

# OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, October 6<sup>th</sup>, 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](http://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 OPUD and other partnering agencies are working on items that stemmed from the meeting with Congressman Garamendi.

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

- 3) Receive update on Yuba Sutter Utility Relief Program.

Karin Helvey, Finance Manager, stated that OPUD received its last payment from the program totaling in \$16,151 in payments. She said that there is another program rolling out to help customers pay for water services. This program will allow OPUD to charge a 3% administrative fee. Karin also stated that another program for wastewater is coming. She is submitting information for these programs.

- 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 Convenience Fee Waiver.](#)

Cindy Van Meter, Office Manager, stated that shutoffs for delinquent accounts are set to begin for accounts 60 days or more past due. Currently, the maximum amount a customer can pay on their account using a debit or credit card is \$400 with a \$2.95 convenience fee. She is proposing waiving the convenience fee for those customers wanting to pay more than the \$400 on overdue high balance accounts which would entail multiple card transactions.

- 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 amortization agreement changes.](#)

Cindy Van Meter, Office Manager, discussed the need to consider stretching out the amortization repayment agreement from 6 months to a year for those who have higher balance accounts. She said it would be helpful to have a tiered repayment agreement based on the balance of the account that is owed. The higher the balance the longer the term.

- 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 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. Swarnjit also mentioned the need to update the deposit and fees related to this agreement and others.

- 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 the purchase of two tablet devices for construction administration and inspection purposes – D/A](#)

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.

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

Postponed until next committee meeting.

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

9) Wastewater Treatment Facility Status Report

- a) [Staff Report](#) – General Manager gave report for Chief Plant Operator.
  - i) Staffing: None
  - ii) Materials: None
- b) Budgetary Items
  - i) [Monthly Review of Revenue and Expenditures – Wastewater \(pages 14-17\) \(Strategic Plan 5.1\)](#)
    - (1) Forwarded item(s): Review of Revenue and Expenditures
      - (a) Staff Direction: None
      - (b) Staff Report Requested: None

10) 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 \(pages 14-17\) \(Strategic Plan 5.1\)](#)
    - (1) Forwarded item(s): Review of Revenue and Expenditures
      - (a) Staff Direction: None
      - (b) Staff Report Requested: None

11) [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.*