

OLIVEHURST PUBLIC UTILITY DISTRICT

Water and Wastewater Committee



Date/Time: Wednesday November 1st, 2023, at 3:30 p.m.
Directors: Floe and Griego
Location: Hybrid Meeting Via Zoom and In-Person in the Board Room
Located at 1970 9th Avenue, Olivehurst, CA 95961

OPUD Committee meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9th Avenue, Olivehurst, for the public to attend. Attendance will be limited to 50 percent of room capacity (no more than 20 persons), and it is strongly recommended that all in-person attendees wear face coverings and social distance as recommended by public health authorities.

All attendees are encouraged to be fully vaccinated.

Meetings will also continue to be streamed live and members of the public may participate remotely as described below.

Accordingly, on the day of the meeting you will have the option to:

- Attend via Zoom, using the procedure outlined below.
- Participate in person, as noted above.

If you anticipate wanting to speak during the meeting, please join in advance of public comment time. To submit public comment during the meeting, please join us in person or on Zoom.

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 Hybrid Committee 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 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).

John Tillotson, General Manager, stated that the Ross Ranch has an Easement that was originally drafted for OPUD. The map was redrawn, and those easements are no longer needed so a Quitclaim Deed will be coming to the board for review.

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

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

Swarnjit Boyal, Public Works Engineer, stated no additional complaints have been made regarding the smell. Continued flushing of the lines is taking place.

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

- 3) Discuss OPUD's disaster preparedness plan.

John Tillotson, General Manager, stated that the siren is repaired and has been placed on the water tower. Coordination with the Yuba County Sheriff's Office needs to take place to write procedures on how/when to use the siren.

- a) Forwarded item(s): None
 - i) Staff Direction: Add procedures to the Liaison Committee Agenda.
 - ii) Staff Report Requested: None

- 4) Discuss air siren repair costs.

John Tillotson, General Manager, stated that the costs for the siren repair were higher than anticipated.

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

- 5) [Discuss introducing purchase orders.](#)

Karin Helvey, Financial Manager, stated that new projects/capital improvements/special projects are coming up and utilizing purchase orders should be utilized. It will require discussions with the Finance Manager and review of the budget to determine how the project will be funded. Designated purchasers for each department will need to be trained and managers will need to approve.

- 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 single parcel multiple unit connections.

Cindy Van Meter, Office Manager, stated that there is an Ordinance that requires landowners to sign landowner guarantees for properties they rent. Properties with multiple units on one parcel (APN)

becomes messy when having to lien the property for lack of payment when multiple meters are placed on the one APN.

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

- 7) Wastewater Treatment Facility Status Report
 - a) [Staff Report](#) – Chief Plant Operator gave report.
 - i) Staffing: Seeking Operators
 - ii) Materials: VCIO gave report.

 - b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Wastewater FY 2023-24 \(pages 15-18\) \(Strategic Plan 5.1\).](#)
 - ii) [Monthly Review of Revenue and Expenditures - Engineering FY 2023-24 \(page 5\) \(Strategic Plan 5.1\).](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditures FY 2023-24
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

- 8) Water Department Status Report
 - a) [Staff report](#) – Water Department Manager gave report.
 - i) Staffing: No items were reported.
 - ii) Materials: VCIO gave report.

 - b) Budgetary Items
 - i) [Monthly Review of Revenue and Expenditures – Water FY 2023-24 \(pages 15-18\) \(Strategic Plan 5.1\).](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditures FY 2023-24
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

- 9) [General Manager Report](#) – John Tillotson, 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.