

OLIVEHURST PUBLIC UTILITY DISTRICT Parks and Recreation Committee

Date/Time: Tuesday, April 5th, 2022 at 5:00 p.m.

Directors: Burbank and Nelson

Location: Virtual 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 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.

In compliance with AB 361:

1. Consistent with all OPUD meetings, this meeting will be conducted in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative party.
2. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved.
3. OPUD will not require comments to be submitted before the start of the meeting. Each member of the public will be allowed to make "real time" public comment.
4. As is its practice, OPUD will provide a reasonable time for public comment. As is its customary practice for public comment, OPUD's public comment period will be left open until the time expires.
5. All votes in OPUD meetings will be taken by roll call.

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 on the Olivehurst Public Utility District website, <http://www.opud.net>. 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. 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) 743-4658 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) 743-4658.

The following items are scheduled for discussion:

- 1) Status of Parks and Recreation Facilities.
 - a) [Staff report](#) – The Park Maintenance Coordinator gave report.
 - i) Staffing – Need to fill the Parks Maintenance Worker I position.
 - ii) Materials – No items were reported.
 - iii) Vandalism and Costs – No items were reported.
 - b) Budgetary items
 - i) [Monthly Review of Revenue and Expenditures – Parks and Pool \(pages page 5-10, 18\)](#)
 - (1) Forwarded item(s): Review of Revenue and Expenditures
 - (a) Staff Direction: None
 - (b) Staff Report Requested: None

2) [Discuss EPS proposals for support in administrating CFDs 2002-1 and 2005-2.](#)

Karin Helvey, Financial Manager, stated that EPS has provided support in administrating CFDs 2002-1 and 2005-2. She stated that their continued support of the CFDs is invaluable.

- a) Forwarded item(s): Bring to Board for further discussion.
 - i) Staff Direction: None
 - ii) Staff Report Requested: Staff Report to be completed for Board meeting.

3) [Discuss modifying the Parks Coordinator job description.](#)

John Tillotson, General Manager, stated that as the park acreage continues to grow, the parks department will need to expand as well, including transitioning the Parks Coordinator position into a supervisor/managerial role.

- a) Forwarded item(s): None
 - i) Staff Direction: Bring cost difference of supervisor and manager along with ways to fund the salary increase to the May Committee meeting.
 - ii) Staff Report Requested: None

4) [Discuss filling the Parks Maintenance Worker I position.](#)

John Tillotson, General Manager, stated that we need to fill the open Parks Maintenance Worker I position as well as bring on an additional permanent Parks Maintenance Worker I as the parks grow. Funding for the additional worker would need to be determined prior to filling the position.

- a) Forwarded item(s): Bring one open position to the Board for further discussion.
 - i) Staff Direction: Make a plan for funding the second position and bring back to the May Parks Committee Meeting.
 - ii) Staff Report Requested: Staff Report to be completed for Board meeting.

5) Discuss OPUD Parks Master Plan update.

John Tillotson, General Manager, stated that he had a meeting with the parks consultant and are ready to move forward. He stated that the consultant would need to define the scope more and as such would need payment in order to do so. Once the price has been received, it will be brought to the Board.

- a) Forwarded item(s): None
 - i) Staff Direction: Bring to the Board for further discussion as soon as the price is received.
 - ii) Staff Report Requested: Staff Report Requested when being brought to the Board.

6) Discuss bringing youth programs to OPUD.

Nothing to report at this time.

- a) Forwarded item(s): None
 - i) Staff Direction: None
 - ii) Staff Report Requested: None

7) Discuss the Youth Center Building.

Bri Anne Ritchie, Board Clerk, stated that an organization has reached out regarding their interest in using the Youth Center Building but has yet to expand on its interest and turn in a formal request.

- a) Forwarded item(s): None
 - i) Staff Direction: None
 - ii) Staff Report Requested: None

8) Discuss finishing Bear River Park.

John Tillotson, General Manager, stated that the park design is fully completed for the portion of the park that is unfinished. He stated that more research needs to be completed into the costs associated with finishing the project along with how many rooftops have been built surrounding the park location to support the buildout of the park.

- a) Forwarded item(s): None
 - i) Staff Direction: Conduct the research and being back to May Parks Committee.
 - ii) Staff Report Requested: None

9) Special Events Requests and Parks and Facilities Use Agreement inquiries.

a) Easter Eggstravaganza

Bri Anne Ritchie, Board Clerk, stated that a request was received to have the yearly Easter egg hunt at Eufay Woods, Sr. Park.

- i) Forwarded item(s): None
 - (1) Staff Direction: Approved pending receipt of the liability insurance and the \$200 refundable deposit.
 - (2) Staff Report Requested: None

10) [General Manager Report](#) – General Manager gave report.

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.