

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, January 21, 2021
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 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 britchie@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 britchie@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 9th 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 7:03 p.m. by Director Floe.

2. Pledge of Allegiance

3. Roll Call

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

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, District Clerk; and other interested parties.

4. Public Participation

Members of the Public Present: Gary Bradford, Yuba County Supervisor; James Carpenter, Previous OPUD Board Director.

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.

Former Director Carpenter addressed the Board, thanked them for their service and provided his closing remarks.

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 December 17, 2020 Regular Meeting.](#)

**D/A - Discussion/Action

- 5.2. [Approve Minutes of the December 21, 2020 Special Meeting.](#)
- 5.3. [Approve Minutes of the January 15, 2021 Special Meeting.](#)
- 5.4. [Approve December 2020 Claims for Payment.](#)
- 5.5. [Approve December 2020 Overtime Report.](#)
- 5.6. [Review Revenue and Expenditure Summary January 8, 2021 FY 2021 \(Strategic Plan 5.3 & 5.4\).](#)
- 5.7. [Review Water Sales December 2015 to December 2020 \(Strategic Plan 5.1, 5.3\).](#)
- 5.8. [Review Invoice Cloud Activity through January 8, 2021 \(Strategic Plan 5.1, 5.3\).](#)
- 5.9. Entertain motions for approval of consent agenda and take roll as appropriate.

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

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

Noes: None.

Absent: None.

6. District Business

6.1. [Consider approving the 2020-21 Budget Amendment 1– 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 Burbank and seconded by Director Perrault to approve the 2020-21 Budget Amendment 1. The motion was passed as follows:

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

Noes: None.

Absent: None.

6.2. Discuss the need to form an IT ad-hoc committee – 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 Griego and seconded by Director Burbank to create an IT ad-hoc committee with a sunset date of December 31, 2021 to determine OPUD's IT needs and then to form an IT Committee. Directors Nelson and Perrault were appointed to the IT ad-hoc committee. The motion passed as follows:

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

Noes: None.

Absent: None.

7. Public Works

Parks

7.1. [Discuss findings and next steps for the update of OPUD CFD2005-2 \(Strategic Plan 3.0\) – 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 and sent it back to Committee. No motion was made.

**D/A - Discussion/Action

- 7.2. [Discuss agricultural lease renewal for the OPUD Plumas Lake Community Park site \(Strategic Plan 2.0 & 3.0\) – 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 reviewed this item and sent it back to Committee. No motion was made.

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. [Consider approving amendment #2 for the South County Infrastructure design contract with Jacobs Engineering \(Strategic Plan 1.0\) – D/A](#)
 - 7.4.1. Public comment
 - 7.4.2. Questions/comments from Directors
 - 7.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego to approve amendment #2 for the South County Infrastructure design contract with Jacob Engineering and to include prevailing wage within the amendment. The motion passed as follows:

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

8. Human Resources

- 8.1. [Consider authorizing opening the Park Maintenance Coordinator position and then filling said position via 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 Perrault authorizing opening the Park Maintenance Coordinator position and then filling said position via District policies. The motion passed as follows:

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

- 8.2. [Consider authorizing opening the Water Treatment Plant Operator position and then filling said position via District policies – 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 Burbank and seconded by Director Nelson authorizing opening the Water Treatment Plant Operator position and then filling said position via District policies. The motion passed as follows:

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

Noes: None.

Absent: None.

9. Board Committee Schedule

9.1. February 2021 Committee Meeting Schedule.

9.1.1. Fire & Safety Committee – Tuesday, February 2, 2021 at 5:00 p.m.

9.1.2. Parks & Recreation Committee – Tuesday, February 2, 2021 at 4:00 p.m.

9.1.3. Water & Wastewater Committee – Wednesday, February 3, 2021 at 5:45 p.m.

10. Reports (non-action items)

10.1. [January Fire Department Committee Report.](#)

10.2. [January Parks Department Committee Report.](#)

10.3. [January 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 8:09 p.m.

12.1. 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, General Manager

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

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: To be determined

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

12.3. Conference with Legal Counsel – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: one.

13. Meeting Reconvened – Board meeting reconvened at 8:45 p.m.

13.1. Announcement of reportable actions taken in closed session.

14. Adjourn

14.1. Entertain motion to adjourn.

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

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

Noes: None.

Absent: None.

The meeting adjourned at 8:47 p.m.