

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, May 16, 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 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; 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 March 21, 2024, Regular Meeting.](#)

5.2. [Approve Minutes of the April 4, 2024, Special Meeting.](#)

5.3. [Approve Minutes of the April 18, 2024, Regular Meeting.](#)

5.4. [Approve Minutes of the April 25, 2024, Special Meeting.](#)

5.5. [Approve Minutes of the May 1, 2024, Special Meeting.](#)

5.6. [Approve Minutes of the May 8, 2024, Special Meeting.](#)

5.7. [Approve March 2024 Claims for Payment.](#)

5.8. [Approve April 2024 Claims for Payment.](#)

5.9. [Approve March 2024 Overtime Report.](#)

- 5.10. [Approve April 2024 Overtime Report.](#)
- 5.11. [Review Revenue and Expenditure Summary April 26, 2024, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)
- 5.12. [Review Water Sales April 2018 to April 2024 \(Strategic Plan 5.1, 5.3\).](#)
- 5.13. [Review Invoice Cloud Activity through May 7, 2024 \(Strategic Plan 5.1, 5.3\).](#)
- 5.14. Entertain motions for approval of consent agenda and take roll as appropriate.

A request from the public to move item 5.12 Review Water Sales April 2018 to April 2024 (Strategic Plan 5.1, 5.3) from the consent agenda and move to District Business for discussion.

A motion was made by Director Floe and seconded by Director Griego to remove item 5.12 from the consent agenda and move it to District Business as item 6.3 and approve 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. Public Hearing for the annexation of territory into CFD 2005-2 for Parks Maintenance – D/A

- 6.1.1. Open the Public Hearing – Public Hearing opened at 7:02 p.m.
- 6.1.2. [Confirmation of required notice by law](#) – Confirmation provided.
- 6.1.3. Confirmation of written comments/protests – No written comments/protests.
- 6.1.4. Staff Presentation
- 6.1.5. Public comment
- 6.1.6. Close Public Hearing – Public Hearing closed at 7:03 p.m.

6.1.7. [Consider approving OPUD Resolution No. 2435, a resolution calling an election to vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance \(annexation 13\) – D/A](#)

- 6.1.7.1. Public comment
- 6.1.7.2. Questions/comments from Directors
- 6.1.7.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving OPUD Resolution No. 2435, a resolution calling an election to vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance (annexation 13). The motion passed as follows:

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

6.1.8. [Consider approving OPUD Resolution No. 2436, a resolution declaring election results for vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance \(annexation 13\) – D/A](#)

- 6.1.8.1. Open election ballot to declare results
- 6.1.8.2. Public comment

- 6.1.8.3. Questions/comments from Directors
- 6.1.8.4. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving OPUD Resolution No. 2436, a resolution declaring election results for vote on the annexation territory into OPUD CFD 2005-2 for parks maintenance (annexation 13). The motion passed as follows:

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

6.1.9. [Consider waiving the first and second reading and the adoption of OPUD Ordinance No. 218, levying the tax on territory for OPUD CFD 2005-2 for parks maintenance \(annexation 13\) – D/A](#)

- 6.1.9.1. Public comment
- 6.1.9.2. Questions/comments from Directors
- 6.1.9.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Nelson approving waiving the first and second reading and the adoption of OPUD Ordinance No. 218, levying the tax on territory for OPUD CFD 2005-2 for parks maintenance (annexation 13). The motion passed as follows:

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

6.2. [Consider approving the updates to the OPUD Purchasing Policy – 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 the updates to the OPUD Purchasing Policy. The motion passed as follows:

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

6.3 Consent agenda item 5.12 Review Water Sales April 2018 to April 2024 (Strategic Plan 5.1, 5.3) – 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 explanation of Water Sales April 2018 to April 2024. No motion was made.

7. Public Works

Parks

7.1. Consider approving the special events request made by Metanoia Community Church Olivehurst for the Let's Go Youth Rally – 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 Griego and seconded by Director Nelson approving the special events request made by Metanoia Community Church Olivehurst for the Let's Go Youth Rally. The motion passed as follows:

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

7.2. Consider approving the special events request made by Hegemony HOPE Foundation for the Plumas Lake Picnic in the Park (2<sup>nd</sup> Saturday of every month June – October) - 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 Griego and seconded by Director Burbank approving the special events request made by Hegemony HOPE Foundation for the Plumas Lake Picnic in the Park (2<sup>nd</sup> Saturday of every month June – October) subject to the payment of \$674.15 by SactoMoFo and liability insurance being provided by all food trucks and vendors. The motion passed as follows:

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

8. Human Resources

8.1. [Consider approving the Wastewater Treatment Facility Operator I-III eligibility list and authorize the General Manager to hire per OPUD policies and procedures – D/A](#)

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

A motion was made by Director Griego and seconded by Director Burbank approving the Wastewater Treatment Facility Operator I-III eligibility list and authorizing the General Manager to hire per OPUD policies and procedures. The motion passed as follows:

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

9. Board Committee Schedule

9.1. June 2024 Committee Meeting Schedule.

- 9.1.1. Fire & Safety Committee – Thursday, June 6, 2024, at 4:00 p.m.
- 9.1.2. Parks & Recreation Committee – Thursday, June 6, 2024, at 5:00 p.m.
- 9.1.3. Water & Wastewater Committee – Wednesday, June 5, 2024, at 3:30 p.m.

10. Reports (non-action items)

- 10.1. [April Fire Department Committee Report.](#)
- 10.2. [April Parks Department Committee Report.](#)
- 10.3. [April Water & Wastewater Department Committee Report.](#)
- 10.4. [May Fire Department Committee Report.](#)
- 10.5. [May Parks Department Committee Report.](#)
- 10.6. [May Water & Wastewater Department Committee Report.](#)
- 10.7. Report from the General Manager.
- 10.8. Report from Legal Counsel.
- 10.9. Reports from Directors.
- 10.10. Public comment.

11. Correspondence

12. Closed Session – Closed Session was convened at 8:41 p.m.

- 12.1. CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: one.
- 12.2. 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  
Name of Employee Organization: Operating Engineers Local Union No. 3 Public Employees Division, on Behalf of the Business and Utility Unit
- 12.3. 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

Name of Employee Organization: Olivehurst Public Utility District Fire Department Association

12.4. 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: John Tillotson

Name of Employee Organization: Management Professional Employees Association (MPEA)

12.5. 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.

12.6. 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 Parks Department Manager.

13. Meeting Reconvened – Closed Session was adjourned at 9:35 p.m.

13.1. Announcement of reportable actions taken in closed session.

No reportable action was reported.

14. Adjourn

14.1. Entertain motion to adjourn.

A motion was made by Director Floe and seconded by Director Nelson 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 9:37 p.m.