

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, September 30th, 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).

General Manager, John Tillotson, provided a verbal update on the project stating that we were awarded a combo grant/loan from Yuba Water Agency and are moving along with the project.

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

- 3) Discussion of the OPUD Fats, Oils and Grease (FOG) program process.

Nothing to Report.

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

- 4) [Discuss the need to adopt the 2018 Interregional Water Management Plan for grant funding.](#)

The Public Works Engineer discussed the need to adopt the 2018 Interregional Water Management Plan in order to move forward with our grant funding request.

- a) Forwarded item(s): Forward to Board for consideration.
 - i) Staff Direction: None
 - ii) Staff Report Requested: None

- 5) [Discuss possible grant workshop meeting dates for the Prop 68 Park Grant Application.](#)

The October 1st and October 3rd meeting dates will be moved to later in the month to allow for additional publicizing of the meetings.

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

- 6) [Discuss draft positions for Water/Wastewater Construction Inspector-Apprentice.](#)

John Tillotson, General Manager, and Cindy Van Meter, Human Resource Manager, discussed the need to incorporate inspector duties into the Wastewater Collection System Operator II and the Utility Worker position creating hybrid inspector and inspector apprentice positions.

- a) Forwarded item(s): Send to Board for consideration
 - i) Staff Direction: Instead of having an apprentice position, make one position an Inspector I and the other an Inspector II. Also, incorporate FOG program duties as well.
 - ii) Staff Report Requested: None

- 7) [Discuss deactivation of unused positions.](#)

Cindy Van Meter, Human Resource Manager, discussed the need to deactivate all positions that are not currently in use. Should the position(s) be needed in the future, they can always be activated.

- a) Forwarded item(s): Send to Board for consideration.
 - i) Staff Direction: None
 - ii) Staff Report Requested: None

8) Discuss succession plan and retirement for Karl Cozad, Operations Manager. (OPUD Strategic Plan 6.0)

Karl Cozad, Operations Manager, discussed his succession plan and retirement date of May 28, 2021.

- a) Forwarded item(s): Send to Board for Consideration.
 - i) Staff Direction: None
 - ii) Staff Report Requested: None

9) Wastewater Treatment Facility Status Report

- a) Staff Report – Chief Plant Operator gave a verbal report discussing the smooth operations of the plant and the disposal of the drying beds nearing completion.
 - i) Staffing: No items were reported.
 - ii) Materials: No items were reported.
- b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Wastewater \(pages 14-17\) \(Strategic Plan 5.1\)](#)
 - ii) [Review Working Budget 2020-21](#)
 - (1) Forwarded item(s): Review of Revenue and Expenses.
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

10) Discuss Community Outreach events per the District’s Strategic Plan. (Strategic Plan 2.0)

Nothing to report.

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

11) Water Department Status Report

- a) [Staff report](#) – Operations Manager presented report.
 - i) Staffing: No items were reported.
 - ii) Materials: No items were reported.
- b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Water \(pages 14-17\) \(Strategic Plan 5.1\)](#)
 - ii) [Review Working Budget 2020-21](#)
 - (1) Forwarded item(s): Review of Revenue and Expenses.
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

12) [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.