

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, September 2nd, 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 status update on the project stating that the design process is underway.

- a) Forwarded item(s): Status update
 - 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 updates to the Wastewater Collection System Apprentice and Wastewater Collection System Operator I position descriptions.](#)

Chief Plant Operator made some changes to the position descriptions and requirements allowing for a larger, more qualified candidate pool for both positions.

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

- 5) Discuss possible Specification and Details changes.

Public Works Engineer proposed the need to make Specification and Details changes clearer. More information pertaining to changes will be brought to next committee meeting.

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

- 6) [Discuss and consider changing the utility bill due date.](#)

Financial Manager reported on the need to change the utility bill due date to the end of the month versus the 10th of the month to allow for better collection of outstanding invoices and to offset some of the hardship that SB 998 imposes.

- a) Forward item(s): Staff Report
 - i) Staff Direction: Look at what other districts are doing and bring to the Board for further discussion.
 - ii) Staff Report Requested: None

- 7) Wastewater Treatment Facility Status Report

- a) Staff Report – Chief Plant Operator gave a verbal report and discussed potential fines from organic material that was passed through the system from someone dumping.
 - 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

8) 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

9) Water Department Status Report

- a) [Staff report](#) – Operations Manager presented report.
 - i) Staffing: General Manager, John Tillotson, gave a verbal report on opening a Water Utility Operator I position to allow for upward mobility for staff and close the Utility Worker position.
 - ii) Materials: None
- 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

10) [General Manager Report](#) – General Manager gave report.

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