

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, March 3rd, 2020 at 5:45 p.m.

Directors: Floe and Griego

Location: Virtual Meeting

CORONAVIRUS (COVID-19) ADVISORY NOTICE

PUBLIC ADVISORY: THE OPUD BOARD ROOM WILL NOT BE OPEN TO THE PUBLIC

To ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Board chambers will not be open for the meeting. To maintain transparency and public access, Board members and the public will be participating virtually or telephonically and will not be physically present in the Board Room.

If you would like to speak on an agenda item, you can access the meeting remotely:

Join from a PC, MAC, iPad, iPhone, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.

Link and password for Virtual Board Meeting will be available on our website at www.opud.org or contact the OPUD Business Office at (530) 743-4657

Note: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers provided on our website.

If you want to comment during the public comment portion of the Agenda, you can use the "Raise Hand" function in Zoom or you can Press *9 if you are calling in. The acting Board Clerk will select you from the meeting cue. Please be patient while waiting in the cue.

*Materials related to an item on this agenda submitted to the Olivehurst Public Utility District Board of Directors after distribution of the agenda packet are available for public inspection on the Olivehurst Public Utility District website, <http://www.opud.net>. Effort will be made to address the agenda items in the order shown. However, the Board President has the discretion to address items out of sequence for the convenience of the public and/or the Board Members.
If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board at (530) 743-4658 or (530) 743-3023 (fax). Requests must be made one full business day before the start of the meeting. To place an item on the agenda, contact the contact the Clerk of the Board at (530) 743-4658.*

The following items are scheduled for discussion:

- 1) Discuss policies and practices OPUD could adopt to help mitigate the costs of constructing affordable housing (Strategic Plan 1.0).

Nothing to report.

- a) Forwarded item(s): None.
 - i) Staff Direction: None.
 - ii) Staff Report Requested: None.

- 2) Receive update on annexation and progress of infrastructure projects in the Industrial, Sports and Entertainment Zone for water, sewer and parks (Strategic Plan 1.0).

John Tillotson, General Manager, gave a verbal update stating that we have moved forward with plans and the process. Most of the property owners have agreed with the right of entry requests. A meeting has been scheduled with Yuba Water Agency to discuss additional funding.

- a) Forwarded item(s): Forward update to the Board.
 - i) Staff Direction: None.
 - ii) Staff Report Requested: Staff Report to be completed for Board meeting.

3) [Discuss POS payment option for Business Office.](#)

Finance Manager, Karin Helvey, discussed the need for the business office to accept credit and debit card as a form of payment in the office. It was also discussed that the adding of PayPal and/or Venmo as additional forms of payment options may be beneficial for the District.

- a) Forwarded item(s): Bring to Board for further discussion.
 - i) Staff Direction: None.
 - ii) Staff Report Requested: Staff Report to be completed for Board meeting.

4) [Review past-due accounts.](#)

Karin Helvey, Finance Manager, reviewed the amount of past-due accounts that are currently on the books. She stated that staff has been reaching out to those who are past-due and are encouraging them to make payments on their account.

Cindy Van Meter, Office Manager, discussed a request that was received to waive or reduce a property owner's utility bill due to a leak on the property that lead to a higher bill.

- a) Forwarded item(s): Past-due account report.
 - i) Staff Direction: Bring the past-due account report to the Board for informational purposes. Decline the request that was received as it would be a gift of public funds and set a precedence moving forward.
 - ii) Staff Report Requested: None.

5) Wastewater Treatment Facility Status Report

- a) Staff Report – Chief Plant Operator gave a verbal report.
 - i) Staffing: A request was made by the Chief Plant Operator to look at lifting the salaries for collection system positions for retention. He also asked that we look at hiring another 4 collection system operators and a manager to help manage the work load and to plan for retirement succession.
 - ii) Materials: Nothing to report.
- b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Wastewater \(pages 14-17\) \(Strategic Plan 5.1\)](#)
 - ii) [Review February 2021 Treasurer Report.](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditures along with the February 2021 Treasurer Report.
 - (a) Staff Direction: None.
 - (b) Staff Report Requested: None.

6) Water Department Status Report

- a) [Staff report](#) – Water/Parks Department Manager gave report.
 - i) Staffing: Nothing to report.
 - ii) Materials: Nothing to report.
- b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Water \(pages 14-17\) \(Strategic Plan 5.1\)](#)
 - ii) [Review February 2021 Treasurer Report.](#)

(1) Forwarded item(s): Review of Revenue and Expenditures along with the February 2021 Treasurer Report.

(a) Staff Direction: None.

(b) Staff Report Requested: None.

7) [General Manager Report](#) – General Manager gave report.

In compliance with the American with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board at (530) 743-0317 or (530) 743-3023 (fax). Requests must be made one full business day before the start of the meeting. To place an item on the agenda, contact the contact the Clerk of the Board at (530) 743-0317.