

Revision 1

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, April 21, 2022
LOCATION: Virtual Board 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.

If you do not want to speak during the public comment portion of the Agenda, you are also encouraged to submit email correspondence to britchie@opud.org.

Email comments will be accepted up until 6:00 PM the day of the meeting and forwarded to the Board of Directors, posted to the OPUD website, and placed in OPUD's permanent records.

Email messages should be sent to britchie@opud.org. If you choose to submit an email, please note in the Subject Line the part of the Agenda your email pertains to.

For example, you can type in the Subject Line,
"Agenda Item 6 – District Business" or "Agenda Item 8 – Business Office".

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.

**D/A - Discussion/Action

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.

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*

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 Griego
2. Pledge of Allegiance
3. Roll Call

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

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Office Manager; Randy York, Fire Chief; Bri Anne Ritchie, District 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 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 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 March 17, 2022 Regular Meeting.](#)
- 5.2. [Approve Minutes of the March 17, 2022 Special Board Meeting.](#)
- 5.3. [Approve Minutes of the April 6, 2022 Special Board Meeting.](#)
- 5.4. [Approve March 2022 Claims for Payment.](#)
- 5.5. [Approve March 2022 Overtime Report.](#)
- 5.6. [Review Revenue and Expenditure Summary March 30, 2022 FY 2021 \(Strategic Plan 5.3 & 5.4\).](#)
- 5.7. [Review Water Sales March 2016 to March 2022 \(Strategic Plan 5.1, 5.3\).](#)
- 5.8. [Review Service Water Account Analysis March 2022 \(Strategic Plan 5.1, 5.3\).](#)
- 5.9. [Review Invoice Cloud Activity through April 12, 2022 \(Strategic Plan 5.1, 5.3\).](#)
- 5.10. [Approve OPUD Resolution No. 2392 - A Resolution Authorizing Teleconference Meetings in Compliance with AB 361.](#)
- 5.11. Approve merit increase for Brett MacDonald, Utility Worker I, Step 2 to Step 3, retroactive to April 8, 2022 – D/A
- 5.12. Approve merit increase for Seth Staton, Fire Fighter, Step 2 to Step 3, retroactive to March 14, 2022 – D/A
- 5.13. Entertain motions for approval of consent agenda and take roll as appropriate.

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

Ayes: Directors Burbank, Floe, Perrault, and Griego

Noes: None

Absent: Director Nelson

6. District Business

- 6.1. [Consider making changes to Committee Assignments – D/A](#)

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

Changes to Committee Assignments are as follows:

Director Perrault has been removed from Yuba County Liaison and Director Griego has been added. No motion was made as changes were made by Chair of the Board, Director Griego.

Director Nelson entered the meeting at 7:04 p.m.

- 6.2. [Receive an update on water shutoffs – D/A](#)

- 6.2.1. Public comment
- 6.2.2. Questions/comments from Directors
- 6.2.3. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

- 6.3. Receive an update on Casino Mitigation fees – D/A
 - 6.3.1. Public comment
 - 6.3.2. Questions/comments from Directors
 - 6.3.3. Entertain motions and take roll as appropriate

This item was removed per the request of John Tillotson, General Manager.

- 6.4. [Consider approving payoff of the Capacity Fee Reimbursement to PLOG using recommended internal loan option – D/A](#)
 - 6.4.1. Public comment
 - 6.4.2. Questions/comments from Directors
 - 6.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault to approve paying off the Capacity Fee Reimbursement to PLOG using recommended internal loan option. The motion passed as follows:

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

7. Public Works

Parks

- 7.1. [Consider accepting proposals from Economic and Planning Systems \(EPS\) for support in administrating Community Facility Districts \(CFDs\) 2002-1 and 2005-2 – 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 Perrault and Seconded by Director Burbank accepting proposals from Economic and Planning Systems (EPS) for support in administrating Community Facility Districts (CFDs) 2002-1 and 2005-2. The motion passed as follows:

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

- 7.2. [Consider approving attached proposal by MTW Group to provide scope for OPUD Parks Master Plan Update and SOP creation not to exceed \\$15,000.00 – 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 Perrault approving attached proposal by MTW Group to provide scope for OPUD Parks Master Plan Update and SOP creation not to exceed \$15,000.00. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, Perrault, and Griego

Noes: None
Absent: None

Water/Wastewater

7.3. [Receive update on South County infrastructure – D/A](#)

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

Directors reviewed this item. No motion was made.

7.4. [Receive update on the Prop 218 progress – D/A](#)

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

Directors reviewed this item. No motion was made.

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

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

Directors reviewed this item. No motion was made.

7.6. [Consider approving the purchase of a Taylor Dunn BF Electric Flatbed Vehicle from vehicle replacement budget line item – 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 Floe and seconded by Director Perrault approving the purchase of a Taylor Dunn BF Electric Flatbed Vehicle from vehicle replacement budget line item. The motion passed as follows:

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

8. Fire Department

8.1. [Consider approving Measure K Strategic Plan and allow staff to follow OPUD purchasing policy when using Measure K monies – D/A](#)

- 8.1.1. Public comment
- 8.1.2. Questions/comments from Directors
- 8.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving Measure K Strategic Plan and allow staff to follow OPUD purchasing policy when using Measure K monies. The motion passed as follows:

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

9. Business Office

9.1. Consider approving options and authorize Financial Manager to sign on for CheckFreePay – 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 Perrault and seconded by Director Floe approving options and authorize Financial Manager to sign on for CheckFreePay. The motion passed as follows:

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

10. Human Resources

10.1. Consider authorizing the General Manager to fill the vacant Parks Maintenance Worker I position in accordance with District policies – D/A

- 10.1.1. Public comment
- 10.1.2. Questions/comments from Directors
- 10.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe authorizing the General Manager to fill the vacant Parks Maintenance Worker I position in accordance with District policies. The motion passed as follows:

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

10.2. Consider authorizing the General Manager to establish a new Water Meter Technical Foreman position and fill in accordance with District policies – D/A

- 10.2.1. Public comment
- 10.2.2. Questions/comments from Directors
- 10.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Nelson authorizing the General Manager to establish a new Water Meter Technical Foreman position and fill in accordance with District policies subject to Human Resources and General Manager adding distribution qualifications to job requirements. The motion passed as follows:

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

- 10.3. Consider approving a 2 Step merit increase for Swarnjit Boyal, Public Works Engineer, ~~Step 2 to Step 4~~ Step 3 to Step 5, retroactive to March 14, 2022 and early probation release – D/A
- 10.3.1. Public comment
 - 10.3.2. Questions/comments from Directors
 - 10.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Burbank approving a 2 Step merit increase for Swarnjit Boyal, Public Works Engineer Step 3 to Step 5, retroactive to March 14, 2022 and early probation release. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, Perrault, and Griego

Noes: None

Absent: None

11. Board Committee Schedule

11.1. May 2022 Committee Meeting Schedule.

11.1.1. Fire & Safety Committee – Tuesday, May 3, 2022 at 4:00 p.m.

11.1.2. Parks & Recreation Committee – Tuesday, May 3, 2022 at 5:00 p.m.

11.1.3. Water & Wastewater Committee – Wednesday, May 4, 2022 at 5:45 p.m.

12. Reports (non-action items)

12.1. [April Fire Department Committee Report.](#)

12.2. [April Parks Department Committee Report.](#)

12.3. [April Water & Wastewater Department Committee Report.](#)

12.4. Report from the General Manager.

12.5. Report from Legal Counsel.

12.6. Reports from Directors.

12.7. Public comment.

13. Correspondence

14. Closed Session – Closed session convened at 8:27 p.m.

14.1. Conference with Legal Counsel – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: One

14.2. Personnel (Government Code Section 54957) – It is the intention of the Board to meet in closed session to consider Public Employee Performance Evaluation for the Position of General Manager.

15. Meeting Reconvened – Closed session was adjourned at 9:32 p.m.

15.1. Announcement of reportable actions taken in closed session.

No reportable actions to report.

16. Adjourn

16.1. Entertain motion to adjourn.

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

Ayes: Director Burbank, Floe, Nelson, Perrault, and Griego

Noes: None

Absent: None

The meeting adjourned at 9:33 p.m.