

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, March 16, 2023**  
**LOCATION: Hybrid Board Meeting**

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 Griego, and Director Perrault  
Directors Absent: Director Nelson

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Cindy Van Meter, Office Manager/HR Coordinator; Deirdre Joan Cox, Legal Counsel; 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 February 16, 2023, Regular Meeting.](#)

5.2. [Approve Minutes of the February 16, 2023, Special Meeting.](#)

5.3. [Approve Minutes of the February 28, 2023, Special Meeting.](#)

5.4. [Approve February 2023 Claims for Payment.](#)

5.5. [Approve February 2023 Overtime Report.](#)

\*\*D/A - Discussion/Action

- 5.6. [Review Revenue and Expenditure Summary February 24, 2023, FY 2022-2023 \(Strategic Plan 5.3 & 5.4\).](#)
- 5.7. [Review Water Sales February 2016 to February 2023 \(Strategic Plan 5.1, 5.3\).](#)
- 5.8. [Review Service Water Account Analysis February 2023 \(Strategic Plan 5.1, 5.3\).](#)
- 5.9. [Review Invoice Cloud Activity through March 6, 2023 \(Strategic Plan 5.1, 5.3\).](#)
- 5.10. [Authorize Preparation and Execution of Side Letter of Agreement Between Olivehurst public Utility District and Olivehurst Public Utility District Fire Department Association in accordance with attached Tentative Agreement – D/A](#)
- 5.11. [Authorize Preparation and Execution of Side Letter of Agreement Between Olivehurst Public Utility District and Management Professional Employees Association \(MPEA\) in accordance with the attached Wage Opener Tentative Agreement – D/A](#)
- 5.12. Approve merit increase for Evan Nielsen, Park Maintenance Worker I, Step 1 to Step 2, retroactive to February 22, 2023.
- 5.13. Approve merit increase for Seth Staton, Fire Fighter, Step 4 to Step 5, retroactive to March 14, 2023.
- 5.14. Approve merit increase for Michael Ackerly, Wastewater Collections System Operator I, Step 2 to Step 3, retroactive to March 20, 2023.
- 5.15. Entertain motions for approval of consent agenda and take roll as appropriate.

Bri Anne Ritchie, Board Clerk, requested to remove item 5.14 – Approve merit increase for Michel Ackerly, Wastewater Collections System Operator I, Step 2 to Step 3, retroactive to March 20, 2023, from the consent agenda and move to the Human Resources section.

A motion was made by Director Griego and seconded by Director Burbank approving the consent agenda and removing item 5.14 from the consent agenda and moving it to Human Resources. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego, and Perrault

Noes: None

Absent: Director Nelson

## 6. District Business

### 6.1. [Consider approving the change request for customer deposits – D/A](#)

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

Karin Helvey, Financial Manager, requested to remove this item and send it back to the Water/Wastewater Committee.

### 6.2. [Consider approving the change to charges for afterhours special services of the District, including turn-on/turn-off of services – D/A](#)

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

Karin Helvey, Financial Manager, requested to remove this item and send it back to the Water/Wastewater Committee.

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

Directors received an update. No motion was made.

## 7. Public Works

### Parks

#### 7.1. [Consider approving the special event request made by Metanoia Community Church for an event at Olivehurst Community Park – 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 Floe and seconded by Director Griego approving the special event request made by Metanoia Community Church for an event at Olivehurst Community Park with a \$500 deposit and a request to consider security. The motion passed as follows:

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

#### 7.2. [Consider approving the special event request made by SactoMoFo, Inc. for the 2<sup>nd</sup> Saturday Picnic in the Park events at Eufay Woods, Sr. Park – 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 the requested event for the month of May only without the presence of alcohol. The original request must go back through the Parks Committee for further review. The motion passed as follows:

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

### 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 received an update. No motion was made.

- 7.4. Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – 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 received an update. No motion was made.

### Human Resources

- 5.14 Consider approving merit increase for Michael Ackerly, Wastewater Collections System Operator I, Step 2 to Step 3 4, retroactive to March 20 14, 2023.

A motion was made by Director Griego and seconded by Director Floe approving the merit increase for Michael Ackerly, Wastewater Collections System Operator I, Step 2 to Step 4, retroactive to March 14, 2023. The motion passed as follows:

Ayes: Directors Burbank, Floe, Griego and Perrault

Noes: None

Absent: Director Nelson

### 8. Board Committee Schedule

#### 8.1. April 2023 Committee Meeting Schedule.

8.1.1. Fire & Safety Committee – Tuesday, April 4, 2023, at 4:00 p.m.

8.1.2. Parks & Recreation Committee – April 4, 2023, at 5:00 p.m.

8.1.3. Water & Wastewater Committee – Wednesday, April 5, 2023, at 5:45 p.m.

### 9. Reports (non-action items)

9.1. [March Fire Department Committee Report.](#)

9.2. [March Parks Department Committee Report.](#)

9.3. [March Water & Wastewater Department Committee Report.](#)

9.4. Report from the General Manager.

9.5. Report from Legal Counsel.

9.6. Reports from Directors.

9.7. Public comment.

### 10. Correspondence

#### 11. Closed Session – Closed session was convened at 8:20p.m.

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

11.2. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6) – It is the intention of the Board to meet in closed session to review its position and to instruct its designated representatives:

Agency Designated Representative: John Tillotson, General Manager

Name of Employee Organization: Olivehurst Public Utility District Fire Department

Association

11.3. CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6) – It is the intention of the Board to meet in closed session to review its position and to instruct its designated representatives:  
Agency Designated Representative: John Tillotson, General Manager  
Name of Employee Organization: Management Professional Employees Association (MPEA)

11.4. 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.

12. Meeting Reconvened – Closed session was adjourned at 8:55 p.m.

12.1. Announcement of reportable actions taken in closed session.

No reportable actions to report.

13. Adjourn

13.1. 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, and Perrault

Noes: None

Absent: Director Griego and Nelson

The meeting adjourned at 8:56 p.m.