

# OLIVEHURST PUBLIC UTILITY DISTRICT Parks and Recreation Committee

Date/Time: Tuesday, March 2<sup>nd</sup>, 2020 at 4:00 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](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.

*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– Park Maintenance Coordinator presented report.
    - i) Staffing– The Park Maintenance Coordinator position is now open as the individual in that position transferred to the Water Department.
    - 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)
    - ii) Review February 2021 Treasurer Report

(1) Forwarded item(s): Review of Revenue and Expenditures along with the February 2021 Treasurer Report.

(a) Staff Direction: None.

(b) Staff Report Requested: None.

2) [Discuss POS payment option for Business Office.](#)

Finance Manager, Karin Helvey, discussed the need for the business office to accept credit and debit card as a form of payment in the office. It was also discussed that the adding of PayPal and/or Venmo as additional forms of payment options may be beneficial for the District.

a) Forwarded item(s): Bring to the Board for further discussion.

i) Staff Direction: None.

ii) Staff Report Requested: Staff Report to be completed for Board meeting.

3) Discuss Plumas Lake Community Park Lease Agreement with Danna Farms, Inc.

Nothing to report at this time.

a) Forwarded item(s): None.

i) Staff Direction: None.

ii) Staff Report Requested: None.

4) Discuss installation of irrigation type wells in some of our parks.

Nothing to report at this time.

a) Forwarded item(s): None.

i) Staff Direction: None.

ii) Staff Report Requested: None.

5) Discuss naming 2 parks located in River Oaks South.

Christopher Oliver, Public Works Engineer, discussed the need to name the two new parks that will be located in River Oaks South. It was asked that ideas be provided to the General Manager, John Tillotson, and then the list of names will be presented to the Board.

a) Forwarded item(s): None.

i) Staff Direction: None.

ii) Staff Report Requested: None.

6) Discuss adding pet clean up stations in OPUD parks.

The request to add pet clean up stations in OPUD parks was discussed by the Committee. Research is being done as to the cost of the equipment and if this is something that can be completed in house or if the stations would need to be purchased.

a) Forwarded item(s): Bring to the Board if enough information has been collected, otherwise it will need to come back to the committee.

i) Staff Direction: Look into costs and what the stations are made of.

ii) Staff Report Requested: Staff Report to be completed if going to the Board.

7) Discuss opening the OPUD pool for this season.

General Manager, John Tillotson, discussed the possibility of opening the pool for the summer season and what that will look like and entail due to Covid. It was mentioned that repair work needs to be completed on the pool and staff will need to be hired prior to moving forward with the opening.

- 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.

8) Discuss the need to hire a temporary parks maintenance worker.

Luis Menchaca, Park Maintenance Coordinator, discussed the need to bring on a temporary employee as he has transferred to the Water Department and the Parks Department is now short staffed. The temporary employee will remain on staff until the Park Maintenance Coordinator position is filled.

- a) Forwarded item(s): None.
  - i) Staff Direction: Contact the temp agency and finalize an emergency temporary hire.
  - ii) Staff Report Requested: None.

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

Bri Anne Ritchie, Board Clerk, presented the special events application that was received for park use that would have 30-40 spectators.

- a) Forwarded item(s): None.
  - i) Staff Direction: Conditional approval was given providing the County moves out of the purple Covid tier. All mask and social distancing requirements would need to be adhered to along with any other recommendations provided by the County Health Official.
  - ii) 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.*