

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday October 5th, 2022 at 5:45 p.m.

Directors: Fløe 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).

John Tillotson, General Manager, stated that he received an email from the company that is building the low-income apartments requesting a meeting as they would like to start their project.

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

- 2) Discuss the lift station smell at River Oaks and Zanes in Plumas Lake.

Greg Axline, Chief Plant Operator, said that the biological remedy that was put in the lift station is not working as well as had hoped. He is giving it an additional 30-days to see if there is an improvement. During that time, his department will be cleaning the lines to try and diminish the smell.

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

- 3) Discuss water saving regulations.

Karin Helvey, Finance Manager, stated that customers have been saving water and there have not been any complaints or communication from the state. She stated that she will have updated information for the Board meeting.

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

- 4) Discuss drought surcharge.

Karin Helvey, Finance Manager, stated that as of right now, there is no need to implement the drought surcharge.

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

- 5) Discuss OPUD's disaster preparedness plan.

John Tillotson, General Manager, stated that he is obtaining quotes for the electrical repairs on the siren. He said that there is no siren in Plumas Lake but will be speaking with Linda Fire Department about putting one in.

- a) Forwarded item(s): None
 - i) Staff Direction: Look at becoming a sandbag location – Take to the Fire Committee.
 - ii) Staff Report Requested: None

- 6) Wastewater Treatment Facility Status Report

- a) [Staff Report](#) – Chief Plant Operator gave report.
 - i) Staffing: Carmen Bowen with Yuba College is setting up new programs to bring internships to the community to aid in filling positions and learning a trade. She would like to partner with OPUD with this program.

ii) Materials: No items were reported.

b) Budgetary Items

- i) [Monthly Review of Revenue and Expenditures – Wastewater FY 2022-23 \(pages 15-18\) \(Strategic Plan 5.1\).](#)
- ii) [Monthly Review of Revenue and Expenditure – Engineering FY 2022-23 \(page 5\) \(Strategic Plan 5.1\).](#)
- iii) [Changes to Preliminary Budget FY 2022-23.](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditure and Changes to Preliminary Budget FY 2022-23.
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

7) Discuss the retirement for Greg Axline, Chief Plant Operator.

John Tillotson, General Manager, stated that the Chief Plant Operator will be retiring in July 2023 and his position will need to be filled.

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

8) Discuss Operator in Training (OIT) position

Cindy Van Meter, Human Resources Coordinator, stated that this position was created to allow for someone to gain hours and experience for a year and then can transition into an Operator within the department. She said it will be a good opportunity for someone that does not want to go to college and is right out of high school.

- 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.

9) Water Department Status Report

- a) [Staff report](#) – Water Department Manager gave report.
 - i) Staffing: The department needs to open and hire an additional Utility Worker. Bring to Board for further discussion.
 - ii) Materials: No items were reported.

b) Budgetary Items

- i) [Monthly Review of Revenue and Expenditures – Water FY 2022-23 \(pages 15-18\) \(Strategic Plan 5.1\).](#)
- ii) [Changes to Preliminary Budget FY 2022-23.](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditure and Changes to Preliminary Budget FY 2022-23.
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

10) Discuss celebrating OPUD's 75th anniversary.

Cindy Van Meter, Office Manager/HR Coordinator, stated that OPUD will be turning 75 next year (2023) and we should celebrate with the community to reinforce positive public perception. She stated that we could do it in either the Spring or Fall at the Olivehurst Community Park.

- a) Forwarded item(s): Bring to Board for further discussion.
 - i) Staff Direction: None

ii) Staff Report Requested: None

11) Receive an update on in-person and virtual meetings.

Bri Anne Ritchie, Board Clerk, stated that Directors will start meeting via a hybrid style meeting, in-person and via zoom. She also stated that there have been changes to the Brown Act, AB 2449, effective January 1, 2023, that will affect the ability to meet remotely.

a) Forwarded item(s): Bring Brown Act update to Board.

i) Staff Direction: None

ii) Staff Report Requested: Staff Report to be completed for Board meeting.

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.