

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, March 17, 2022
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".

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.

**D/A - Discussion/Action

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.

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 – The meeting was called to order at 7:02 p.m. by Director Griego
2. Pledge of Allegiance
3. Roll Call

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

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Office Manager; Randy York, Fire Chief; Swarnjit Boyal, Public Works Engineer; Bri Anne Ritchie, District 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 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

**D/A - Discussion/Action

name and residency for the record, and begin your address to the Board. Comments should be limited to 3 minutes per speaker.

No members of the 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 February 17, 2022 Regular Meeting.](#)
 - 5.2. [Approve Minutes of the February 17, 2022 Special Board Meeting.](#)
 - 5.3. [Approve Minutes of the March 4, 2022 Special Board Meeting.](#)
 - 5.4. [Approve February 2022 Claims for Payment.](#)
 - 5.5. [Approve February 2022 Overtime Report.](#)
 - 5.6. [Review Revenue and Expenditure Summary March 9, 2022 FY 2021 \(Strategic Plan 5.3 & 5.4\).](#)
 - 5.7. [Review Water Sales February 2016 to February 2022 \(Strategic Plan 5.1, 5.3\).](#)
 - 5.8. [Review Service Water Account Analysis February 2022 \(Strategic Plan 5.1, 5.3\).](#)
 - 5.9. [Review Invoice Cloud Activity through March 9, 2022 \(Strategic Plan 5.1, 5.3\).](#)
 - 5.10. Entertain motions for approval of consent agenda and take roll as appropriate.

A motion was made by Director Burbank and seconded by Director Perrault approving the consent agenda. The motion passed as follows:

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

Noes: None

Absent: None

6. District Business
 - 6.1. Discuss Voting Rights Act Ward Based OPUD Board Elections – D/A
 - 6.1.1. [Review Updated timeline](#)
 - 6.1.1.1. Public comment
 - 6.1.1.2. Questions/comments from Directors
 - 6.1.1.3. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

- 6.2. Consider adopting the proposed map for district-based elections – D/A
 - 6.2.1. [Olivehurst Public Utility District Digital Draft Plan Maps](#)
 - 6.2.1.1. [Digital Draft Plan 1A](#)
 - 6.2.2. Public comment
 - 6.2.3. Questions/comments from Directors
 - 6.2.4. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

- 6.3. [Consider approving and adopting the attached Resolution No. 2390, a resolution adopting a plan for District-Based elections – D/A](#)
 - 6.3.1. Public comment

- 6.3.2. Questions/comments from Directors
- 6.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving and adopting the attached Resolution No. 2390, a resolution adopting a plan for District-Based elections subject to changing the sequencing of the districts from lettered A-W to numbering 1-5 on the map. The motion passed as follows:

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

6.4. [Receive an update on water shutoffs – D/A](#)

- 6.4.1. Public comment
- 6.4.2. Questions/comments from Directors
- 6.4.3. Entertain motions and take roll as appropriate

Directors received and update. No motion was made.

6.5. [Consider accepting the Draft Financial Statements for the 2020-21 Fiscal Year – D/A](#)

- 6.5.1. Public comment
- 6.5.2. Questions/comments from Directors
- 6.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Burbank accepting the Draft Financial Statements for the 2020-21 Fiscal Year. The motion passed as follows:

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

6.6. [Consider Authorizing Financial Manager to complete the interest form for CA Low Income Household Water Assistance Program \(LIHWAP\) – D/A](#)

- 6.6.1. Public comment
- 6.6.2. Questions/comments from Directors
- 6.6.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe authorizing Financial Manager to complete the interest form for CA Low Income Household Water Assistance Program (LIHWAP) subject to legal counsel review and approval of the Direct Payment Agreement. The motion passed as follows:

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

6.7. [Consider approving Resolution No. 2389, a resolution authorizing teleconference meetings in compliance with AB361 or returning to in-person meetings – D/A](#)

- 6.7.1. Public comment
- 6.7.2. Questions/comments from Directors

6.7.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Nelson approving Resolution No. 2389, a resolution authorizing teleconference meetings in compliance with AB361. The motion passed as follows:

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

Noes: None

Absent: None

7. Public Works

Parks

7.1. [Consider approving the Lot-Line Adjustment of the OPUD North community park per the attached survey exhibits – 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 Floe and seconded by Director Nelson approving the Lot-Line Adjustment of the OPUD North community park per the attached survey exhibits. The motion passed as follows:

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

Noes: None

Absent: None

7.2. [Consider authorizing staff to allow the concrete pad at Johnson Park to be used as a positive graffiti art area – D/A](#)

7.2.1. Public comment

7.2.2. Questions/comments from Directors

7.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson authorizing staff to allow the concrete pad at Johnson Park to be used as a positive graffiti art area and to continue working with Yuba County. The motion passed as follows:

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

Noes: None

Absent: None

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. Receive update on the Prop 218 progress – D/A

7.4.1. Public comment

- 7.4.2. Questions/comments from Directors
- 7.4.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

7.5. [Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – D/A](#)

- 7.5.1. Public comment
- 7.5.2. Questions/comments from Directors
- 7.5.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

7.6. [Consider authorizing staff to extend RFB timeline for the Water Treatment Plant Methane-Blower Fans Project – D/A](#)

- 7.6.1. Public comment
- 7.6.2. Questions/comments from Directors
- 7.6.3. Entertain motions and take roll as appropriate

This item was tabled at the request of John Tillotson, General Manager. No motion was made.

7.7. [Consider approving the proposal from EPS for a study to update the OPUD wastewater treatment facility capacity fee – D/A](#)

- 7.7.1. Public comment
- 7.7.2. Questions/comments from Directors
- 7.7.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving the proposal from RPS for a study to update the OPUD wastewater treatment facility capacity fee. The motion passed as follows:

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

8. [Business Office](#)

8.1. [Consider authorizing staff to hire a new Janitorial Service for the Business Office – 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 staff to hire a new Janitorial Service for the Business Office pending receipt and confirmation of bonding and insurance. The motion passed as follows:

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

9. [Human Resources](#)

9.1. [Consider approving the Utility Worker eligibility list and authorize the General Manager to hire per OPUD policies and procedures – D/A](#)

- 9.1.1. Public comment
- 9.1.2. Questions/comments from Directors
- 9.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving the Utility Worker eligibility list and authorizing the General Manager to hire per OPUD policies and procedures. The motion passed as follows:

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

9.2. [Consider authorizing the General Manager to establish a new Fire Captain position and fill in accordance with District policies – D/A](#)

- 9.2.1. Public comment
- 9.2.2. Questions/comments from Directors
- 9.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Perrault and seconded by Director Floe authorizing the General Manager to establish a new Fire Captain position and fill in accordance with District policies. The motion passed as follows:

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

10. [Board Committee Schedule](#)

- 10.1. April 2022 Committee Meeting Schedule.
 - 10.1.1. Fire & Safety Committee – Tuesday, April 5, 2022 at 4:00 p.m.
 - 10.1.2. Parks & Recreation Committee – Tuesday, April 5, 2022 at 5:00 p.m.
 - 10.1.3. Water & Wastewater Committee – Wednesday, April 6, 2022 at 5:45 p.m.

11. [Reports \(non-action items\)](#)

- 11.1. [March Fire Department Committee Report.](#)
- 11.2. [March Parks Department Committee Report.](#)
- 11.3. [March Water & Wastewater Department Committee Report.](#)
- 11.4. Report from the General Manager.
- 11.5. Report from Legal Counsel.
- 11.6. Reports from Directors.
- 11.7. Public comment.

A request was made by Chief York to establish an Ad-Hoc committee for Measure K Administration and Strategic Plan of funding. Director Griego assigned Director Burbank and Director Perrault to be on the Ad-Hoc committee with a sunset date of December 31, 2022.

12. [Correspondence](#)

13. [Closed Session](#) – Closed session was convened at 8:26 p.m.

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

14. Meeting Reconvened – Closed session was adjourned at 8:30 p.m.

14.1. Announcement of reportable actions taken in closed session.

No reportable actions to report.

15. Adjourn

15.1. Entertain motion to adjourn.

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

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

Noes: None

Absent: None

The meeting adjourned at 8:32 p.m.