

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, February 15, 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 7:02 p.m. by Director Perrault.

2. Pledge of Allegiance

3. Roll Call

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

Directors Absent: None

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

2 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 January 18, 2024, Regular Meeting.](#)

5.2. [Approve Minutes of the January 31, 2024, Special Meeting.](#)

5.3. [Approve January 2024 Claims for Payment.](#)

5.4. [Approve January 2024 Overtime Report.](#)

5.5. [Review Revenue and Expenditure Summary January 24, 2024, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

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

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

5.8. [Review Invoice Cloud Activity through February 5, 2024 \(Strategic Plan 5.1, 5.3\).](#)

\*\*D/A - Discussion/Action

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

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

6. District Business

6.1. [Consider approving the Financial Statements for FY 2022-23 – 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 Floe and seconded by Director Burbank approving the Financial Statements for FY 2022-23. The motion passed as follows:

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

Noes: None

Absent: None

6.2. [Consider approving Budget Amendment 1 for FY 2023-24 – D/A](#)

6.2.1. Public comment

6.2.2. Questions/comments from Directors

6.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving Budget Amendment 1 for FY 2023-24. The motion passed as follows:

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

Noes: None

Absent: None

Moved to item 9.1

6.3. [Authorize annual Construction Cost Index Water, Wastewater Treatment Facility \(WWTF\), and Wastewater Collection Capacity Fee adjustment for all areas under Exhibit A for the following Resolutions: Resolution No. 2065 Exhibit A & subsequent Resolution No. 2110 Exhibit A; Resolution No. 2067 Exhibit A & subsequent Resolution No. 2112 Exhibit A; Resolution No. 2119 Exhibit A; Resolution No. 2115 Exhibit A & subsequent Resolution No. 2215 Exhibit A; and Resolution No. 2216 Exhibit A – D/A](#)

6.3.1. Public comment

6.3.2. Questions/comments from Directors

6.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Nelson and seconded by Director Griego approving annual Construction Cost Index Water, Wastewater Treatment Facility (WWTF), and Wastewater Collection Capacity Fee adjustment for all areas under Exhibit A for the following Resolutions: Resolution No. 2065 Exhibit A & subsequent Resolution No. 2110

\*\*D/A - Discussion/Action

Exhibit A; Resolution No. 2067 Exhibit A & subsequent Resolution No. 2112 Exhibit A; Resolution No. 2119 Exhibit A; Resolution No. 2115 Exhibit A & subsequent Resolution No. 2215 Exhibit A; and Resolution No. 2216 Exhibit A. The motion passed as follows:

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

6.4. [Consider approving the annual update of Exhibit A for existing Resolution No. 2272, a resolution establishing reimbursement fees for OPUD permit application review and consultation by OPUD staff, legal counsel, and consulting engineers – 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 Nelson approving the annual update of Exhibit A for existing Resolution No. 2272, a resolution establishing reimbursement fees for OPUD permit application review and consultation by OPUD staff, legal counsel, and consulting engineers. The motion passed as follows:

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

6.5. [Consider approving the CINTAS Uniform Contract renewal for uniforms – D/A](#)

- 6.5.1. Public comment
- 6.5.2. Questions/comments from Directors
- 6.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving the CINTAS Uniform Contract renewal for uniforms. The motion passed as follows:

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

7. Public Works  
Water/Wastewater

7.1. [Consider approving the South County Draft Agreements – 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 Burbank and seconded by Director Griego approving the South County Draft Agreements pending legal review. The motion passed as follows:

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

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

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

Directors received an update. No motion was made.

7.3. Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – 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 emergency expenditure of funds to repair wastewater treatment plant headworks bar screen – 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.

7.5. [Consider approving the purchase of a sewer inspection camera in accordance with OPUD purchasing policy – 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 Floe and seconded by Director Burbank approving the purchase of a sewer inspection camera in accordance with OPUD purchasing policy. The motion passed as follows:

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

7.6. [Consider approving the RFP RFB for the OPUD Advanced Metering Infrastructure Project – 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 RFB for the OPUD Advanced Metering Infrastructure Project pending final revisions by staff and legal counsel. The motion passed as follows:

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

8. Fire Department

8.1. Consider approving the request to surplus two fire trucks (B315 and T317) in accordance with OPUD policies and procedures – 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 Griego and seconded by Director Nelson approving the request to surplus two fire trucks (B315 and T317) in accordance with OPUD policies and procedures. The motion passed as follows:

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

9. Human Resources

9.1. Consider approving the proposed guidelines and objectives for threshold language(s), translation and interpretation standards, and bilingual staff recruitment and staff training – D/A

- 9.1.1. Public comment
- 9.1.2. Questions/comments from Directors
- 9.1.3. Entertain motion and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving the proposed guidelines and objectives for threshold language(s), translation and interpretation standards, and bilingual staff recruitment and staff training. The motion passed as follows:

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

Moved to item 6.3

9.2. Consider opening an Account Clerk II lateral position – 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 Burbank and seconded by Director Floe approving the opening of an Account Clerk II lateral position. The motion passed as follows:

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

10. Board Committee Schedule

10.1. March 2024 Committee Meeting Schedule.

- 10.1.1. Fire & Safety Committee – Thursday, March 7, 2024, at 4:00 p.m.
- 10.1.2. Parks & Recreation Committee – Thursday, March 7, 2024, at 5:00 p.m.

\*\*D/A - Discussion/Action

10.1.3. Water & Wastewater Committee – Wednesday, March 6, 2024, at 3:30 p.m.

11. Reports (non-action items)

- 11.1. [February Fire Department Committee Report.](#)
- 11.2. [February Parks Department Committee Report.](#)
- 11.3. [February 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 8:04 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: two.
- 13.2. 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: To be Determined  
Name of Employee Organization: Operating Engineers Local Union No. 3 Public Employees Division, on Behalf of the Business and Utility Unit
- 13.3. 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: To be Determined  
Name of Employee Organization: Olivehurst Public Utility District Fire Department Association
- 13.4. 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: To be Determined  
Name of Employee Organization: Management Professional Employees Association (MPEA)

14. Meeting Reconvened – Closed Session was adjourned at 8:38 p.m.

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

Reportable action on item 13.2 – 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: To be Determined  
Name of Employee Organization: Operating Engineers Local Union No. 3 Public Employees Division, on Behalf of the Business and Utility Unit

Per Director Perrault, Agency Designated Representative is assigned to the General Manager, John Tillotson. The motion passed as follows:

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

Reportable action on item 13.3 – 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: To be Determined  
Name of Employee Organization: Olivehurst Public Utility District Fire Department  
Association

Per Director Perrault, Agency Designated Representative is assigned to the General  
Manager, John Tillotson. The motion passed as follows:

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

Reportable action on item 13.4 – 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: To be Determined  
Name of Employee Organization: Management Professional Employees Association (MPEA)

Per Director Perrault, Agency Designated Representative is assigned to the General  
Manager, John Tillotson. The motion passed as follows:

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

## 15. Adjourn

15.1. Entertain motion to adjourn.

A motion was made by Director Nelson 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 was adjourned at 8:40 p.m.