

# OLIVEHURST PUBLIC UTILITY DISTRICT

## Water and Wastewater Committee



Date/Time: Wednesday August 2<sup>nd</sup>, 2023 at 5:45 p.m.

Directors: Floe and Griego

Location: Hybrid Meeting

OPUD Committee meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9<sup>th</sup> 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](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 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).

No items were reported.

- 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.

John Tillotson, General Manager, stated that OPUD received a grant from the Yuba Water Agency to complete a design for the lift station. OPUD met with a company to discuss the design and the long- and short-term solutions.

- 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 alarm has been tested and will have it installed soon. Once installed it will be tested again and community education will need to be planned.

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

- 4) Introduce OPUD's new VCIO.

Introduction of the new VCIO took place along with discussions surrounding current and future projects.

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

- 5) [Discuss current vacation cash-out policy.](#)

John Tillotson, General Manager, stated that the current policy states that an employee must have 180 hours or more saved and must use one week of vacation and can cash-out one week of vacation time. He would like to make a policy change to allow employees to cash-out more than one week. Cindy Van Meter, HR Coordinator, stated that we should also look at lowering the number of hours from 180 down to 100 or 120.

- 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 Board Member Compensation.](#)

John Tillotson, General Manager, stated that he had Bri Anne Ritchie, Board Clerk, to do some research and the research concluded that the current compensation rate is maxed out and cannot be increased at this time.

- a) Forwarded item(s): None

- i) Staff Direction: None
- ii) Staff Report Requested: None

7) Discuss Costco membership for employees.

John Tillotson, General Manager, discussed the desire to provide an added benefit for the employees. Costco memberships would be \$60 annually per employee. Bri Anne Ritchie, Board Clerk, conducted some research and found that new Costco memberships would get a \$30 gift card, but the annual cost would be the same. There are no government programs available.

- 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: No items were reported.
  - 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) [Discuss Budget Amendment 2 for FY 2022-23.](#)
- iv) [Review Treasurer’s Report for June 2023.](#)
  - (1) Forwarded item(s): Review of Revenue and Expenditures along with Budget Amendment 2 for FY 2022-23 and Treasurer’s Report for June 2023.
    - (a) Staff Direction: None
    - (b) Staff Report Requested: None

9) Discuss wage increase for Lab Director.

Cindy Van Meter, HR Coordinator, stated that the Lab Director position is making 10% less than its counterpart at Yuba City and believes that the position pay range should be elevated by 10%.

- 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.

10) Discuss opening a Collections System II Operator position.

Cindy Van Meter, HR Coordinator, stated that OPUD has an internal employee that meets the qualifications for this position and that we should open this position up for an in-house transfer promotion ability.

- 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.

11) Water Department Status Report

- a) [Staff report](#) – Water Department Manager gave report.
  - i) Staffing: No items were reported.
  - 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) [Discuss Budget Amendment 2 for FY 2022-23.](#)
  - iii) [Review Treasurer’s Report for June 2023.](#)
- (2) Forwarded item(s): Review of Revenue and Expenditures along with Budget Amendment 2 for FY 2022-23 and Treasurer’s Report for June 2023.
- (a) Staff Direction: None
  - (b) Staff Report Requested: None

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.*