurance payment of \$41,264.00 will be made to Cox Insurance Services.
2. The District is scheduled to receive approximately \$65,000 in tax revenue from Butte County. Property taxes are paid in April, so we may not receive payment until May 2020.

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, 2020

| Bank                     | Beginning Balance<br>January 1, 2020 | Ending Balance<br>March 31, 2020 | Difference          | Maturity | Interest<br>Rate |
|--------------------------|--------------------------------------|----------------------------------|---------------------|----------|------------------|
| Five Star General        | \$ 72,902.36                         | \$ 125,822.22                    | \$ 52,919.86        | CKG      | 0.00%            |
| Five Star USDA           | \$ 119,285.48                        | \$ 66,617.03                     | \$ (52,668.45)      | CKG      | 0.00%            |
| Five Star MM             | \$ 250,295.21                        | \$ 251,577.12                    | \$ 1,281.91         | IF       | 1.89%            |
| LAIF                     | \$ 2,646,313.78                      | \$ 2,662,131.08                  | \$ 15,817.30        | IF       | 1.89%            |
| LAIF Series A Bond Res   | \$ 107,048.00                        | \$ 107,048.00                    | \$ -                | IF       | 1.89%            |
| <b>Total Investments</b> | <b>\$ 3,195,844.83</b>               | <b>\$ 3,213,195.45</b>           | <b>\$ 17,350.62</b> |          |                  |

## Cash Flow Analysis

| INCOME                              | Jan-20            | Feb-20             | Mar-20              |
|-------------------------------------|-------------------|--------------------|---------------------|
| <b>Operating Income</b>             |                   |                    |                     |
| Income - Operating                  | 591,563           | 91,908             | 30,175              |
|                                     |                   |                    |                     |
|                                     |                   |                    |                     |
| <b>Total Operating Income</b>       | <b>\$ 591,563</b> | <b>\$ 91,908</b>   | <b>\$ 30,175</b>    |
| <b>Non-Operating Income</b>         |                   |                    |                     |
| Income - El Medio Fuel              | 461               | 525                | 374                 |
| Income - Capacity Charge            | -                 | -                  |                     |
| Income - RFC                        | -                 | -                  |                     |
| Income - Property Taxes             | 232,718           | -                  | -                   |
| <b>Total Non-Operating Income</b>   | <b>\$ 233,179</b> | <b>\$ 525</b>      | <b>\$ 374</b>       |
| <hr/>                               |                   |                    |                     |
| <b>TOTAL INCOME</b>                 | <b>\$ 824,742</b> | <b>\$ 92,433</b>   | <b>\$ 30,549</b>    |
| <hr/>                               |                   |                    |                     |
| <b>EXPENSES</b>                     |                   |                    |                     |
| <b>Operating Expenses</b>           |                   |                    |                     |
| Expense                             | 107,220           | 120,974            | 113,850             |
|                                     |                   |                    |                     |
|                                     |                   |                    |                     |
| <b>Total Operating Expenses</b>     | <b>\$ 107,220</b> | <b>\$ 120,974</b>  | <b>\$ 113,850</b>   |
| <b>Non-Operating Expense</b>        |                   |                    |                     |
| Expense - SC-OR pass through        |                   | -                  | 256,156             |
| Expense - SC-OR RFC pass through    | 6,638             |                    |                     |
| Expense - Camera Van                | 298,551           | -                  | -                   |
| Expense - Push Camera               | 14,289            |                    |                     |
|                                     |                   |                    |                     |
| <b>Total Non-Recurring Expenses</b> | <b>\$ 319,478</b> | <b>\$ -</b>        | <b>\$ 256,156</b>   |
| <hr/>                               |                   |                    |                     |
| <b>TOTAL EXPENSES</b>               | <b>\$ 426,698</b> | <b>\$ 120,974</b>  | <b>\$ 370,006</b>   |
| <hr/>                               |                   |                    |                     |
| <b>NET INCOME</b>                   | <b>\$ 398,044</b> | <b>\$ (28,541)</b> | <b>\$ (339,456)</b> |

**SUMMARY OF CASH FLOW**

**\$ 30,046**



## **Manager's Report**

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** April 14, 2020

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

### **13.1 Field Operations Supervisor Report**

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

Attachment Included

### **13.2 Personnel Committee Meetings**

### **13.3 Budget Committee Meetings**



# **FIELD OPERATIONS ACTIVITY REPORT**

## **APRIL 2020**

### **Safety Meetings and Compliance**

- Proper use of stairways and ladders
- Refilled First aid kits
- Multiple safety meetings regarding COVID 19

### **Covid 19 Preparedness for field staff**

- Alternated work schedules for field staff
- Designated each employee their own vehicle
- Issued all field staff new additional PPE's
- Separated employee desks giving them proper clearance
- Ordered extra PPE's to prepare for shortage

### **General meetings**

- Conference call with Trimble support regarding GIS unit
- Met with SFW&P-Customer said they damaged his sewer line-They dug up and checked-Owner replaced entire line

### **I & I Related Work**

- Replaced broken lid at 3895 Lower Wyandotte

### **New Permits and Connections, Estimates, Inquiries or Termination**

- New modular at 4985 V-E
- Upper lateral replaced at 5576 Farley
- Lower lateral replaced at 5493 Farley
- Fixture count at All Metals
- 2-New homes started on Morrel Circle

### **Mooretown Gas Station Expansion**

- Complete

### **Lines Cleaned**

- 270' L.F. Cleaned with Jet Rodder

### **Lateral Launch CCTV Work**

- 2,288' L.F. Televised (Lateral launch assessment)

### **GIS Work**

- Collect data in various locations for Engineer, Carriage Manor, Kelly Ridge, Southside

### **PSPS Related**

- Exploring in house installation

### **General Maintenance**

- Replace oil pump and fix oil leak
- Service Jetrodder
- Service F-150-New plugs and fuel injectors
- Replaced wax toilet ring in office
- Replaced Explorers wheel bearings and serviced
- Disassembled old camera van and converted it to a GIS vehicle
- Worked on budget items

### **Field Maintenance, Repairs and Misc.**

- Tesco EMASS
- Cleaned pump stations
- Pump grease off the top of wet wells at L-2, L-1, Hanging Tree and Vista Del Cerro
- Fixture count at Gold Country Casino-Remodel
- Weedeat and spray LOAPUD's lots
- Pulled pump at L-3 to inspect

### **Callouts Primary- 6 (0 Last Month)**

- 3-Lateral plugged-Non District problem
- 1-Water leak at 29 Rocky Bar-Non district problem
- 1-Small SSO reported on Mt Ratchel approximately 25gals on customer's carpet. This was caused directly from baby wipes getting flushed down the lines
- 1-Power failure-All of Kelly Ridge

### **V.V. Callouts and Tanks That Needed Serviced- 8 (10 Last Month)**

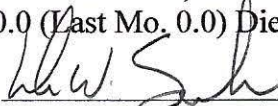
- 6-Tanks cleaned, flushed and/or pumped
- 1-Sticky motor starter-Sprayed with contact cleaner
- 1-Tank not draining-Cleaned check valve

Gas Consumption: 201.8 (Last Mo. 129.6)

Diesel Consumption: 334.4 (Last Mo. 374.2)

LOAPUD Gas: 201.8 (Last Mo. 129.6) Diesel: 169.7 (Last Mo. 225.2)

El Medio Fire Dept. Gas: 0.0 (Last Mo. 0.0) Diesel: 164.7 (Last Mo. 149.0)

  
Field Operations Supervisor  
Dan W. Sanders