

MINUTES
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, May 16, 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 Carpenter, Director Burbank, and Director Griego.

Directors absent: Director White, Director Floe

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 April 18, 2019 Regular Meeting](#)
 - 5.2. [Approve April 2019 Claims for Payment.](#)
 - 5.3. [Approve April 2019 Overtime Report](#)
 - 5.4. Approve merit increase for Gerardo Rodriguez, Water Treatment Plant Operator, Step 3 to Step 4, retroactive to April 28, 2019

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

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

6. District Business

- 6.1. [Consider approving Professional Services Agreement with Planning Partners for preparation of CEQA documents related to annexation of the Industrial, Sports and Entertainment Zones for Water, Wastewater and Parks \(Strategic Plan 1.0\). – D/A](#)

A motion was made by Director Carpenter and seconded by Director Burbank to approve the Professional Services Agreement with Planning Partners for preparation of CEQA documents related to annexation of the Industrial, Sports and Entertainment Zones for Water, Wastewater and Parks, pending Legal Counsel Review of the prepared documents. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

- 6.2. [Consider awarding the contract for infrastructure relocation on 7th Avenue to All American Construction for the price of \\$45,800. – D/A](#)

A motion was made by Director Burbank and seconded by Director Carpenter to award the contract for infrastructure relocation on 7th Avenue to All American Construction for the price of \$45,800. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

- 6.3. [Consider accepting the bid alternate for infrastructure relocation proposed by Yuba County in conjunction with the County Overlay project. – D/A](#)

A motion was made by Director Burbank and seconded by Director Carpenter to accept the bid alternate for infrastructure relocation proposed by Yuba County in conjunction with the County Overlay project. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

6.4. [Consider selection of a service provider for the OPUD Website. \(Strategic Plan 2018-2023, 2.4\).](#) – D/A

A motion was made by Director Carpenter and seconded by Director Burbank to select Streamline as the OPUD website service provider. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

6.5. Review Fee Waivers Granted May 2018. – D/A

Directors discussed this item. No motion was made.

7. Public Works

Wastewater

7.1. [Consider approving bid specification for a Brown Bear skidsteer attachment for the Wastewater Department.](#) – D/A

A motion was made by Director Burbank and seconded by Director Carpenter to approve the bid specification for a Brown Bear skidsteer attachment for the Wastewater Department. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

Parks

7.2. [Consider approving the agreement between Yuba County Health & Human Services for partial OPUD 2019 Pool Season funding.](#) – D/A

A motion was made by Director Burbank and seconded by Director Carpenter to approve the agreement between Yuba County Health & Human Services for partial OPUD 2019 Pool Season funding. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

7.3. [Consider 2018-19 Pool Season funding options.](#) – D/A

A motion was made by Director Carpenter and seconded by Director Burbank to approve the appropriation of \$20,500 of Lighting District Cash to fund the 2019-20 Pool Season deficit.

The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

7.4. [Consider adopting resolutions allowing OPUD's representatives to apply for grant funding for community parks. – D/A](#)

A motion was made by Director Burbank and seconded by Director Carpenter to adopt Resolutions 2338 and 2239 allowing OPUD's representatives to apply for grant funding for community parks, with the General Manager or his designee named as the signatory. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

7.5. [Discuss possible times and locations for community involvement meetings in grant application process. – D/A](#)

Directors gave instruction to Staff. No motion was made.

7.6. [Consider approving the bid specification for OPUD Parks Fall Material. – D/A](#)

A motion was made by Director Burbank and seconded by Director Carpenter to approve the bid specification for OPUD Parks Fall Material. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

8. [Business Office](#)

8.1. [Consider Budget Amendment 2 for FY 2018-19 \(Strategic Plan 5.3 & 5.4\) – D/A](#)

A motion was made by Director Carpenter and seconded by Director Burbank to approve the Budget Amendment 2 for FY 2018-19. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

8.2. [Review Revenues and Expenditures - Budget to Actual for May 2019 \(Strategic Plan 5.3, 5.4\). – D/A](#)

Directors discussed this item. No motion was made.

8.3. [Review Treasurer Report March 2019 \(Strategic Plan 5.3 & 5.4\)](#)

Directors discussed this item. No motion was made.

8.4. [Review Water Sales Comparison for April 2015-19 \(Strategic Plan 5.1, 5.3\). – D/A](#)

Directors discussed this item. No motion was made.

9. Human Resources

9.1. Consider increasing the base annual salary of the Public Works Engineer, with the inclusion of experience-based step increases. – D/A

A motion was made by Director Burbank and seconded by Director Carpenter to increase the base annual salary of the Public Works Engineer, with the inclusion of experience-based step increases. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

9.2. Consider approving updates to the Fire Battalion Chief Position description to address the addition of the Safety Office duties, and corresponding compensation. – D/A

A motion was made by Director Carpenter and seconded by Director Burbank to approve updates to the Fire Battalion Chief Position description to address the addition of the Safety Office duties, and corresponding compensation. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

9.3. Consider approving the eligibility list for Intermittent-Seasonal Park Laborer and authorize General Manager to hire from certified list. – D/A

A motion was made by Director Floe and seconded by Director White to approve the eligibility list for Intermittent-Seasonal Park Laborer and authorize General Manager to hire from certified list.. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

10. Board Committee Schedule

10.1. June 2019 Committee Meeting Schedule.

10.1.1. Fire & Safety Committee – Tuesday, June 4, 2019 at 5:30 p.m.

10.1.2. Parks & Recreation Committee – Tuesday, June 4, 2019 at 4:30 p.m.

10.1.3. Water & Wastewater Committee – Wednesday, June 5, 2019 at 5:45 p.m.

10.1.4. Special Meeting – Tuesday, May 21, 2019 at 5:00 p.m.

11. Reports (non-action items)

11.1. May Fire Department Committee Report

11.2. May Parks Department Committee Report

11.3. May 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.

General Manager gave a report.

Legal Counsel gave a report.

Directors Carpenter and Griego gave reports.

12. Correspondence

- 12.1. [Request to Yuba County for Funding for Annexation and Study Costs](#)
- 12.2. [FRAQMD – Approval of Supplemental Environmental Project](#)

Directors discussed this item. No motion was made.

13. Closed Session – Closed Session was convened at 7:41 p.m.

- 13.1. Conference with Legal Counsel - Existing Litigation – (Paragraph (1) of subdivision (d) of Section 54956.9: Plumas Brophy Fire Protection District; Wheatland Fire Authority v. Olivehurst Public Utility District; Olivehurst Public Utility District Board of Directors.
- 13.2. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code § 54956.9(d)(3)
- 13.3. Conference with Legal Counsel – Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2): one case
- 13.4. Closed Session: Government Code § 54957 – It is the intention of the Board to meet regarding Public Employee Performance Evaluation: General Manager
- 13.5. Closed Session: Government Code § 54957 – It is the intention of the Board to meet regarding Public Employee Performance Evaluation: Legal Counsel

14. Meeting Reconvened – Closed Session was adjourned at 7:49 p.m.

- 14.1. Announcement of reportable actions taken in closed session.

No reportable actions.

15. Adjourn

- 15.1. Entertain motion to adjourn.

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

Ayes: Directors Carpenter, Burbank, Griego

Noes: None

Absent: Directors White, Floe

The meeting was adjourned at 7:49 p.m.