

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, November 3rd, 2021 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.

In compliance with AB 361:

1. Consistent with all OPUD meetings, this meeting will be conducted in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative party.
2. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved.
3. OPUD will not require comments to be submitted before the start of the meeting. Each member of the public will be allowed to make “real time” public comment.
4. As is its practice, OPUD will provide a reasonable time for public comment. As is its customary practice for public comment, OPUD’s public comment period will be left open until the time expires.
5. All votes in OPUD meetings will be taken by roll call.

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 at this time.

- 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, stated that the design is still being worked on as well as the agreements with the City of Wheatland. He stated that OPUD's legal counsel has been asked to help with the agreements as they are very in-depth.

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

- 3) Receive a video security system demo for the Wastewater Treatment Plant.

A demonstration on a video security system for the Wastewater Treatment Plant was given to Director Floe and staff.

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

- 4) [Discuss increasing Water/Wastewater permit application fees.](#)

Swarnjit Boyal, Public Works Engineer, explained that the fee structure for permit applications is outdated and needs to be updated to correspond with the current wage rates for staff that work on the permits and applications. The rates and fees need to reflect the current costs incurred by the district that are associated with permit applications.

- 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.

- 5) [Discuss Construction Hydrant/Load Count Meter Agreement.](#)

Swarnjit Boyal, Public Works Engineer, discussed the need to make changes to the construction hydrant/load count meter agreement as final meter reads are not being provided by those contractors that are using their own meters. As such, OPUD is missing out on due revenue for water used. Swarnjit also mentioned the need to update the deposit and fees related to this agreement.

- 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.

- 6) [Discuss the purchase of two tablet devices for construction administration and inspection purposes.](#)

Swarnjit Boyal, Public Works Engineer, discussed the need to purchase two tablet devices for construction administration and inspection purposes. He stated that it is difficult and time consuming to carry actual

paper plans around or to have to drive back and forth between the OPUD offices and developments just to review the plans when meeting with other agencies or developers. He stated that the tablet will be able to be integrated with the office computer and IT will be able to help maintain them.

- 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.

7) Discuss restructuring and filling the Engineer Tech position.

John Tillotson, General Manager, discussed the Engineer Tech position. He stated that it has been vacant for some time and that the position was mostly used to read meters. John said that there will be minor changes made to the job description and salary schedule. The position will be used to aid and back up the Public Works Engineer.

- 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.

8) Wastewater Treatment Facility Status Report

- a) [Staff Report](#) – Chief Plant Operator gave report.
 - i) Staffing: Nothing to report.
 - 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 Open Bills from March 2020 to Current.](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditures along with Review Open Bills from March 2020 to Current.
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

9) 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 Open Bills from March 2020 to Current.](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditures along with Review Open Bills from March 2020 to Current.
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

10) [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.