

MINUTES
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, September 19, 2019
Board Room, 1970 9th Avenue, Olivehurst

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*

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 7:00 p.m. by Director Griego.

2. Pledge of Allegiance

3. Roll Call

Directors present: Director White, Director Carpenter, Director Burbank, Director Floe, and Director Griego

Directors absent: None

Also Present: John Tillotson, General Manager; Christopher Oliver, Public Works Engineer; Karin Helvey, Financial Manager; Randy York, Battalion Chief; Deirdre Joan Cox, Legal Counsel; Elizabeth Mallen, District Clerk/Executive Assistant; Gary Bradford, Yuba County Board of Supervisor

4. Public Participation – No Members of the Public participated at this time.

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 15, 2019 Regular Meeting](#)

5.2. [Approve August 2019 Claims for Payment.](#)

5.3. [Approve August 2019 Overtime Report.](#)

5.4. Approve merit increase for Perry Jackson, Utility Worker, Step 1 to Step 2, retroactive to August 22, 2019 – D/A

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

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

6. District Business

6.1. [Receive an update on the annexation of the Industrial, Sports and Entertainment Zones for Water, Wastewater and Parks \(Strategic Plan 1.0\). – D/A](#)

Directors discussed this item. No motion was made.

6.2. [Consider approval of the OPUD Donation Request Approval Policy \(Strategic Plan 2.0\). – D/A](#)

This item was placed on the October Regular Board Meeting agenda. No motion was made.

6.3. [Receive information on CalPers Administrative Fees Section 218. – D/A](#)

Directors discussed this item. No motion was made.

6.4. [Review Fee Waivers Granted August 2019. – D/A](#)

Directors discussed this item. No motion was made.

7. Public Works

Water

7.1. [Consider approving the grant contract between OPUD and Yuba Water Agency for a focused potable water engineering study \(Strategic Plan 1.0\). – D/A](#)

A motion was made by Director Burbank and seconded by Director White to approve the grant contract between OPUD and Yuba Water Agency for a focused potable water engineering study. The motion passed as follows:

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

7.2. [Consider awarding the bid for the focused potable water engineering study to Affinity Engineering in the amount of \\$47,000 for tasks 1-6 in their proposal. \(Strategic Plan 1.0\). – D/A](#)

A motion was made by Director Floe and seconded by Director Burbank to award the bid for the focused potable water engineering study to Affinity Engineering in the amount of \$47,000 for tasks 1-6 in their proposal. The motion passed as follows:

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

Wastewater

7.3. [Consider awarding the bid for the 2019 Ford F550 with Dump body attachment to Geweke Ford for the price of \\$61,866.72.– D/A](#)

A motion was made by Director Burbank and seconded by Director White to award the bid for the 2019 Ford F550 with Dump body attachment to Geweke Ford for the price of \$61,866.72. The motion passed as follows:

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

7.4. [Consider awarding the bid for the 2019 Ford Ranger to Downtown Ford for the price of \\$26,690.18. – D/A](#)

A motion was made by Director White and seconded by Director Carpenter award the bid for the 2019 Ford Ranger to Downtown Ford for the price of \$26,690.18. The motion passed as follows:

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

7.5. [Consider certifying the 2019 SSMP Update, 2019 SSMP Audit, and 2019 SSMP Audit Report. – D/A](#)

A motion was made by Director Floe and seconded by Director Burbank to certify the 2019 SSMP Update, 2019 SSMP Audit, and 2019 SSMP Audit Report. The motion passed as follows:

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

Parks

7.6. [Consider accepting the proposal from MTW Group to aid OPUD staff in preparation of the community park design RFP package \(Strategic Plan 3.0\). – D/A](#)

Directors discussed this item. No motion was made.

8. Fire Department

8.1. Receive an update from the Fire Consolidation Ad Hoc Committee. – D/A

Directors discussed this item. No motion was made.

9. Business Office

9.1. [Review Revenues and Expenditures Summary for August 29, 2019 \(Strategic Plan 5.3, 5.4\). – D/A](#)

Directors discussed this item. No motion was made.

9.2. [Review Treasurer's Report June 30, 2019 \(Strategic Plan 5.3 & 5.4\). – D/A](#)

Directors discussed this item. No motion was made.

9.3. Review Water Sales Comparison for September 2015-19 (Strategic Plan 5.1, 5.3). – D/A

Directors discussed this item. No motion was made.

10. Human Resources

10.1. [Consider authorizing opening up a Park Maintenance I position with corresponding pay and further authorize filling the position via existing OPUD policies. – D/A](#)

A motion was made by Director Floe and seconded by Director Burbank to authorize opening up a Park Maintenance I position with corresponding pay and further authorize filling the position via existing OPUD policies. The motion passed as follows:

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

11. Board Committee Schedule

11.1. October 2019 Committee Meeting Schedule.

11.1.1. Fire & Safety Committee – Tuesday, October 1st, 2019 at 5:00 p.m.

11.1.2. Parks & Recreation Committee – Tuesday, October 1st, 2019 at 4:00 p.m.

11.1.3. Water & Wastewater Committee – Monday, September 30th, 2019 at 5:30 p.m.

11.1.4. Audit Ad Hoc Committee – Director Griego established the ad hoc committee, with Directors White and Floe assigned, to sunset upon the completion of the audit.

12. Reports (non-action items)

12.1. [September Fire Department Committee Report](#)

12.2. [September Parks Department Committee Report](#)

12.3. [September Water & Wastewater Department Committee Report](#)

12.4. Report from the General Manager.

12.5. Report from Legal Counsel.

12.6. Reports from Directors.

12.7. Public comment.

Legal Counsel gave a report.

General Manager gave a report.

13. Closed Session – Closed Session was convened at 7:54 p.m.

13.1. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code § 54956.9(d)(3)

13.2. Conference with Legal Counsel – Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2): four cases

13.3. 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 agency designated representative John Tillotson: Olivehurst Fire Local 4976

14. Meeting Reconvened – Closed Session was adjourned at 8:47 p.m.

14.1. Announcement of reportable actions taken in closed session.

Director Griego established the CPAT Ad Hoc Committee, with Directors Carpenter and Burbank assigned, to sunset at the end of 2019.

15. Adjourn

15.1. Entertain motion to adjourn.

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

Ayes: Directors White, Carpenter, Burbank, Floe, Griego

Noes: None

Absent: None

The meeting was adjourned at 8:48 p.m.