

Revision 1

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, September 17, 2020**  
**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](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 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 [cvanmeter@opud.org](mailto:cvanmeter@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 [cvanmeter@opud.org](mailto:cvanmeter@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”.

***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 – Meeting was called to order at 7:00 p.m. by Director Burbank

2. Pledge of Allegiance

3. Roll Call

Directors Present: Director White, Director Carpenter, Director Griego, Director Burbank  
Directors Absent: Director Floe

Also Present: John Tillotson, General Manager; Christopher Oliver, Public Works Engineer; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Officer Manager; Bri Anne Ritchie, District Clerk; and other interested parties

4. Public Participation

Members of the Public Present: Mark Perrault, Lacey Nelson, Gary Bradford, Yuba County Supervisor

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.

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 August 20, 2020 Regular Meeting](#)

5.2. [Approve August 2020 Claims for Payment.](#)

5.3. [Approve August 2020 Overtime Report.](#)

5.4. [Review Revenue and Expenditure Summary Aug 25, 2020 FY 2021 \(Strategic Plan 5.3 & 5.4\).](#)

- 5.5. [Review Water Sales August 2015 to August 2020 \(Strategic Plan 5.1, 5.3\).](#)
- 5.6. [Review Invoice Cloud Activity through September 10, 2020 \(Strategic Plan 5.1, 5.3\).](#)
- 5.7. [Review Treasurer's Report for June 2020 \(Strategic Plan 5.3 & 5.4\).](#)
- 5.8. Approve merit increase for Perry Jackson, Utility Worker, Step 2 to Step 3, retroactive to August 22, 2020 – D/A
- 5.9. Approve merit increase for Rhys Miller, Fire Captain, Step 2 to Step 3, retroactive to August 27, 2020 – D/A
- 5.10. Entertain motions for approval of consent agenda and take roll as appropriate.

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

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

## 6. District Business

- 6.1. [Second reading and adoption of OPUD Ordinance 212, levying the tax on River Oaks North and East for OPUD CFD 2005-2 for parks maintenance \(annexation 7\) – 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 Griego and seconded by Director Carpenter to waive the second reading and to adopt OPUD Ordinance 212, levying the tax on River Oaks North and East for OPUD CFD 2005-2 for parks maintenance (annexation 7). The motion passed as follows:

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

- 6.2. [Consider approving the request for waiver of capacity fees for 1718 11<sup>th</sup> Avenue – 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 Carpenter and seconded by Director White to approve the request to waive the capacity fees for 1718 11<sup>th</sup> Avenue. The motion passed as follows:

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

## 6.3. Public Works

### Parks

- 6.4. [Receive an update on Per Capita Grant project ideas and locations – D/A](#)
  - 6.4.1. Public comment
  - 6.4.2. Questions/comments from Directors
  - 6.4.3. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

Water/Wastewater

6.5. [Receive update on annexation and progress of infrastructure projects in the Industrial, Sports and Entertainment Zone for water, sewer and parks \(Strategic Plan 1.0\) – D/A](#)

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

Directors reviewed this item. No motion was made.

6.6. [Receive an update on illegal dumping into the District's collection system – D/A](#)

- 6.6.1. Public comment
- 6.6.2. Questions/comments from Directors
- 6.6.3. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

7. Fire Department

7.1. [Receive an update on Weed Abatement Program and Direct Assessment – D/A](#)

- 7.1.1. Public comment
- 7.1.2. Questions/comments from Directors
- 7.1.3. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

8. Business Office

8.1. [Consider changing utility billing cycle \(Strategic Plan 5.1 & 5.3\) – D/A](#)

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

Directors reviewed this item and requested that more information be gathered and brought back to next Board Meeting. No motion was made.

8.2. [Consider approving the working budget FY 2020-2021 – D/A](#)

- 8.2.1. Public comment
- 8.2.2. Questions/comments from Directors
- 8.2.3. Entertain motions and take roll as appropriate

A motion was made by Director White and seconded by Director Carpenter to approve the working budget for FY 2020-2021. The motion passed as follows:

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

9. Human Resources

9.1. [Consider approving the revised Wastewater Collection System Apprentice and Wastewater Collection System Operator I position descriptions as presented – 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 Carpenter and seconded by Director White to approve the revised Wastewater Collection System Apprentice and Wastewater Collection System Operator I position descriptions as presented. The motion passed as follows:

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

9.2. [Consider authorizing opening a Utility Operator I position and then filling said position via District policies – 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 Griego and seconded by Director Carpenter to authorize the opening of a Utility Operator I position and filling said position via District policies. The motion passed as follows:

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

→ 9.3. [Consider approving the Wastewater Collection System Operator I eligibility list and authorize the General Manager to hire per OPUD policies and procedures – D/A](#)

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

A motion was made by Director Griego and seconded by Director Carpenter to approve the Wastewater Collection System Operator I eligibility list and authorize the General Manager to hire per OPUD policies and procedures. The motion passed as follows:

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

10. [Board Committee Schedule](#)

- 10.1. September 2020 Committee Meeting Schedule.
  - 10.1.1. Fire & Safety Committee – Tuesday, September 29, 2020 at 5:00 p.m.
  - 10.1.2. Parks & Recreation Committee – Tuesday, September 29, 2020 at 4:00 p.m.
  - 10.1.3. Water & Wastewater Committee – Wednesday, September 30, 2020 at 5:45 p.m.

11. [Reports \(non-action items\)](#)

- 11.1. [September Fire Department Committee Report](#)
- 11.2. [September Parks Department Committee Report](#)
- 11.3. [September 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 8:12 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: one.

14. Meeting Reconvened – Board meeting was reconvened at 8:23 p.m.

14.1. Announcement of reportable actions taken in closed session.

15. Adjourn

15.1. Entertain motion to adjourn.

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

Ayes: Directors White, Carpenter, Griego, and Burbank.

Noes: None

Absent: Director Floe

The meeting was adjourned at 8:23 p.m.