

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, December 1st, 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.

- 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 a meeting was held with the team and it was decided that completing the CEQA Plus was in the best interest of the project. It costs about \$35,000.00 more, however, the Yuba Water Agency will be covering the additional cost. The additional process for the CEQA Plus will add additional time to process, but this will allow the other agencies involved to complete their processes as well. The design is still being worked on with a target completion date of January/February.

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

- 3) [Discuss DWR Grant for Saddle Replacement Project.](#)

Swarnjit Boyal, Public Works Engineer, discussed the need to replace the Saddles that are aging and utilizing this grant to do so. He stated that he submitted for the first round of grant funding and will need the Board to approve a Resolution in order to accept the grant funds.

- 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) Discuss initiating the Proposition 218 process required to adjust water and sewer rates.

John Tillotson, General Manager, stated that the last installment rate increase was to the water rate and became effective in January 2021. The sewer rates were not raised the last time the Prop 218 process was completed. It is time to start the process again and OPUD needs to look at both water and sewer rates.

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

- 5) [Consider update to Engineering Technician I and II position descriptions and discuss advertising and filling vacant position.](#)

John Tillotson, General Manager, stated that the Engineering Technician I and II position descriptions needed to be updated in order to align more with what that position will be tasked with doing as the previous description did not. The salary was also reviewed and adjusted accordingly.

- 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 adding 1% Bilingual pay to MPEA contract.

John Tillotson, General Manager, stated that an employee that is part of the MPEA has been using their bilingual skills to assist customers. The MPEA contract does not compensate those that are part of that MOU for bilingual pay like it does for the other employee MOU contracts. He stated that in order for all contracts and employees to have the same benefits, this should be added to the MPEA MOU.

- 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 updating the Disposal of Surplus Equipment/Property Policy.](#)

Bri Anne Ritchie, Board Clerk, discussed the need to make minor adjustments to the policy as Ebay is no longer allowing government entities to utilize them for their services.

- 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: None
 - ii) Materials: None
- b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Wastewater \(pages 14-17\) \(Strategic Plan 5.1\)](#)
 - ii) [Review September 2021 Treasurer Report.](#)
 - (1) Forwarded item(s): Review Revenue and Expenditures along with September 2021 Treasurer Report.
 - (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: None
 - ii) Materials: None
- b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Water \(pages 14-17\) \(Strategic Plan 5.1\)](#)
 - ii) [Review September 2021 Treasurer Report.](#)
 - (1) Forwarded item(s): Review Revenue and Expenditures along with September 2021 Treasurer Report.
 - (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.