

OLIVEHURST PUBLIC UTILITY DISTRICT Water and Wastewater Committee



Date/Time: Wednesday, May 5th, 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.

*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).

Director Griego stated that she spoke with Kevin Perkins with Yuba County and that there are developers looking at putting in some affordable housing in Olivehurst. She is going to invite them to our next Committee meeting.

- 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).

Nothing to report.

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

- 3) Receive update on the Yuba County Municipal Water/Wastewater Utility Bill Payment Program.

Karin Helvey, Finance Manager, and Cindy Van Meter, Office Manager/HR Coordinator, attended a meeting with Yuba County to discuss the Bill Payment Program that will aid those who have been unable to pay their utility bills due to COVID. Cindy stated that those in need of financial assistance would need to complete an application form and turn it into the County for approval. The County will accept applications between June 1st and June 30th. They will then review all applications in July with funding for those who qualify in mid-August. OPUD will be including information for the program in the June bill as well as notifying those customers with high balances via door hangers and posting information outside of the business office. Those with any questions about the program or qualification requirements would need to reach out to the County.

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

- 4) [Discuss Voting Rights Act Ward Based OPUD Board Elections.](#)

Director Griego discussed the Voting Rights Act and how it would relate to ward based elections for the OPUD Board.

- 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 fees collected for Accessory Dwelling Units.](#)

Christopher Oliver, Public Works Engineer, discussed fee collection for Accessory Dwelling Units. He would like additional input from the Board and OPUD's legal counsel as to if OPUD could collect capacity fees in the event that an ADU is bigger than the primary residence.

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) Wastewater Treatment Facility Status Report

- a) [Staff Report](#) – Chief Plant Operator gave report.
 - i) Staffing: Nothing to report.
 - ii) Materials: Nothing to report.

b) Budgetary Items

- i) [Monthly Review of Revenue and Expenditures – Wastewater \(pages 14-17\) \(Strategic Plan 5.1\)](#)
- ii) [Review March 2021 Treasurer Report](#)
- iii) [Review Past-Due Accounts.](#)
- iv) [2021-22 Preliminary Budget IT](#)
- v) [2021-22 Preliminary Payroll Budget Estimate I](#)
- vi) [2021-22 Debt and Bond Debt Service](#)

vii) [2021-22 Preliminary Capital Outlay – Wastewater](#)

- (1) Forwarded item(s): Review of Revenue and Expenditures, Treasurer Report, Past-Due Accounts, 2021-22 Preliminary IT Budget, 2021-22 Preliminary Payroll Budget Estimate I, 2021-22 Debt and Bond Debt Service, and 2021-22 Preliminary Capital Outlay - Wastewater.
(a) Staff Direction: None
(b) Staff Report Requested: None

7) [Consider update to Wastewater Collection System Operator I position description and discuss advertising and filling vacant position.](#)

Cindy Van Meter, Office Manager/HR Coordinator, discussed the need to update the Wastewater Collection System Operator I position description and to advertise and fill the vacant position.

- 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) Water Department Status Report

- a) [Staff report](#) – Water/Parks Department Manager gave report.
i) Staffing: Nothing to report.
ii) Materials: Nothing to report.

b) Budgetary Items

- i) [Monthly Review of Revenue and Expenditures – Water \(pages 14-17\) \(Strategic Plan 5.1\)](#)
ii) [Review March 2021 Treasurer Report](#)
iii) [Review Past-Due Accounts.](#)
iv) [2021-22 Preliminary Budget IT](#)
v) [2021-22 Preliminary Payroll Budget Estimate I](#)
vi) [2021-22 Debt and Bond Debt Service](#)
vii) [2021-22 Preliminary Capital Outlay – Water](#)

- (1) Forwarded item(s): Review of Revenue and Expenditures, Treasurer Report, Past-Due Accounts, 2021-22 Preliminary IT Budget, 2021-22 Preliminary Payroll Budget Estimate I, 2021-22 Debt and Bond Debt Service, and 2021-22 Preliminary Capital Outlay – Water.
(a) Staff Direction: None
(b) Staff Report Requested: None

9) [General Manager Report](#) – General Manager’s report was reviewed.

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.