

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

OPUD Board 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 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 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 9<sup>th</sup> 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 Nelson, and Director Perrault  
Directors Absent: Director Griego

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Swarnjit Boyal, Public Works Manager; 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.

1 Member of the public was present

5. Comments from Outgoing President

Director Perrault made a brief comment about the District's accomplishments over the past year and thanked the staff and other Directors for their hard work.

6. Elections of Officers of the Board

6.1. President of the Board – D/A

A motion was made by Director Burbank and seconded by Director Perrault nominating Director Floe as the Board President. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Director Griego

6.2. Vice President of the Board – D/A

A motion was made by Director Nelson and seconded by Director Perrault nominating Director Burbank as Vice President of the Board. The motion passed as follows:

6.3. [Discuss process for Committee Assignments – D/A](#)

Directors discussed committee assignments. No changes were made.

6.4. Discuss extending sunset on ad-hoc committees – D/A

Directors discussed ad-hoc committee assignments and extended all ad-hoc committees through end of 2025. Changes were made to committee and ad-hoc assignments. No motions were made.

6.5. Examine and consider modification to the current Committee scheduling process – D/A

Directors discussed modifications to the current committee schedules. No changes were made.

7. 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

7.1. [Approve Minutes of the November 21, 2024, Regular Meeting.](#)

7.2. [Approve Minutes of the December 14, 2024, Special Event.](#)

7.3. [Approve November 2024 Claims for Payment.](#)

7.4. [Approve November 2024 Overtime Report.](#)

7.5. [Review Revenue and Expenditure Summary December 10, 2024, FY 2024-2025 \(Strategic Plan 5.3 & 5.4\).](#)

7.6. [Review Water Sales December 2018 to December 2024 \(Strategic Plan 5.1, 5.3\).](#)

7.7. [Review Invoice Cloud Activity through December 10, 2024 \(Strategic Plan 5.1, 5.3\).](#)

7.8. [Review Service Water Account Analysis December 2024 \(Strategic Plan 5.1, 5.3\).](#)

7.9. Approve merit increase for Marco Arias, Utility Operator I, Step 3 to Step 4, retroactive to November 13, 2024.

7.10. Approve merit increase for Satpal Pahal, Utility Operator II, Step 4 to Step 5, retroactive to November 27, 2024.

7.11. Approve merit increase for Jeanette Elkins, Account Clerk I, Step 2 to Step 3, retroactive to December 1, 2024.

7.12. Entertain motions for approval of consent agenda and take roll as appropriate.

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

Ayes: Directors Burbank, Nelson, Perrault, and Floe

Noes: None

Absent: Director Griego

8. District Business

8.1. Consider the first title only reading of Ordinance No. 220, an ordinance dissolving North Plumas Lake Community Facilities District 2005-1 (Wheeler Ranch) – D/A

- 8.1.1.1. Public comment
- 8.1.1.2. Questions/comments from Directors
- 8.1.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson to make changes to the Ordinance per OPUD's Legal Counsel recommendations and waive the second reading. The motion passed as follows:

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

9. Public Works

Parks

9.1. Receive an update on the Plumas Lake Adult Softball League's not-for-profit status – 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 Nelson to terminate the use agreement with Plumas Lake Adult Softball League. The motion passed as follows:

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

9.2. Consider approving the proposed changes to the Youth Center Building Lease Agreement and Usage Rental Fee – D/A

- 9.2.1. Public comment
- 9.2.2. Questions/comments from Directors
- 9.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Burbank approving the proposed changes to the Youth Center Building Lease Agreement and Usage Rental Fee. The motion passed as follows:

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

9.3. Consider approving the special request from Just Books and Things to use Eufay Woods Sr. parking lot on Hidden Creek to sell their business items – D/A

- 9.3.1. Public comment
- 9.3.2. Questions/comments from Directors

9.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Nelson and seconded by Director Perrault temporarily approving the special request from Just Books and Things to use Eufay Woods Sr parking lot on Hidden Creek to sell their business items until a parking lot use agreement is approved. The motion passed as follows:

Ayes: Directors Burbank, Nelson, Perrault, and Floe

Noes: None

Absent: Director Griego

Water/Wastewater

9.4. Receive update on South County infrastructure – D/A

9.4.1. Public comment

9.4.2. Questions/comments from Directors

9.4.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

9.5. Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – D/A

9.5.1. Public comment

9.5.2. Questions/comments from Directors

9.5.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

9.6. [Consider approving request from Pacific West Builders \(PWB\) for occupancy of River Oaks Apartments prior to onsite electrical at the lift station which OPUD will not take possession of without – D/A](#)

9.6.1. Public comment

9.6.2. Questions/comments from Directors

9.6.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Burbank approving the request from Pacific West Builders (PWB) for occupancy of River Oaks Apartments prior to onsite electrical at the lift station which OPUD will not take possession of without subject to Pacific West Builders (PWB) agreeing to indemnification changes/modifications. The motion passed as follows:

Ayes: Directors Burbank, Nelson, Perrault, and Floe

Noes: None

Absent: Director Griego

10. Board Committee Schedule

10.1. January 2025 Committee Meeting Schedule.

10.1.1. Fire & Safety Committee – Thursday, January 2, 2025, CANCELED

10.1.2. Parks & Recreation Committee – Thursday, January 2, 2025, CANCELED

10.1.3. Water & Wastewater Committee – Wednesday, January 1, 2025, CANCELED

11. Reports (non-action items)

- 11.1. [December Fire Department Committee Report.](#)
- 11.2. [December Parks Department Committee Report.](#)
- 11.3. [December 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 7:48 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 adjourned at 7:58 p.m.

- 14.1. Announcement of reportable actions taken in closed session.

No reportable actions were reported.

15. Adjourn

- 15.1. Entertain motion to adjourn.

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

Ayes: Directors Burbank, Nelson, Perrault, and Floe

Noes: None

Absent: Director Griego

The meeting adjourned at 7:58 p.m.