

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, September 19, 2024
LOCATION: Hybrid Board Meeting Via Zoom and In-Person at the
Board Room Located at 1970 9th Avenue, Olivehurst, CA 95961

OPUD Board 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 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 Board Clerk will select you from the meeting cue. Please be patient while waiting in the cue.

Our Mission is to provide superior, environmentally sensitive services to responsibly enhance our community.

We will do this by focusing on:

- *District growth,*
- *Maintaining a positive public image*
- *Recreation and parks*
- *Sustainable long-term fire protection*
- *Fully depreciating our facilities*
- *Ensuring organizational stability*

**D/A - Discussion/Action

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 in the Olivehurst Public Utility District Office, 1970 9th Avenue in Olivehurst during normal business hours or online at <http://www.opud.net>. These proceedings may be recorded by a person or persons other than the District Clerk and as such, are not controlled by Olivehurst Public Utility District. 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.

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.

1. Call to Order – The meeting was called to order at 7:00 p.m. by Director Perrault

2. Pledge of Allegiance

3. Roll Call

Directors Present: Director Burbank, Director Floe, Director Griego, and Director Perrault
Directors Absent: Directors Nelson

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Swarnjit Boyal, Public Works Manager; Cindy Van Meter, Office Manager; Chief Randy York, Fire Chief; Bri Anne Ritchie, Board Clerk; and other interested parties

4. Public Participation

Items appearing on this agenda: When your item(s) is called, the Board Clerk will announce your opportunity to address the Board. Comments should be limited to 3 minutes per speaker.

Items not appearing on this agenda: members of the public may address the Board on any matter within the Board's jurisdiction that does not appear on the posted agenda. No action may be taken on any matter that is not on the posted agenda. Members of the public wishing to address the OPUD Board at this time are requested to use the raise hand feature, state your name and residency for the record, and begin your address to the Board. Comments should be limited to 3 minutes per speaker.

No members of the public were present.

5. Consent Agenda – The Consent Agenda groups together those items which are considered routine and noncontroversial, or for which prior policy direction has been given to staff. Items in this category are typically adopted in total by one motion, though the Board may, upon the request of Directors, Staff, or any member of the public, consider any matter separately–D/A

5.1. [Approve Minutes of the August 15, 2024, Regular Meeting.](#)

5.2. [Approve Minutes of the August 15, 2024, Special Meeting.](#)

5.3. [Approve Minutes of the September 5, 2024, Special Meeting.](#)

5.4. [Approve August 2024 Claims for Payment.](#)

5.5. [Approve August 2024 Overtime Report.](#)

5.6. [Review Revenue and Expenditure Summary August 29, 2024, FYE 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

5.7. [Review Revenue and Expenditure Summary August 29, 2024, FY 2024-2025 \(Strategic Plan 5.3 & 5.4\).](#)

- 5.8. [Review Water Sales August 2018 to August 2024 \(Strategic Plan 5.1, 5.3\).](#)
- 5.9. [Review Invoice Cloud Activity through September 5, 2024 \(Strategic Plan 5.1, 5.3\).](#)
- 5.10. [Review Service Water Account Analysis September 2024 \(Strategic Plan 5.1, 5.3\).](#)
- 5.11. [Review June 2024 Treasurer Report \(Strategic Plan 5.1, 5.3\).](#)
- 5.12. Approve merit increase for Jon Phillips, Engineering Technician I, Step 3 to Step 4, retroactive to August 21, 2024.
- 5.13. Entertain motions for approval of consent agenda and take roll as appropriate.

A motion was made by Director Burbank and seconded by Director Floe approving the consent agenda. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

6. District Business

6.1. [Consider approving Budget Amendment 2 for FY 2023-24 – D/A](#)

- 6.1.1. Public comment
- 6.1.2. Questions/comments from Directors
- 6.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving Budget Amendment 2 for FY 2023-24. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7. Public Works

Parks

7.1. [Consider approving reimbursement of park funds for Rio Del Oro Village 15 aka Bill Pinkerton Park to Lennar Homes – D/A](#)

- 7.1.1. Public comment
- 7.1.2. Questions/comments from Directors
- 7.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Floe approving reimbursement of park funds for Rio Del Oro Village 15 aka Bill Pinkerton Park to Lennar Homes. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7.2. [Consider approving reimbursement of park funds for Dry Creek Park, also known as Cobblestone Mini Park, via KB Home Sacramento, Inc. – D/A](#)

- 7.2.1. Public comment
- 7.2.2. Questions/comments from Directors
- 7.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving reimbursement of park funds for Dry Creek Park, also known as Cobblestone Mini Park, via KB Home Sacramento, Inc. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7.3. [Consider approving reimbursement of park funds for Feather River East Park also known as River Oaks East Park, via Lennar Homes – D/A](#)

- 7.3.1. Public comment
- 7.3.2. Questions/comments from Directors
- 7.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving reimbursement of park funds for Feather River East Park also known as River Oaks East Park, via Lennar Homes. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7.4. [Consider approving installation of animal waste stations at all parks within OPUD that currently do not have them – D/A](#)

- 7.4.1. Public comment
- 7.4.2. Questions/comments from Directors
- 7.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving the purchase of no more than 37 animal waste stations with header bags for OPUD parks that currently do not have them. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7.5. [Consider approving request for storage containers by Elite FC – D/A](#)

- 7.5.1. Public comment
- 7.5.2. Questions/comments from Directors
- 7.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving a 6'L x 4'H x 3'W storage unit at Richard Donahue Park only. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7.6. [Consider approving request and quote to add pickleball paint lines to existing tennis court at Olivehurst Community Park – D/A](#)

- 7.6.1. Public comment
- 7.6.2. Questions/comments from Directors
- 7.6.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving the request and quote to add pickleball paint lines to existing tennis court at Olivehurst Community Park. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

- 7.7. Discuss Youth Center Building usage – D/A
 - 7.7.1. Public comment
 - 7.7.2. Questions/comments from Directors
 - 7.7.3. Entertain motions and take roll as appropriate

Directors discussed this item. No motion was made.

7.8. [Consider approving changes made to OPUD Special Event Policy and Application Process – D/A](#)

- 7.8.1. Public comment
- 7.8.2. Questions/comments from Directors
- 7.8.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving changes made to OPUD Special Event Policy and Application Process. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

Water/Wastewater

- 7.9. Receive update on South County infrastructure – D/A
 - 7.9.1. Public comment
 - 7.9.2. Questions/comments from Directors
 - 7.9.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

- 7.10. Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – D/A
 - 7.10.1. Public comment
 - 7.10.2. Questions/comments from Directors
 - 7.10.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

7.11. [Consider accepting bid from Geweke Ford Kia for SuperDuty Truck \(F550 or similar\) – D/A](#)

- 7.11.1. Public comment
- 7.11.2. Questions/comments from Directors
- 7.11.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Burbank accepting bid from Geweke Ford Kia for SuperDuty Truck (F550 or similar). The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault
Noes: None
Absent: Director Nelson

7.12. [Consider accepting bid from Geweke Ford Kia for Two \(2\) midsize trucks \(Ford Maverick or similar\) – D/A](#)

- 7.12.1. Public comment
- 7.12.2. Questions/comments from Directors
- 7.12.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe accepting bid from Geweke Ford Kia for Two (2) midsize trucks (Ford Maverick or similar). The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Directors Nelson

7.13. [Consider approving Resolution No. 2443, a resolution authorizing the awarding of Two \(2\) Midsize Truck Purchase Project – D/A](#)

- 7.13.1. Public comment
- 7.13.2. Questions/comments from Directors
- 7.13.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving Resolution No. 2443, a resolution authorizing the awarding of Two (2) Midsize Truck Purchase Project. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

7.14. [Consider approving the waiver of Resolution No. 2081, waiving capacity fees for a new residence at 1841 7th Avenue – D/A](#)

- 7.14.1. Public comment
- 7.14.2. Questions/comments from Directors
- 7.14.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Floe approving the waiver of Resolution No. 2081, waiving capacity fees for a new residence at 1841 7th Avenue. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

8. Fire Department

- 8.1. Receive information on update to Municipal Service Review (MSR) and Sphere of Influence (SOI) by Yuba LAFCO – D/A
 - 8.1.1. Public comment
 - 8.1.2. Questions/comments from Directors
 - 8.1.3. Entertain motions and take roll as appropriate

Directors received information. No motion was made.

9. Human Resources

- 9.1. [Consider authorizing the General Manager to establish a new District Clerk/Executive Assistant/Human Resources Technician position and fill according to District Policies – D/A](#)
 - 9.1.1. Public comment
 - 9.1.2. Questions/comments from Directors
 - 9.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe authorizing the General Manager to establish a new District Clerk/Executive Assistant/Human Resources Technician position and fill according to District Policies. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault
Noes: None
Absent: Director Nelson

10. Board Committee Schedule

- 10.1. October 2024 Committee Meeting Schedule.
 - 10.1.1. Fire & Safety Committee – Thursday, October 7 3, 2024, at 4:00 p.m.
 - 10.1.2. Parks & Recreation Committee – Thursday, October 7 3, 2024, at 5:00 p.m.
 - 10.1.3. Water & Wastewater Committee – Wednesday, October 6 2, 2024, at 3:30 p.m.

11. Reports (non-action items)

- 11.1. [September Fire Department Committee Report.](#)
- 11.2. [September Parks Department Committee Report.](#)
- 11.3. [September Water & Wastewater Department Committee Report.](#)
- 11.4. Report from the General Manager.
- 11.5. Report from Legal Counsel.
- 11.6. Reports from Directors.
- 11.7. Public comment.

12. Correspondence

13. Closed Session – Closed Session was convened at 8:30 p.m.

13.1. CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: one.

14. Meeting Reconvened – Closed Session was adjourned at 8:46 p.m.

14.1. Announcement of reportable actions taken in closed session.

No reportable action was reported.

15. Adjourn

15.1. Entertain motion to adjourn.

A motion was made by Director Floe and seconded by Director Burbank to adjourn the meeting. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault

Noes: None

Absent: Director Nelson

The meeting adjourned at 8:47 p.m.