



## Manager's Report

**To:** Board of Directors  
**From:** Scott McCutcheon, General Manager  
**Date:** May 12, 2020  
**RE:** Item No. 4 – Consent Agenda

Item No. 4.1 **Board Meeting Minutes** - Minutes from the April 14, 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 April 2020 is ready for review and comment.

Attachment Included

Item No. 4.3 **Payment of Warrants** - The pending April 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  
APRIL 14, 2020**

**CALL TO ORDER**

President Kuehner called the meeting to order at 2:06 P.M. Directors present were Fairbanks, Kiely, Mastelotto and Sharman. Manager McCutcheon, Field Operations Supervisor Sanders, District Engineer Knibb, Accounts Payable Clerk Hamblin and Clerk of the Board Quigley represented the District.

**SALUTE TO THE FLAG**

Director Sharman led 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 March 10, 2020 and the minutes of the Special Board Meeting of March 25, 2020, the Financial Report and Warrant List for month ending March 31, 2020. After discussion, it was moved by Director Fairbanks and seconded by Director Kiely 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.

**RIVER RANCH (FORMERLY GARDEN OAKS) – PROJECT UPDATE**

General Manager McCutcheon updated the Board on the status of the project. No Action was taken.

**REVIEW SAUERS ENGINEERING PROPOSAL FOR LIFT STATION DESIGN**

General Manager McCutcheon and District Engineer Knibb presented the Board with the proposal for the design of the lift station for the River Ranch Project. After discussion, it was moved by Director Kuehner and seconded by Director Mastelotto to accept the Proposal for Engineering Services from Sauers Engineering as presented. The motion passed with the following roll call vote,

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

**AMENDMENT TO BOARD POLICY NO. 3030 – “EXPENSE AUTHORIZATION”**

General Manager McCutcheon presented the Board with the amendment to Board Policy No. 3030 allowing only one signature for expenditure in excess of \$5,000 during times of a state or local emergency. After discussion no action was taken.

**COVID -19 – UPDATE**

General Manager McCutcheon and Field Operations Supervisor Sanders updated the Board on the procedures and operations during the ongoing COVID-19 crisis.

**SC-OR COMMISSIONERS’ REPORT**

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

**BCSDA REPRESENTATIVE & LAFCO COMMISSIONER REPORTS**

No Discussion

**QUARTERLY INVESTMENT SCHEDULE AND CASH FLOW ANALYSIS**

General Manager McCutcheon presented the board with the 3<sup>rd</sup> Quarter District Investment Schedule and Cash Flow Analysis. No comments or action taken.

**BOARD MEMBERS AND STAFF COMMENTS**

Field Operations Supervisor Sanders updated the Board on the Field Operations Activity Report for April 2020.

**ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned 3:09 P. M.

Respectfully submitted,

Cindy Quigley,  
Clerk of the Board

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

	Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
41100 · Sewer Service Charge	120,381.14	120,497.00	1,203,387.59	1,204,970.00	1,445,964.00
41150 · Pumping Charge	10,462.00	10,462.00	106,524.59	104,620.00	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	0.00	0.00	2,384.00	0.00	0.00
41300 · Connection Fee	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 Income</b>	<b>130,843.14</b>	<b>130,959.00</b>	<b>1,338,870.07</b>	<b>1,334,340.00</b>	<b>1,616,508.00</b>
<b>Gross Profit</b>	<b>130,843.14</b>	<b>130,959.00</b>	<b>1,338,870.07</b>	<b>1,334,340.00</b>	<b>1,616,508.00</b>
<b>Expense</b>					
60000 · Office Salaries & Wages	25,705.43	22,652.00	226,638.07	229,468.00	274,718.00
61000 · Field Salaries & Wages	26,806.14	27,653.00	258,126.62	280,884.00	335,487.00
62000 · Office Emp Benefits	20,000.20	17,329.00	178,731.53	177,131.00	211,706.00
63000 · Field Emp Benefits	13,269.08	16,140.00	132,688.29	183,558.00	215,569.00
64000 · Professional Services	22,888.50	7,400.00	92,804.64	95,700.00	153,500.00
65000 · Utilities	6,369.44	7,645.00	47,497.77	76,450.00	91,740.00
66000 · Services & Supplies	1,450.91	4,450.00	48,039.03	85,770.00	103,920.00
67000 · Training/Membership/Fees	73.06	5,683.00	27,440.15	58,745.00	63,311.00
68000 · Operations and Maintenance	3,519.64	3,215.00	44,000.13	102,960.00	109,390.00
69000 · Fuel, Oil, Grease & Auto	60.53	4,786.00	27,386.64	48,860.00	58,432.00
<b>Total Expense</b>	<b>120,142.93</b>	<b>116,953.00</b>	<b>1,083,352.87</b>	<b>1,339,526.00</b>	<b>1,617,773.00</b>
<b>Net Ordinary Income</b>	<b>10,700.21</b>	<b>14,006.00</b>	<b>255,517.20</b>	<b>-5,186.00</b>	<b>-1,265.00</b>
<b>Other Income/Expense</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	-128.00	0.00	36,010.82	0.00	0.00
70200 · Interest	0.00	0.00	48,983.06	14,534.00	19,386.00
70250 · RD Surcharge	30,120.60	30,150.00	301,634.50	301,500.00	361,800.00
70300 · Other Income	458.90	0.00	16,383.49	0.00	0.00
70349 · Taxes (Parent Account for Taxes Receiv	746.86	0.00	182,555.18	135,080.00	245,600.00
75000 · Special Income	0.00	0.00	0.00	0.00	0.00
75100 · Gain/Loss Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>31,198.36</b>	<b>30,150.00</b>	<b>619,006.05</b>	<b>451,114.00</b>	<b>626,786.00</b>

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

	Apr 20	Budget	Jul '19 - Apr 20	YTD Budget	Annual Budget
<b>Other Expense</b>					
80100 · Capitalized Expenditure	0.00	5,475.00	405,457.92	178,855.00	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>	<b>0.00</b>	<b>5,475.00</b>	<b>569,069.17</b>	<b>363,361.00</b>	<b>374,311.00</b>
<b>Net Non Operating Revenue/Expense</b>	<b>31,198.36</b>	<b>24,675.00</b>	<b>49,936.88</b>	<b>87,753.00</b>	<b>252,475.00</b>
<b>Net Cash Flow</b>	<b>41,898.57</b>	<b>38,681.00</b>	<b>305,454.08</b>	<b>82,567.00</b>	<b>251,210.00</b>
64400 · Depreciation	\$ 45,888.00	\$ 45,888.00	\$ 458,880.00	\$ 458,880.00	\$ 550,656.00
<b>Change in Net Assets</b>	<b>-3,989.43</b>	<b>-7,207.00</b>	<b>-153,425.92</b>	<b>-376,313.00</b>	<b>-299,446.00</b>

# Claims & Warrants

May 12, 2020 General Fund		Five Star Bank				
Warrant No.	Vendor	Description			Amount	
21551	BRODERSON, ROBERT L.	P.P.E. 04/15/2020	\$2,001.12	Gross	\$1,348.14	
21552	KAHALEKULU, DARIN K	P.P.E. 04/15/2020	\$2,552.34	Gross	\$1,709.95	
21553	MCCAULEY, KANA	P.P.E. 04/15/2020	\$2,076.80	Gross	\$1,373.00	
21554	TOMLINSON, LEVI M	P.P.E. 04/15/2020	\$2,609.64	Gross	\$1,869.86	
21555	VOID					
21556	Rocio Ugalde	Customer refund			\$12.42	
21557	Better Deal Exchange	Repairs & Maintenance			\$183.71	
21558	Blue Shield	Health Insurance			\$10,558.49	
21559	CA Surveying & Drafting	Repairs & Maintenance			\$111.12	
21560	Connection	Office expense			\$655.26	
21561	Minasian Meith	March services			\$2,065.54	
21562	Sauers Engineering	March services			\$19,113.75	
21563	Streamline	3/17-4/17			\$200.00	
21564	Umpqua	Repairs & Maintenance			\$1,087.48	
21565	Vista Net	Office expense			\$2,208.97	
21566	VOID					
21567	AT & T	Utilities			\$679.26	
21568	Better Deal Exchange	Repairs & Maintenance			\$40.77	
21569	CA Water	Utilities			\$38.08	
21570	PayGov	March fees			\$73.06	
21571	South Feather Water & Power	Utilities			\$96.66	
21572	Verizon	Utilities			\$418.10	
21573	Xerox	2/29 to 3/30 services			\$176.06	
21574	Mendes	Office expense			\$80.79	
21575	Answerline	3/15- 4/15 services			\$307.15	
21576	VOID					
21577	Alhambra	Office expense			\$58.39	
21578	Better Deal Exchange	Repairs & Maintenance			\$9.49	
21579	VOID					
21580	Kahalekulu, Darin K	P.P.E. 04/15/2020	\$2,552.33	Gross	\$1,709.84	
21581	McCauley, Kana	P.P.E. 04/15/2020	\$2,076.80	Gross	\$1,373.00	
21582	Tomlinson, Levi M	P.P.E. 04/15/2020	\$2,609.64	Gross	\$1,869.84	
21583	Kiely, Jack	P.P.E. 04/15/2020	\$400.00	Gross	\$285.40	
21584	Sharman, William	P.P.E. 04/15/2020	\$400.00	Gross	\$365.40	
21585	H S A Bank	Health Insurance			\$1,041.65	
21586	Patelco Credit Union	Health Insurance			\$1,249.98	
21587	Comcast	4/26-5/25/2020 serv			\$351.24	
21588	Comer's	Office expense			\$349.38	
21589	Humana	Dental Insurance			\$942.73	
21590	Northern CA Glove	Safety supplies			\$165.27	
21591	Quadient Leasing	Postage Meter Lease			\$344.31	
21592	Riebes	Repairs & Maintenance			\$60.53	
21593	South Feather Water & Power	Utilities			\$33.11	
21594	P G & E	Utilities			\$4,694.57	
21595	MJB Welding	Repairs & Maintenance			\$3.26	
Subtotal					\$59,315.01	

# Claims & Warrants

May 12, 2020

General Fund

Warrant No.

DD1001	HAMBLIN, KELLY	P.P.E. 4/15/2020	\$1,946.53	GROSS	\$1,274.87
DD1002	MC CUTCHEON, SCOTT	P.P.E. 4/15/2020	\$3,898.46	GROSS	\$2,307.99
DD1003	QUIGLEY, CINDY	P.P.E. 4/15/2020	\$2,855.67	GROSS	\$1,756.05
DD1004	RACKLEY, ANN	P.P.E. 4/15/2020	\$599.72	GROSS	\$516.79
DD1005	SANDERS, DAN	P.P.E. 4/15/2020	\$3,605.34	GROSS	\$2,328.39
DD1006	SMITH, DAN	P.P.E. 4/15/2020	\$3,154.29	GROSS	\$2,205.65
DD1007	HAMBLIN, KELLY	P.P.E. 4/30/2020	\$1,946.53	GROSS	\$1,274.87
DD1008	MC CUTCHEON, SCOTT	P.P.E. 4/30/2020	\$3,898.46	GROSS	\$2,308.00
DD1009	QUIGLEY, CINDY	P.P.E. 4/30/2020	\$2,855.67	GROSS	\$1,756.05
DD1010	RACKLEY, ANN	P.P.E. 4/30/2020	\$599.72	GROSS	\$516.79
DD1011	SANDERS, DAN	P.P.E. 4/30/2020	\$3,605.33	GROSS	\$2,328.39
DD1012	SMITH, DAN	P.P.E. 4/30/2020	\$3,066.06	GROSS	\$2,146.64
DD	ROBERT BRODERSON	P.P.E. 4/30/2020	\$2,001.12	GROSS	\$1,348.12
DD1013	FAIRBANKS, DEE	P.P.E. 4/30/2020	\$400.00	GROSS	\$365.40
DD1014	KUEHNER, LARRY	P.P.E. 4/30/2020	\$400.00	GROSS	\$365.40
DD1015	MASTELOTTO, ANGELA	P.P.E. 4/30/2020	\$400.00	GROSS	\$365.40

1001544085	CA Public Employers' Retirement System	Classic	\$1,993.11
1001544083	CA Public Employers' Retirement System	Pepra	\$2,007.04
1001552762	CA Public Employers' Retirement System	Classic	\$1,993.10
1001552756	CA Public Employers' Retirement System	Pepra	\$2,007.04
1001544078	CA Public Employers' Retirement System	Unfunded Liability Classic	\$10,421.89
1001544089	CA Public Employers' Retirement System	Unfunded Liability Pepra	\$77.15
1001544087	CalPERS 457		\$1,670.49
1001552764	CalPERS 457		\$1,666.95
0206236704	EDD	State P/R Taxes	\$1,132.29
2002440736	EDD	State P/R Taxes	\$1,165.27
71729730	US Treasury	Federal P/R Taxes	\$5,939.20
01912937	US Treasury	Federal P/R Taxes	\$6,300.78

Subtotal \$59,539.11

# Claims & Warrants

May 12, 2020  
General Fund  
Warrant No.

GENERAL CHECKING ACCT FSB

\$118,854.12

THE ABOVE CLAIMS AND WARRANTS WERE APPROVED AT A REGULAR MEETING OF  
THE LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT HELD ON MAY 12, 2020

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DIRECTOR





## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

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



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 6 – Director John J. 'Jack' Kiely Resignation

Director Kiely has submitted his resignation dated today. The Board will now review and accept Director Kiely's resignation and direct staff to begin the process of filling Director Kiely's seat by appointment.

### Attachment Included

*Recommended Action:* Review and accept Director Kiely's resignation from the Lake Oroville Area Public Utility District effective May 12, 2020, and direct staff to fill Director Kiely's seat by appointment



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 7 – Resolution No. 02-2020 Resolution of Appreciation in Recognition of Service of Director John J. 'Jack' Kiely

A resolution of appreciation has been prepared for Director Kiely in recognition of his 23 years of service to the Lake Oroville Area Public Utility District.

### Attachment Included

*Recommended Action:* Adopt Resolution No. 02-2020 'Resolution of Appreciation in Recognition of Service of Director John J. 'Jack' Kiely

**Finish Resolution with Roll Call**

**RESOLUTION NO. 02-2020**  
**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT**

**RESOLUTION OF APPRECIATION OF 23 YEARS OF SERVICE**  
**DIRECTOR JOHN J. "JACK" KIELY**

**WHEREAS**, Jack Kiely served on the Board of Directors of the Lake Oroville Area Public Utility District from May 1997 through May 2020, and

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

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

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

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

**PASSED AND ADOPTED** this 12th day of May, 2020 at Oroville, California, after being moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

By \_\_\_\_\_  
Larry E. Kuehner, Vice-President

ATTEST:

\_\_\_\_\_  
Cindy Quigley, Clerk of the Board



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 8 – Adoption of Resolution No. 03-2020 Appropriations Limit for the 2020/2021 Fiscal Year

Each year, special districts must establish an annual Appropriations Limit. We are required to calculate the District's appropriations limit and present the calculation as part of our annual audit. This year's appropriations limit is calculated at \$922,841.22. per state mandated percentages for Butte County.

### Attachment Included

*Recommended Action:* Adopt Resolution No. 03-2020 setting the Fiscal Year 2020/2021 Appropriations Limit at \$922,841.22.

**Finish Resolution with Roll Call**

**RESOLUTION NO. 03-2020**  
**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT**

**ADOPTING APPROPRIATIONS LIMIT FOR THE**  
**2020/2021 FISCAL YEAR**

**WHEREAS**, in accordance with the provisions of Article XIII B of the California Constitution, certain public agencies of the State of California are required to annually adopt an appropriations limit specifying the limits of expenditures for appropriation of taxes for the then current year; and,

**WHEREAS**, said appropriation limit is based on data and information provided by the State of California, Office of the Controller, related to population and economic growth within the area served by this special district; and,

**WHEREAS**, the appropriation limitation for the 2020/2021 fiscal year was determined by utilizing the change in California Per Capita Income for the 2020/2021 fiscal year and the percentage of population change within Butte County as projected by the State of California, Department of Finance estimates as of January 1, 2020.

**WHEREAS**, Lake Oroville Area Public Utility District has received the foregoing data and information and has, from said information, prepared and calculated its appropriations limit for the 2018/2019 fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Lake Oroville Area Public Utility District that the appropriation limit of Lake Oroville Area Public Utility District for the 2020/2021 fiscal year shall be \$922,841.22 said limit to be the limit on expenditure of tax proceeds of Lake Oroville Area Public Utility District.

**PASSED AND ADOPTED** this 12th day of May 2020 at Oroville, California, after being moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

By \_\_\_\_\_  
Larry E. Kuehner, President

ATTEST:

\_\_\_\_\_  
Cindy Quigley, Secretary



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 9 – Resolution No. 04-2020 Kelly Ridge Estates Maintenance & Operations Charge to Tax Rolls and Delinquent Sewer Service Accounts to Tax Roll

This Resolution authorizes District staff to submit and collect unpaid charges on an annual assessment for the Kelly Ridge Estates Subdivision operation and maintenance, and delinquent sewer service account balances to the Butte County Auditor-Controller's office as a direct assessment to be placed on the Butte County 2020/2021 tax roll.

### Attachment Included

*Recommended Action:* Adopt Resolution No. 04-2020 authorizing submittal of Kelly Ridge Estates operation and maintenance charges, and delinquent sewer service account balances as direct assessments on the Butte County 2020/2021 tax roll.

**Finish Resolution with Roll Call**



**RESOLUTION NO. 04-2020**  
**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT**

**AUTHORIZING SUBMITTING KELLY RIDGE ESTATES  
MAINTENANCE/OPERATIONS CHARGE  
AS DIRECT ASSESSMENTS ON THE BUTTE COUNTY 2020/2021 TAX ROLL  
AND AUTHORIZING SUBMITTING DELINQUENT SERVICE ACCOUNTS  
AS DIRECT ASSESSMENTS ON THE BUTTE COUNTY 2020/2021 TAX ROLL**

WHEREAS, Lake Oroville Area Public Utility District, formerly North Burbank Public Utility District, entered into an agreement with Southern California Financial Corporation, developer of Kelly Ridge Estates Subdivision, on August 10, 1973, wherein said developer agreed to pay a per lot annual maintenance and operation charge for all lots to be developed within said subdivision;

WHEREAS, said agreement provides that the Lake Oroville Area Public Utility District may place the charge on the county tax statement as part of the Lake Oroville Area Public Utility District or County assessment;

WHEREAS, said agreement is recorded in the office of the Butte County Recorder in Book 1862 at Page 445 through Page 457, and binds said developer's heirs, successors and assigns;

WHEREAS, said annual per lot maintenance and operation charge is set at \$29.70 in accordance with said agreement and Lake Oroville Area Public Utility District's Board of Directors' Resolution No. 2-96;

WHEREAS, Lake Oroville Area Public Utility District Policy No. 7080, "Sewer Service Charge Delinquencies," as amended September 8, 2015, addresses the issue of collection of delinquent sewer service charge accounts;

WHEREAS, sections 16469 through 16472 of the California Public Utilities Code provide for the addition of charges unpaid at the time specified for fixing taxes to be added to the annual assessment made by the County against the property involved in said accounts; and

WHEREAS, Lake Oroville Area Public Utility District has complied with all relevant laws pertaining to these assessments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Lake Oroville Area Public Utility District that:

(1) In accordance with said agreement, the annual \$29.70 per lot maintenance and operation charge for all lots within the Kelly Ridge Estates Subdivision project shall be submitted to the Butte County Auditor-Controller's office as a direct assessment to be placed on the 2020/2021 tax roll, and all future tax rolls;

(2) In accordance with the Lake Oroville Area Public Utility District Board Policy No. 7080.14, delinquent accounts may be submitted to the Butte County Auditor-Controller's office to be placed on the 2020/2021 tax roll, and all future tax rolls;

(3) The District agrees to indemnify and hold the County harmless for liability or loss arising out of the addition of these items to the tax rolls; and

PASSED AND ADOPTED this 12th day of May 2020, at Oroville, California, after being moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT

By \_\_\_\_\_  
Larry E. Kuehner, President

ATTEST:

\_\_\_\_\_  
Cindy Quigley, Secretary



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 10 – Renew Humana Specialty Benefits for Life and Dental Insurance Plan 2020/2021

Dayton Sayer Insurance Agency provided an updated insurance quote from Humana Specialty Benefits. Humana's dental insurance premiums are not increasing at this time, and the life insurance premiums increased slightly from \$78.92 to \$100.49 per month (cost also includes changes in employees).

The Budget Personnel Advisory Committee has completed their review of the dental and life insurance rates along with the wages and benefits budget for fiscal year 2020/2021. The Committee recommends renewal of the Humana Specialty Benefits employee dental and life insurance plans.

### Attachment Included

*Recommended Action:* Approve the renewal of the 2020/2021 Humana Specialty Benefits employee dental and life insurance plans as provided by Dayton Sayer Insurance Agency.

## At A Glance...

### Dental

	Current Plan
Plan Name:	CA PPO U&C + 100/80/50 In 80/50/50 Out
Perio/Endo:	See Pln Summary
Deductible:	\$25/\$50
Annual Max:	\$1,500
Optional Benefits:	PERIODONTICS IN BASIC, ENDODONTICS IN BASIC, COMPOSITE FILLING
Association Name:	N/A
Other Options:	Open Enrollment
Monthly Dental Premium:	Current \$774.03
	New <del>\$839.47</del>

RATES WILL REMAIN THE SAME

The federal Affordable Care Act includes several taxes and fees. The dental premiums reflected in this renewal notice will include a prorated portion of the Federal Insurer Annual Fee if applicable.

### Life/Ad&d

	Current Plan
Plan Name:	Basic Life/AD&D 2012
Coverage Amount:	\$25,000
Total Volume Amount:	\$225,000
Monthly Life/Ad&d Premium:	Current \$76.50
	New \$87.75

### Dependent Life

	Current Plan
Plan Name:	Dependent Life 5/1 2012
Monthly Dependent Life Premium:	Current \$9.10
	New \$9.10



## Rate Detail For Renewing Plans

Coverage Type	Dental CA PPO U&C + 100/80/50 In 80/50/50 Out			Life/AD&D Basic Life/AD&D 2012			Dependent Life Dependent Life 5/1 2012		
	Number Enrolled	Current Rates	New Rates	Number Enrolled	Current Rates	New Rates	Number Enrolled	Current Rates	New Rates
Employee	3	\$37.29	\$40.46	9	\$0.34	\$0.39	N/A	N/A	N/A
Employee & Spouse	1	\$74.60	\$80.91	N/A	N/A	N/A	N/A	N/A	N/A
Employee & Child(ren)	2	\$95.12	\$103.16	N/A	N/A	N/A	N/A	N/A	N/A
Family	3	\$132.44	\$143.62	N/A	N/A	N/A	5	\$1.82	\$1.82
<b>Totals</b>	<b>9</b>	<b>\$774.03</b>	<del><b>\$839.47</b></del>	<b>9</b>	<b>\$76.50</b>	<b>\$87.75</b>	<b>5</b>	<b>\$9.10</b>	<b>\$9.10</b>

RATES ↑  
WILL REMAIN  
THE SAME



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 11 – Renewal of Blue Shield Employee Health Insurance Plan

Dayton Sayer Insurance Agency provided an insurance quote from Blue Shield and Anthem Blue Cross. Blue Shield is the current health insurance provider for the District. The quoted 2020/2021 Blue Shield premiums are increasing 7.91% for comparable plans.

The Budget Personnel Advisory Committee has completed their review of the health insurance rates along with the wages and benefits budget for fiscal year 2020/2021. The Committee recommends renewal of the Blue Shield employee health insurance plans.

### Attachment Included

*Recommended Action:* Approve the renewal of the 2020/2021 Blue Shield employee health insurance plans as provided by Dayton Sayer Insurance Agency.

# Lake Oroville Area PUD

## Renewal 06/01/2020

	<u>Current</u>	<u>Renewal</u>
Gold 750, 1 Employee	\$1,240.17	\$1,359.55
Bronze 5,300 HAS, 7 Employees	<u>\$7,017.50</u>	<u>\$7,551.64</u>
	\$8,257.67	\$8,911.19
		+ 7.91%

### Blue Shield Options

Gold 1,200, 1 Employee	\$1,324.16
Bronze 6,900 HSA, 7 Employees	<u>\$7,479.72</u>
	\$8,803.88

### Anthem Blue Cross

	<u>Full Network</u>	<u>Select Network</u>
Gold 30/750/20%, 1 Employee	\$1,318.36	\$1,200.77
Bronze 5,000/45% HSA, 7 Employees	<u>\$7,163.93</u>	<u>\$6,525.14</u>
	\$8,482.29	\$7,725.91
Gold 35/1,000/20%	\$1,298.08	\$1,182.29
Bronze 6,600/0% HSA	<u>\$7,091.13</u>	<u>\$6,458.41</u>
	\$8,389.21	\$7,640.70

### United Healthcare

Select Plus Gold 25/500/20, 1 Employee	\$1,520.73
Select Plus Silver 40/1,500/30%	<u>\$8,493.40</u>
	\$10,014.13



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 12 – Amendment to Board Policy No. 2130 “Pay Periods”

The proposed amendment to Policy No. 2130 “Pay Periods” allows for direct deposit for employees if requested. Due to the COVID-19 health crisis, direct deposit was offered and implemented in order to facilitate reduced contact for employees while banking. This policy change will formalize District procedures.

**Attachment Included**

*Recommended Action:* Review and approve the proposed amendments to Policy No. 2130 “Pay Periods”



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

**TITLE: PAY PERIODS**

**NUMBER: 2130**

**ADOPTION DATE: AUGUST 14, 1985**

**AMENDED DATE: ~~August 9, 2005~~ May 12, 2020**

- 2130.1**      The salaries and wages of all District employees shall be paid semi-monthly, on the 15th day and the last day of every month.
- 2130.2**      In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", or on a Saturday or Sunday the immediately previous working day shall become the payday.
- 2130.3**      Direct deposit of wages is available for the convenience of the employee and is not required. If direct deposit is selected by the employee as the preferred method of receiving wages, the funds will be deposited into the employees selected account two business days after the pay dates established by this policy. A direct deposit form will be required to be filled out by the employee and submitted for processing at least one pay period prior to activation of direct deposit.



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 13 –LAFCo Election - **Special District Alternate "Enterprise or Non-Enterprise" Member**

On January 9, 2020, the Butte Local Agency Formation Commission called for nominations for **One (1) Special District Alternate "Enterprise or Non-Enterprise" Member**. The seat was most recently held by Al McGreehan from the Paradise Recreation and Park District. In September 2019, Mr. McGreehan was elected to the Special District Regular "Non-Enterprise" seat on the Commission; therefore, the Alternate seat is vacant mid-term with a remaining term to expire in May 31, 2021.

The nomination period closed on Tuesday, March 10, 2020. The following nominations were received:

- **Larry Bradley**, Director, Durham Recreation & Park District ("Non-Enterprise").
- **Tom Lando**, Director, Chico Area Recreation & Park District ("Non-Enterprise").
- **Aimee Raymond**, Director, Rock Creek Reclamation District ("Non-Enterprise").

Therefore, the Butte Local Agency Formation Commission is conducting an election for: **One (1) Special District Alternate "Enterprise or Non-Enterprise" Member**

The remaining term for the vacated seat will end on May 31, 2021.

### Attachment Included

*Recommended Action:* Review the nominees for the **Special District Alternate "Enterprise or Non-Enterprise" Member** and register a vote for the District.



## BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • www.buttelafco.org

TO: Butte County Special Districts  
Butte County Special District Association

FROM: Jill Broderson, Management Analyst

SUBJECT: Nomination Results for Special District **Alternate** "Enterprise or Non-Enterprise"  
Member

DATE: March 11, 2020

---

### Nominations Requested

On January 9, 2020, the Butte Local Agency Formation Commission called for nominations for:

- One (1) Special District **Alternate** "Enterprise or Non-Enterprise" Member.

The seat was most recently held by Al McGreehan from the Paradise Recreation and Park District. In September 2019, Mr. McGreehan was elected to the Special District Regular "Non-Enterprise" seat on the Commission; therefore, the **Alternate** seat is vacant mid-term with a remaining term to expire in May 31, 2021.

### Nominations Received

The nomination period closed on Tuesday, March 10, 2020. The following two nominations were received:

- Larry Bradley, Director, Durham Recreation & Park District ("Non-Enterprise").
- Tom Lando, Director, Chico Area Recreation & Park District ("Non-Enterprise").
- Aimee Raymond, Director, Rock Creek Reclamation District ("Non-Enterprise").

Therefore, the Butte Local Agency Formation Commission is conducting an election for:

- One (1) Special District **Alternate** "Enterprise or Non-Enterprise" Member; and

The remaining term for the vacated seat will May 31, 2021.

#### PLEASE NOTE:

1. The nominee with the highest total number of votes will be deemed the **Alternate** "Enterprise or Non-Enterprise" Member.
2. Should the elected nominee decline the position or be unable to serve, the nominee with the next highest vote count will advance to the seat.

Instructions:

1. Votes shall be made by official action of the Districts' Board of Directors.
2. Ballots shall be certified by the signature of the Chair, or an alternate District Board Member chosen by the Districts' Board for the purpose of signing the attached ballot AND counter-signed by the Districts' General Manager/Secretary of Board.
3. Ballots shall be returned no later than **4:00 p.m. on Thursday, April 30, 2020**. Ballots postmarked after the closing date will not be accepted.
4. Districts may submit their ballots one of the following ways:

Hand Delivered	Electronic Mail	Certified Mail
Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965	<a href="mailto:slucas@buttecounty.net">slucas@buttecounty.net</a>	Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965

5. District ballots returned by electronic mail shall be scanned copies of the original signed certified ballot.
6. If you do not have a District Board meeting scheduled within this time frame, a special meeting shall be scheduled in order to submit a valid ballot.

**In order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time we receive ballots from a majority of the districts.** This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election and submit your vote.

Should you have any questions, please feel free to contact Jill Broderon, Management Analyst at your convenience.

Attachment





## Manager's Report

**To:** Board of Directors  
**From:** Scott McCutcheon, General Manager  
**Date:** May 12, 2020  
**RE:** Item No. 14 – 2020/2021 Budget Review

Included in your packet is a summary of the proposed draft budget for fiscal year 2020/2021.

The majority of the budget has been reviewed and approved by the Budget Personnel and Finance committees.

The budget is presented here for discussion and comment on any new or unapproved items with the intent to present any changes recommended or requested for approval and adoption at the June regular meeting.

Attachment Included

*Recommended Action:* None

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EXHIBIT A

## LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT BUDGET-FY 2020-2021

	2020-21 Totals	2019-20 Totals	% Change
<b>Operating Revenue</b>			
Sewer Service	1,518,415	1,445,969	5.01%
Pumping Charge	128,084	125,547	2.02%
Kelly Ridge Pumping Charge (Taxes)	45,000	45,000	0.00%
<b>Total Operating Revenue</b>	<b>1,691,499</b>	<b>1,616,515</b>	<b>4.64%</b>
<b>Operating Expenses</b>			
Office Salaries & Wages	272,836	274,717	-0.68%
Field Salaries & Wages	343,019	335,488	2.24%
Office Emp Benefits	227,001	211,707	7.22%
Field Emp Benefits	226,256	215,572	4.96%
Professional Services	172,800	153,500	12.57%
Utilities	94,492	91,740	3.00%
Services and Supplies	112,195	103,920	7.96%
Training/Memberships/Fees	82,700	63,311	30.62%
Operations and Maintenance	105,635	109,390	-3.43%
Fuel, Oil, Grease, & Auto	55,500	58,432	-5.02%
<b>Total Operating Expense</b>	<b>1,692,434</b>	<b>1,617,778</b>	<b>4.61%</b>
<b>Net Operating Revenue/Expense</b>	<b>(935)</b>	<b>(1,263)</b>	<b>-25.95%</b>
<b>Non-Operating Revenue</b>			
Interest	25,498	19,386	31.53%
RD Debt Service	362,149	361,796	0.10%
Other Income	-	-	0.00%
Current Sec Tax	230,000	230,000	0.00%
Current Unsec Tax	12,000	12,000	0.00%
Other Taxes	3,600	3,600	0.00%
<b>Total Non-Operating Revenue</b>	<b>633,247</b>	<b>626,783</b>	<b>1.03%</b>
<b>Non-Operating Expenses</b>			
Loan Interest	104,125	106,611	-2.33%
Unanticipated Expense	-	-	-
<b>Total Non-Operating Expenses</b>	<b>104,125</b>	<b>106,611</b>	<b>-2.33%</b>
<b>Net Non-Operating Revenue/Expense</b>	<b>529,122</b>	<b>520,172</b>	<b>1.72%</b>
<b>Net Income</b>	<b>528,187</b>	<b>518,908</b>	<b>1.79%</b>
<b>Balance Sheet Cash      Reconciling Items</b>			
Capitalized Expenditure	646,673	270,700	138.89%
Debt Service Principal Payments	60,000	57,000	5.26%
<b>Budgeted Net Cash Flow</b>	<b>(178,486)</b>	<b>191,208</b>	<b>-193.35%</b>
<b>Depreciation - Non Cash</b>	<b>600,000</b>	<b>550,656</b>	<b>8.96%</b>
<b>Change in Net Position</b>	<b>(778,486)</b>	<b>(359,448)</b>	<b>116.58%</b>

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**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT CAPITAL  
EXPENDITURES  
BUDGET 2020-21**

<b>CAPITILIZED EXPENDITURES</b>	<b>2020-21 Totals</b>
<b><u>OFFICE</u></b>	
BMS ACCOUNTING SUITE	\$ 7,090
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>Total Office Capital Expenditures</b>	<b>\$ -</b>
<b><u>FIELD</u></b>	
BOBCAT EXCAVATOR	\$ 71,561
DUMP TRAILER	\$ 10,242
OPHIR SCHOOL PIPE BURST	\$ 109,980
L2 LIFT STATION PUMP UPGRADES	\$ 302,500
MT IDA LINE REPLACEMENT	\$ 45,300
LINCOLN AND OPHIR LIFT STATION DESIGN	\$ 100,000
<b>Total Field Capital Expenditures</b>	<b>\$ 639,583</b>
<b>Total Capitalized Expenditures</b>	<b>\$ 646,673</b>



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**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT REVENUE  
BUDGET 2020-21**

<b>OPERATING REVENUE</b>	<b>QTY</b>	<b>Rate</b>	<b>2020-21 Totals</b>	<b>2019-20 Totals</b>	<b>% Change</b>
Primary System Sewer Service	5861	\$20.31	\$ 1,428,443	\$ 1,345,366	6.18%
Step System Sewer Service	298	\$25.16	\$ 89,972	\$ 100,602	-10.57%
Pumping Charge	1082	\$5.85	\$ 75,956	\$ 75,886	0.09%
Kelly Ridge Pumping Charge	1289	\$3.37	\$ 52,127	\$ 49,660	4.97%
Kelly Ridge Pumping Charge (Taxes)	1515	\$29.70	\$ 45,000	\$ 45,000	0.00%
<b>Total Operating Revenue</b>			<b>\$ 1,691,499</b>	<b>\$ 1,616,515</b>	<b>4.64%</b>

<b>NON-OPERATING REVENUE</b>	<b>QTY</b>	<b>Rate</b>	<b>2020-21 Totals</b>	<b>2019-20 Totals</b>	<b>% Change</b>
RD Debt Service	6159	\$4.90	\$ 362,149	\$ 361,796	0.10%
Interest Income	1	LS	\$ 25,498	\$ 19,386	31.53%
Current Secured Taxes	1	LS	\$ 230,000	\$ 230,000	0.00%
Current Unsecured Taxes	1	LS	\$ 12,000	\$ 12,000	0.00%
Prior Unsecured Taxes	1	LS	\$ -	\$ -	
Other Taxes	1	LS	\$ 3,600	\$ 3,600	0.00%
<b>Total Non-Operating Revenue</b>			<b>\$ 633,247</b>	<b>\$ 626,783</b>	<b>1.03%</b>

<b>Total Revenue</b>			<b>\$ 2,324,746</b>	<b>\$ 2,243,298</b>	<b>3.63%</b>
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<b>PASS THROUGH LIABILITIES</b>	<b>QTY</b>	<b>Rate</b>	<b>2019-20 Totals</b>	<b>2018-19 Totals</b>	<b>% Change</b>
SC-OR Service Charge	6159	\$15.85	\$ 1,171,442	\$ 1,022,629	14.55%
Villa Verona Assesment	1	LS	\$ 19,204	\$ 19,204	0.00%
<b>Total Operating Liabilities</b>			<b>\$ 1,190,646</b>	<b>\$ 1,041,833</b>	<b>14.28%</b>

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**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT  
FY 2020-21 BUDGET  
WAGES**

Employee		2020-21 Totals	2019-20 Totals	% Change	
7/1/2020	<b>Manager SM</b>	Reg Hrs	2,088	2,096	-0.38%
\$47.05		Salary	\$ 98,241	\$ 93,563	5.00%
		Sui Wages	\$ 7,000	\$ 7,000	
		Vehicle Allowance	\$ 7,258	\$ 10,082	
7/1/2020	<b>Bookkeeper/Clerk of the Board CQ</b>	Reg Hrs	352	2,096	-83.21%
\$34.45		Salary	\$ 11,943	\$ 68,536	-82.57%
		Sui Wages	\$ 7,000	\$ 7,000	
7/1/2020	<b>Office Clerk DK</b>	Reg Hrs	2,088	2,096	-0.38%
\$30.95		Salary	\$ 64,376	\$ 61,256	5.09%
		Sui Wages	\$ 7,000	\$ 7,000	
7/1/2020	<b>Accounts Payable II KH</b>	Reg Hrs	2,088	-	0.00%
\$23.60		Salary	\$ 49,082	\$ -	0.00%
		Sui Wages	\$ 7,000	\$ -	
7/1/2020	<b>Admin. Aide-Part Time AR</b>	Reg Hrs	\$ 1,044	\$ 1,048	-0.38%
\$14.31		Salary	\$ 14,936	\$ 14,281	4.59%
		Sui Wages	\$ 7,000	\$ 7,000	
7/1/2020	<b>Board</b>	Reg Hrs	2,088	2,096	-0.38%
\$400.00		Salary	\$ 24,000	\$ 24,000	0.00%
		Sui Wages	\$ 24,000	\$ 24,000	
<b>Total Office Wages</b>		<b>\$ 269,836</b>	<b>\$ 271,717</b>	<b>-0.69%</b>	
<b>Office W/C Wages</b>		<b>\$ 269,836</b>	<b>\$ 271,717</b>	<b>-0.69%</b>	

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**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT  
FY 2020-21 BUDGET  
WAGES**

Employee		Reg Hrs	2088	2096	-0.003817	
7/1/2020 \$23.88	<b>Utility Worker II RB</b>	Hourly Rate				
		Regular Wages	\$ 49,852	\$ 47,668	4.58%	
		Standby	\$ 1,600	\$ 1,625	-1.54%	
			OT Hours	\$ 112	\$ 116	-3.45%
			OT Rate			
			Overtime Wages	\$ 4,011	\$ 3,957	1.36%
			Total Wages	\$ 55,463	\$ 53,250	4.16%
			Sui Wages	\$ 7,000	\$ 7,000	
			WC Wages	\$ 54,260	\$ 52,063	4.22%
			Reg Hrs	\$ 2,088	\$ 2,096	-0.38%
7/1/2020 \$30.88	<b>Foreman/ FOT DS</b>	Hourly Rate				
		Regular Wages	\$ 64,477	\$ 67,470	-4.44%	
		Standby	\$ 1,700	\$ 1,675	1.49%	
			OT Hours	\$ 112	\$ 96	16.67%
			OT Rate			
			Overtime Wages	\$ 5,188	\$ 4,635	11.92%
			Total Wages	\$ 71,365	\$ 73,781	-3.27%
			Sui Wages	\$ 7,000	\$ 7,000	
			WC Wages	\$ 69,809	\$ 72,390	-3.57%

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EXHIBIT D

**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT  
FY 2020-21 BUDGET  
WAGES**

Employee		2020-21 Totals	2019-20 Totals	% Change	
7/1/2020 \$25.08	<b>Utility Worker II LT</b>	Reg Hrs	2,088	2,096	-0.38%
		Hourly Rate			
		Regular Wages	\$ 52,368	\$ 50,043	4.65%
		Standby	\$ 1,625	\$ 1,600	1.56%
		OT Hours	\$ 112	\$ 124	-9.68%
		OT Rate			
		Overtime Wages	\$ 4,214	\$ 4,441	-5.12%
		Total Wages	\$ 58,207	\$ 56,084	3.79%
	Sui Wages	\$ 7,000	\$ 7,000		
	WC Wages	\$ 56,943	\$ 54,751	4.00%	
7/1/2020 \$24.78	<b>Operator KM</b>	Reg Hrs	2,088	2,096	-0.38%
		Hourly Rate			
		Regular Wages	\$ 51,744	\$ 49,460	4.62%
		Standby	\$ 1,600	\$ 1,600	0.00%
		OT Hours	\$ 116	\$ 116	0.00%
		OT Rate			
		Overtime Wages	\$ 4,312	\$ 4,106	5.02%
		Total Wages	\$ 57,656	\$ 55,166	4.51%
	Sui Wages	\$ 7,000	\$ 7,000		
	WC Wages	\$ 56,363	\$ 53,934	4.50%	
7/1/2020 \$43.10	<b>Field Operations Supervisor DS</b>	Reg Hrs	2,088	2,096	-0.38%
		Salary	\$ 89,648	\$ 86,528	3.61%
		Sui Wages	\$ 7,000	\$ 7,000	
<b>Total Field Wages</b>		<b>\$ 332,339</b>	<b>\$ 324,808</b>	<b>2.32%</b>	
<b>Total Field W/C Wages</b>		<b>\$ 327,022</b>	<b>\$ 319,667</b>	<b>2.30%</b>	
<b>Total Wages</b>		<b>\$ 602,175</b>	<b>\$ 596,526</b>	<b>0.95%</b>	
Total W/C Wages		\$ 596,857	\$ 591,384	0.93%	
Total Standby Wages		\$ 6,525	\$ 6,500	0.38%	
Total OT Wages		\$ 17,724	\$ 17,139	3.41%	
Total Annual SUI Wages		\$ 94,000	\$ 87,000	8.05%	

**LAKE OROVILLE AREA PUBLIC UTILITY DISTRICT  
FY 2020-21 BUDGET  
SCHEDULE OF ANNUAL WAGES WITH BENEFITS, TAXES, INSURANCE**

	2020-21 Totals	2019-20 Totals	% Change
<b>COMPENSATION</b>			
Hours per month	2088	2096	(0)
Office Wages	\$ 245,836	\$ 247,717	-0.76%
Director Wages	\$ 24,000	\$ 24,000	0.00%
Field Regular Wages	\$ 308,090	\$ 301,169	2.30%
Field Standby Wages	\$ 6,525	\$ 6,500	0.38%
Field Overtime	\$ 17,724	\$ 17,139	3.41%
<b>TOTAL WAGES</b>	<b>\$ 602,175</b>	<b>\$ 596,526</b>	<b>0.95%</b>

<b>BENEFITS/TAXES/INSURANCE</b>			
<b>OFFICE OPERATIONS</b>			
Office Benefits	\$ 158,859	\$ 145,198	9.41%
Director Benefits	\$ 11,600	\$ 11,600	0.00%
Payroll Tax & Insurance	\$ 27,476	\$ 27,319	0.58%
<b>OFFICE OPERATIONS SUBTOTAL</b>	<b>\$ 197,936</b>	<b>\$ 184,116</b>	<b>7.51%</b>
<b>FIELD OPERATIONS</b>			
Field Benefits	\$ 202,845	\$ 191,687	5.82%
Payroll Tax & Insurance	\$ 51,393	\$ 51,216	0.35%
<b>FIELD OPERATIONS SUBTOTAL</b>	<b>\$ 254,238</b>	<b>\$ 242,903</b>	<b>4.67%</b>

<b>Total Benefits &amp; Payroll Tax/Insurance</b>	<b>\$ 452,174</b>	<b>\$ 427,020</b>	<b>5.89%</b>
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<b>Total Wages, Benefit, &amp; Tax/Insurance</b>	<b>\$ 1,054,349</b>	<b>\$ 1,023,545</b>	<b>3.01%</b>
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## TITLE: EMPLOYEE COMPENSATION SCHEDULE

NUMBER: 2151

ADOPTED: February 8, 1984

AMENDED: June 9, 2020

EFFECTIVE: July 1, 2020

Range No.	Position Title	Step A	Step B	Step C	Step D	Step E	Step F
1	Administrative Aide - Part Time & Temporary	12.00	12.36	12.98	13.63	14.31	15.03
2	Administrative Aide - Reg.	16.65	17.49	18.37	19.27	20.24	21.24
3	Utility Worker - Part Time & Temporary	12.36	12.98	13.63	14.31	15.03	15.78
4	Utility Worker I	18.74	19.65	20.64	21.66	22.74	23.88
5	Utility Worker II	19.65	20.64	21.66	22.74	23.88	25.08
5	Acct Receivable Clerk - Reg Operator - Part Time	20.60	21.63	22.73	23.86	25.05	26.30
6	Office Clerk	22.06	23.18	24.34	25.55	26.82	30.95
7	Operator - Regular Computer Support Specialist/ Administrative Assistant Accounts Receivable Clerk II	22.46	23.60	24.78	26.04	27.34	29.87
8	Foreman-F.O.T.	24.19	25.41	26.69	28.01	29.41	30.88
9	Bookkeeper/Clerk of the Board	24.77	26.03	27.33	28.72	30.14	34.45
10	Field Operations Supervisor	31.49	33.06	34.72	36.45	38.27	43.10

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<b>TITLE: GENERAL MANAGER COMPENSATION SCHEDULE</b>		<b>NUMBER: 2152</b>					
<b>ADOPTED: July 10, 2012</b>		<b>AMENDED: June 11, 2019</b>					
		<b>EFFECTIVE: July 1, 2019</b>					
Range No.	Position Title	Step A DOH	Step B July 1, 2019	Step C July 1, 2020	Step D July 1, 2021	Step E July 1, 2022	Step F July 1, 2023
1	General Manager	87,360	98,241	98,241	103,153	108,310	113,726

**General Manager Compensation Schedule Conditions:**

Manager's Date of Hire (DOH), August 14, 2018

The General Manager is appointed by the Board and serves "at will".

General Manager Compensation Schedule is computed figuring a 5% increase per step beginning July 1st, 2020

Salary increases will take affect on July 1st of each fiscal year.

No COLA increase between the date of hire and July 1, 2023 without amendment to this policy.

Review scheduled salary increase during the General Manager's annual performance review for Board approval.

Adjust schedule as needed when annual budget dictates.



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 15 – SC-OR Commissioner's Report

Included in your packet is the April 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 April 22, 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 was Manager Scott Koch and SC-OR Attorney Desiree Vance.

**3. Salute to the Flag ❖**

Manager Koch 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 March 25, 2020 ❖**

Upon motion by Vice-Chairman Hatley to approve the minutes of the meetings, and second by Commissioner Kuehner, the minutes of the March 25, 2020 regular meeting were unanimously approved.

**6. Authorization of Warrants ❖**

Commissioner Reynolds 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 Commissioner Latulippe. Warrants 26059-26110 in the total amount of \$294,382.08 from March 26 to April 22, 2020, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

**7. Fiscal Reports ❖**

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

**8. Resolution 02-20 (Declaring Capacity Limitations and Establishing Developer Agreements) ❖**

Chairman Fairbanks said that Resolution 02-20 had been discussed at the last meeting and was now up for adoption. He asked if there were any questions; there were none.

A motion was made by Vice-Chair Hatley to adopt Resolution 02-20 – Declaring Capacity Limitations and Establishing Developer Agreements. The motion was seconded by Commissioner Latulippe, and passed by the following votes: Reynolds – Aye, Fairbanks – Aye, Hatley – Aye.

**9. Attorney's Report ❖**

Attorney Vance said she received a letter from Ron Reed requesting a refund on the Paula Court project. He believes he's overpaid his fees by just over \$13,000. She needs direction on how to respond to this letter. Commissioner Reynolds said that the City has addressed Mr. Reed several times as to why he is not due a refund, and has given him all of the paperwork to show why he was charged what he paid, but he is still pursuing this. Manager Koch requested a copy of the information that was given to Mr. Reed. He reminded the Commissioners that the member entities pay SC-OR for increased use of our facility. Direction was given to Attorney Vance to send a letter informing Mr. Reed that all of the fees were paid to the member entity.

Attorney Vance also stated that she got an email from Bryce Consulting on the compensation study and they are working on the study, but it's been slowed down due to the virus.

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

**10. Manager's Report ❖**

Manager Koch said that we received a memo from Jacobs Engineering on the UV system that was included in the packet. Their recommendation is to use a Trojan UV system. Next month they should have the 60% design completed.

Manager Koch said he is working with the City on possibly obtaining HUD funding; we showed a 17% growth rate in the camp fire aftermath.

Chairman Fairbanks asked about the clay pond valve. Manager Koch said the new valve was in and working well.

**11. Visitor Comments ❖**

None

**12. Commissioner and Staff Comments ❖**

Commissioner Reynolds discussed the Covid-19 situation, and said the City, along with Butte County and Senators Nielsen & Gallagher and Congressman LaMalfa, will send a letter to our Governor stating that the North State has seen a low infection rate of the virus, and currently no new cases, and will ask to open businesses back up.

**13. Adjournment ❖**

There being no further business, the meeting was adjourned at 5:25 p.m. to the regular meeting scheduled on May 27, 2020 at 5:00 p.m.

Respectfully submitted,



SCOTT J. KOCH, CLERK

DRAFT



## Manager's Report

**To:** Board of Directors

**From:** Scott McCutcheon, General Manager

**Date:** May 12, 2020

**RE:** Item No. 16 – BCSDA Representatives' and LAFCo Report

### 16.1 BCSDA

No Report

### 16.2 LAFCo

The Butte LAFCO agenda for the May 7, 2020 regular meeting is attached for general information purposes.

Attachment Included

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

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**REGULAR MEETING NOTICE OF THE COMMISSION**

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

Date/Time: **Thursday, May 7, 2020 - 9:00 a.m.**

**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 conducting the May 7, 2020 LAFCo meeting by tele-conference. Each Commissioner and Staff 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 all comments received will be conveyed to the Commission for consideration during the meeting. 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.

**AGENDA**

ALL ITEMS ARE OPEN FOR PUBLIC COMMENT

**1. CALL TO ORDER**

1.1 Roll Call

1.2 Nomination and Election of LAFCO Chair and Vice-Chair

**2. CONSENT AGENDA**

2.1 Approval of the Minutes of April 2, 2020.

**3. NOTICED PUBLIC HEARINGS**

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

*(Continued from April 2, 2020)*

The Commission will consider for adoption the Final Budget for Fiscal Year 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 Resolution No. 08 2019/20 approving the Final Budget for FY 2020/21 and transmit to affected agencies.

**4. REGULAR AGENDA**

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

**4.2 Consideration of the Emergency Resolution Concerning Pandemic Response**

The Commission will review and consider for adoption an emergency resolution that addresses the unique operating environment during the COVID-19 pandemic. **ACTION REQUESTED:** Review and Approve Emergency Resolution No. 09 2019/20.

**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, June 4, 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:** May 12, 2020

**RE:** Item No. 17 – Board Members', Manager and Staff Comments

### 17.1 Field Operations Supervisor Report

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

Attachment Included

# **FIELD OPERATIONS ACTIVITY REPORT**

## **MAY 2020**

### **Safety Meetings and Compliance**

- All Field Staff Studied the Following Districts Safety Policies; Injury and Illness Prevention Plan, General Code of Safe Practices, Emergency Response Plan, Fire Prevention Plan, Hot Work Permit
- Safety Meeting-Heat stress

### **General meetings**

- Met with K-Gas regarding office generator

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

- Installed cap on 1921 Jefferson lateral
- Repaired Villa Verona lid at 2573 V-6 and 2370 V-7

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

- 2309 Wyandotte St-Lateral replaced due to giving customer our report
- Field staff found 2 new construction homes with fees not paid
- 2330 A-St -Lateral replaced due to giving customer our report

### **State Parks and Recreation's bathrooms at boat ramp**

- Pressure tested force main

### **Lines Cleaned**

- 500' L.F. Cleaned with Jet Rodder

### **CCTV Work**

- 750' L.F. Televised

### **GIS Work**

- Oro Bangor, Shadow Oaks, Saddle Dr, Oakridge Ct, Lincoln Blvd

### **PSPS Related**

- Ordered generator and parts for in house office generator installation

### **General Maintenance**

- Work on budget items
- Replaced leaking air fitting on shop wall
- Fixed broken shift linkage on fuel truck
- Replaced hydraulic hose on backhoe
- Replaced radiator hose on fuel truck



**Field Maintenance, Repairs and Misc.**

- Checked 220 manholes this month
- Cleared easements
- Weedeat and spray LOAPUD's lots and pump stations

**Callouts Primary- 7 (6 Last Month)**

- 5-Laterals plugged-Non District problem
- 1-Broken cleanout concrete lid-Customers responsibility
- 1-Sewer leak at 3190 Claremont-Actual water leak

**V.V. Callouts and Tanks That Needed Serviced- 7 (8 Last Month)**

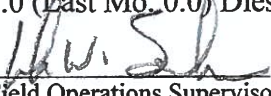
- 6-Tanks cleaned, flushed and/or pumped
- 1-Homeowner thought somebody broke into her sewer system-False

Gas Consumption: 211.4 (Last Mo. 201.8)

Diesel Consumption: 330.4 (Last Mo. 334.4)

LOAPUD Gas: 211.4 (Last Mo. 201.8) Diesel: 116.2 (Last Mo. 169.7)

El Medio Fire Dept. Gas: 0.0 (Last Mo. 0.0) Diesel: 214.2 (Last Mo. 164.7)

  
Field Operations Supervisor  
Dan W. Sanders