

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, October 19, 2023**  
**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, and Director Perrault  
Directors Absent: Director Nelson

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.

4 Members of 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 September 21, 2023, Regular Meeting.](#)

5.2. [Approve September 2023 Claims for Payment.](#)

5.3. [Approve September 2023 Overtime Report.](#)

5.4. [Review Revenue and Expenditure Summary September 28, 2023, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

5.5. [Review Water Sales September 2016 to September 2023 \(Strategic Plan 5.1, 5.3\).](#)

5.6. [Review Service Water Account Analysis September 2023 \(Strategic Plan 5.1, 5.3\).](#)

5.7. [Review Invoice Cloud Activity through October 11, 2023 \(Strategic Plan 5.1, 5.3\).](#)

5.8. Approve merit increase for Daniel Nielsen, District Inspector, Step 4 to Step 5, retroactive to September 22, 2023.

- 5.9. Approve merit increase for Shane Bunn, Utility Worker, Step 2 to Step 3, retroactive October 6, 2023.
- 5.10. Entertain motions for approval of consent agenda and take roll as appropriate.

General Manager, John Tillotson, requested to remove item 5.8 – Approve merit increase for Daniel Nielsen, District Inspector, Step 4 to Step 5, retroactive to September 22, 2023, from the consent agenda.

A motion was made by Director Griego and seconded by Director Burbank approving the consent agenda and removing item 5.8 from the consent agenda. The motion passed as follows:

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

## 6. District Business

- 6.1. [Discuss and consider accepting agreement with Estom Yumeka Maidu Tribe of the Enterprise Rancheria for the dedication of parcels for a Water Treatment Plant, Pump Station 24, and Pump Station 25 – 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 Burbank accepting the agreement with Estom Yumeka Maidu Tribe of the Enterprise Rancheria for the dedication of parcels for a Water Treatment Plant, Pump Station 24, and Pump Station 25. The motion passed as follows:

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

## 7. Public Works

### Parks

- 7.1. [Consider approving the special event request from South Yuba County Sunrise Rotary for the Christmas Tree Lighting and the special event fee waiver – 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 Floe approving the special event request from South Yuba County Sunrise Rotary for the Christmas Tree Lighting and the special event fee waiver. The motion passed as follows:

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

Water/Wastewater

- 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.

8. Human Resources

- 8.1. [Consider approving the Wastewater Operations Manager position description and authorizing the General Manager to establish said position and fill in accordance with District policies - 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 Burbank and seconded by Director Griego approving the Wastewater Operations Manager position description and authorizing the General Manager to establish said position and fill in accordance with District policies. The motion passed as follows:

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

- 8.2. [Consider approving the employment reimbursement agreement for Class A/B License expense coverage by OPUD – 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 Floe and seconded by Director Burbank approving the employment reimbursement agreement for Class A/B License expense coverage by OPUD. The motion passed as follows:

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

- 8.3. Consider approving a merit increase for James Fisher, Fire Captain, Step 3 to Step 5, retroactive to September 23, 2023 – D/A
  - 8.3.1. Public comment
  - 8.3.2. Questions/comments from Directors
  - 8.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving a merit increase for James Fisher, Fire Captain, Step 3 to Step 5, retroactive to September 23, 2023. The motion passed as follows:

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

- 8.4. Consider approving merit increase for Matt Hahn, Firefighter, Step 2 to Step 4, retroactive August 13, 2023 – D/A
  - 8.4.1. Public comment
  - 8.4.2. Questions/comments from Directors
  - 8.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe, approving merit increase for Matt Hahn, Firefighter, Step 2 to Step 4, retroactive to August 13, 2023. The motion passed as follows:

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

## 9. Board Committee Schedule

### 9.1. November 2023 Committee Meeting Schedule.

- 9.1.1. Fire & Safety Committee – Tuesday, October 31, 2023, at 4:00 p.m.
- 9.1.2. Parks & Recreation Committee – Tuesday, October 31, 2023, at 5:00 p.m.
- 9.1.3. Water & Wastewater Committee – Wednesday, November 1, 2023, at 3:30 p.m.

## 10. Reports (non-action items)

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

## 11. Correspondence

## 12. Closed Session – Closed Session was convened at 7:34 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: two.

13. Meeting Reconvened – Closed session was adjourned at 8:01 p.m.

13.1. Announcement of reportable actions taken in closed session.

No reportable actions to report.

14. Adjourn

14.1. 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, Griego, and Perrault

Noes: None

Absent: Director Nelson

The meeting adjourned at 8:04 p.m.