

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, January 18, 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 Nelson

2. Pledge of Allegiance

3. Roll Call

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

Directors Absent: None

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Office 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 Nelson 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 Griego and seconded by Director Burbank nominating Director Perrault as the Board President. The motion passed as follows:

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

Noes: None

Absent: None

6.2. Vice President of the Board – D/A

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

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

Noes: None

Absent: None

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

Directors discussed committee assignments. Director Perrault was removed from the Fire & Safety Committee and Director Nelson was added.

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 2024. 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. Fire & Safety Committee along with Parks & Recreation Committee days were changed from Tuesdays to Thursdays. The times remained the same. No motions 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 16, 2023, Regular Meeting.](#)

7.2. [Approve Minutes of the December 6, 2023, Special Meeting.](#)

7.3. [Approve Minutes of the December 21, 2023, Regular Meeting.](#)

7.4. [Approve Minutes of the December 21, 2023, Special Meeting.](#)

7.5. [Approve November 2023 Claims for Payment.](#)

7.6. [Approve December 2023 Claims for Payment.](#)

7.7. [Approve November 2023 Overtime Report.](#)

7.8. [Approve December 2023 Overtime Report.](#)

7.9. [Review Revenue and Expenditure Summary January 11, 2024, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

7.10. [Review Water Sales November 2016 to November 2023 \(Strategic Plan 5.1, 5.3\).](#)

7.11. [Review Water Sales December 2016 to December 2023 \(Strategic Plan 5.1, 5.3\).](#)

7.12. [Review Service Water Account Analysis November 2023 \(Strategic Plan 5.1, 5.3\).](#)

7.13. [Review Service Water Account Analysis December 2023 \(Strategic Plan 5.1, 5.3\).](#)

7.14. [Review Invoice Cloud Activity through December 1, 2023 \(Strategic Plan 5.1, 5.3\).](#)

7.15. [Review Invoice Cloud Activity through January 9, 2024 \(Strategic Plan 5.1, 5.3\).](#)

7.16. [Review September 2023 Treasurer Report \(Strategic Plan 5.1, 5.3\).](#)

7.17. Approve merit increase for Carrie Caselli, Fire Fighter, Step 3 to Step 4, retroactive to January 3, 2024.

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

\*\*D/A - Discussion/Action

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

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

Noes: None

Absent: None

## 8. District Business

### 8.1. Public Hearing for the annexation of territory into CFD 2005-2 for Parks Maintenance – D/A

8.1.1. Open the Public Hearing – Public hearing opened at 7:20 p.m.

8.1.2. [Confirmation of required notice by law](#) – Confirmation provided.

8.1.3. Confirmation of written comments/protests – No written comments/protests.

8.1.4. Staff Presentation

8.1.5. Public comment

8.1.6. Close Public Hearing – Public hearing closed at 7:21 p.m.

### 8.1.7. [Consider approving OPUD Resolution No. 2429, a resolution calling an election to vote on the annexation territory into OPUF CFD 2005-2 for parks maintenance \(annexation 12\) – D/A](#)

8.1.7.1. Public comment

8.1.7.2. Questions/comments from Directors

8.1.7.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Griego approving OPUD Resolution No. 2429, a resolution calling an election to vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance (annexation 12). The motion passed as follows:

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

Noes: None

Absent: None

### 8.1.8. [Consider approving OPUD Resolution No. 2430, a resolution declaring election results for vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance \(annexation 12\) – D/A](#)

8.1.8.1. Open election ballot to declare results

8.1.8.2. Public comment

8.1.8.3. Questions/comments from Directors

8.1.8.4. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Nelson approving OPUD Resolution No. 2430, a resolution declaring election results for vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance (annexation 12).

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

Noes: None

Absent: None

8.1.9. [Consider waiving the first and second reading and the adoption of OPUD Ordinance No. 217, levying the tax on territory for OPUD CFD 2005-2 for parks maintenance \(annexation 12\) – D/A](#)

- 8.1.9.1. Public comment
- 8.1.9.2. Questions/comments from Directors
- 8.1.9.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank waiving the first and second reading and the adoption of OPUD Ordinance No. 217, levying the tax on territory for OPUD CFD 2005-2 for parks maintenance (annexation 12). The motion passed as follows:

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

Moved to item 10.2 for discussion.

9. [Public Works](#)  
[Parks](#)

9.1. [Consider accepting Dry Creek Park land and transfer of ownership from KB Homes of Sacramento, Inc. – 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 Griego accepting Dry Creek Park land and transfer of ownership from KB Homes of Sacramento, Inc. The motion passed as follows:

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

9.2. [Receive an update on the ADA Swing Community Effort – 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 Nelson and seconded by Director Burbank approving the purchase of an expression swing with adaptive seat from GameTime and paying for the purchase with an interdepartmental loan. The motion passed as follows:

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

9.3. [Receive an update on Elite Soccer portable toilet request – D/A](#)

- 9.3.1. Public comment
- 9.3.2. Questions/comments from Directors
- 9.3.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

9.4. [Consider approving the request made by 2 Tall Sweet Treats for improvements at Eufay Woods Sr. Park – 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 reviewed this item. No motion was made. Item failed for lack of action.

Water/Wastewater

9.5. [Receive update on South County infrastructure – 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. [Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – D/A](#)

- 9.6.1. Public comment
- 9.6.2. Questions/comments from Directors
- 9.6.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

9.7. [Consider approving the Improvements and Equipment for the Plumas Lake SCADA System Enhancement Project – D/A](#)

- 9.7.1. Public comment
- 9.7.2. Questions/comments from Directors
- 9.7.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Griego approving the Improvements and Equipment for the Plumas Lake SCADA System Enhancement Project. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault

Noes: None

Absent: None

9.8. [Consider approving Resolution No. 2431, a resolution confirming and declaring public contracting emergency and need for emergency expenditure of funds to repair wastewater treatment plant headworks bar screen in advance of rainy season – D/A](#)

- 9.8.1. Public comment
- 9.8.2. Questions/comments from Directors
- 9.8.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving Resolution No. 2431, a resolution confirming and declaring a public contracting emergency and need for emergency expenditure of funds to repair wastewater treatment plant headworks bar screen in advance of rainy season. The emergency declared was that of a health and safety risk for the public. The motion passed as follows:

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

9.9. [Consider approving repair quote for headworks at WWTP – D/A](#)

- 9.9.1. Public comment
- 9.9.2. Questions/comments from Directors
- 9.9.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Burbank approving the repair quote for headworks at WWTP. The motion passed as follows:

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

10. [Human Resources](#)

10.1. [Consider authorizing the General Manager to establish a new Wastewater Collection System Maintenance Operator I position and fill 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 Floe and seconded by Director Burbank authorizing the General Manager to establish a new Wastewater Collection System Maintenance Operator I position and fill in accordance with District policies. The motion passed as follows:

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

10.2. [Consider approving the proposed policies and objectives for threshold language\(s\), translation and interpretation standards, and bilingual staff recruitment and staff training – D/A](#)

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

Directors sent item back to Water/Wastewater Committee for further discussion. No motion was made.

Moved to item 9.1 for discussion.

11. Board Committee Schedule

11.1. February 2024 Committee Meeting Schedule.

11.1.1. Fire & Safety Committee – ~~Tuesday, January 30, 2024~~, Thursday, February 1, 2024, at 4:00 p.m.

11.1.2. Parks & Recreation Committee – ~~Tuesday, January 30, 2024~~, Thursday, February 1, 2024, at 5:00 p.m.

11.1.3. Water & Wastewater Committee – Wednesday, January 31, 2024, at 3:30 p.m.

12. Reports (non-action items)

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

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

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

12.4. [January Fire Department Committee Report.](#)

12.5. [January Parks Department Committee Report.](#)

12.6. [January Water & Wastewater Department Committee Report.](#)

12.7. Report from the General Manager.

12.8. Report from Legal Counsel.

12.9. Reports from Directors.

12.10. Public comment.

13. Correspondence

14. Closed Session – Closed Session was convened at 8:47 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: two.

15. Meeting Reconvened – Closed Session was adjourned at 9:03 p.m.

15.1. Announcement of reportable actions taken in closed session.

No reportable actions were reported.

16. Adjourn

16.1. Entertain motion to adjourn.

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

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

Noes: None

Absent: None

The meeting adjourned at 9:03 p.m.