

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, June 20, 2024
LOCATION: Hybrid Board Meeting Via Zoom and In-Person at the
Board Room Located at 1970 9th Avenue, Olivehurst, CA 95961

OPUD Board meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9th Avenue, Olivehurst, for the public to attend. Attendance will be limited to 50 percent of room capacity (no more than 20 persons), and it is strongly recommended that all in-person attendees wear face coverings and social distance as recommended by public health authorities.

All attendees are encouraged to be fully vaccinated.

Meetings will also continue to be streamed live and members of the public may participate remotely as described below.

Accordingly, on the day of the meeting you will have the option to:

- Attend via Zoom, using the procedure outlined below.
- Participate in person, as noted above.

If you anticipate wanting to speak during the meeting, please join in advance of public comment time.

To submit public comment during the meeting, please join us in person or on Zoom.

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 Hybrid 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 Board Clerk will select you from the meeting cue. Please be patient while waiting in the cue.

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 – The meeting was called to order at 7:00 p.m. by Director Perrault.

2. Pledge of Allegiance

3. Roll Call

Directors Present: Director Burbank, Director Griego, and Director Perrault

Directors Absent: Directors Floe and Nelson

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

1 member of the public was 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 May 16, 2024, Regular Meeting.](#)

5.2. [Approve Minutes of the June 15, 2024, Special Meeting Special Event.](#)

5.3. [Approve May 2024 Claims for Payment.](#)

5.4. [Approve May 2024 Overtime Report.](#)

5.5. [Review Revenue and Expenditure Summary May 30, 2024, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

5.6. [Review Water Sales May 2018 to May 2024 \(Strategic Plan 5.1, 5.3\).](#)

5.7. [Review Invoice Cloud Activity through June 10, 2024 \(Strategic Plan 5.1, 5.3\).](#)

5.8. [Approve Tax Proceeds \(Appropriation Limit\) for FY 2024-25.](#)

5.9. Entertain motions for approval of consent agenda and take roll as appropriate.

**D/A - Discussion/Action

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

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

6. District Business

- 6.1. Receive a presentation from Jackie Sillman with Yuba Water Agency on water conservation kits – D/A
- 6.1.1. Public comment
 - 6.1.2. Questions/comments from Directors
 - 6.1.3. Entertain motions and take roll as appropriate

This item was removed from the agenda and pushed to the July 2024 Board Meeting. No motion was made.

- 6.2. [Consider authorizing proposed Preliminary Payroll Budget for FY 2024-25 – 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 Burbank and seconded by Director Griego authorizing proposed Preliminary Payroll Budget for FY 2024-25. The motion passed as follows:

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

- 6.3. [Consider approving Resolution No. 2438, a resolution authorizing agreement with Yuba County for collection of special assessments through county tax roll and authorize staff to execute agreement – 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 Griego and seconded by Director Burbank approving Resolution No. 2438, a resolution authorizing agreement with Yuba County for collection of special assessments through county tax roll and authorize staff to execute agreement. The motion passed as follows:

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

7. Public Works

Parks

- 7.1. [Consider approving reimbursement to River Oaks Plumas Development, LLC for development of Deputy B. Meilbeck Park and Prairie Trail Park – 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 Burbank and seconded by Director Griego approving reimbursement to River Okas Plumas Development, LLC for development of Deputy B. Meilbeck Park and Prairie Trail Park. The motion passed as follows:

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

Water/Wastewater

7.2. Receive update on South County infrastructure – 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 received an update. No motion was made.

7.3. [Consider approving amendment #9 to the Jacobs Professional Services Agreement dated July 31, 2020 – D/A](#)

- 7.3.1. Public comment
- 7.3.2. Questions/comments from Directors
- 7.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving amendment #9 to the Jacobs Professional Services Agreement dated July 31, 2020. The motion passed as follows:

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

7.4. [Consider approving the Yuba Water Agency Term Sheet, Non-Binding MOU and Grant/Loan Agreement Amendment #4 – D/A](#)

- 7.4.1. Public comment
- 7.4.2. Questions/comments from Directors
- 7.4.3. Entertain motion and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Perrault approving the Yuba Water Agency Term Sheet, Non-Binding MOU and Grant/Loan Agreement Amendment #4. The motion passed as follows:

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

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 approving the forgiveness in water capacity fees for the Olivehurst Community Park Splash Pad – D/A

7.6.1. Public comment

7.6.2. Questions/comments from Directors

7.6.3. Entertain motions and take roll as appropriate

Directors forwarded this item to the July Board meeting. No motion was made.

7.7. [Consider approving the Request for Bid for the Olivehurst Steel Main Replacement Project for Phase 1– 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 Request for Bid for the Olivehurst Steel Main Replacement Project for Phase 1. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

7.8. [Consider approving the contract for Olivehurst Consolidation Project to convert Septic to Sewer – D/A](#)

7.8.1. Public comment

7.8.2. Questions/comments from Directors

7.8.3. Entertain motions and take rolls as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving the contract for Olivehurst Consolidation Project to convert Septic to Sewer. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

7.9. [Consider approving the contract for hydrogeologic consulting services associated with the design and construction support services for OPUD Well #35, presented by Peterson Brustad Inc. \(PBI\), Luhdorff & Scalmanini, Consulting Engineers \(LSCE\) & Affinity Engineering – D/A](#)

7.9.1. Public comment

7.9.2. Questions/comments from Directors

7.9.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving the contract for hydrogeologic consulting services associated with the design and construction support services for OPUD Well #35, presented by Peterson Brustad Inc. (PBI), Luhdorff & Scalmanini, Consulting Engineers (LSCE) & Affinity Engineering. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

7.10. [Consider approving Request for Bid for OPUD Wastewater Treatment Plant Flow Meter and Transmitter – D/A](#)

7.10.1. Public comment

7.10.2. Questions/comments from Directors

7.10.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving Request for Bid for OPUD Wastewater Treatment Plant Flow Meter and Transmitter. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

7.11. [Consider approving JLR Engineering Services for Arboga Transmission Main Project – D/A](#)

7.11.1. Public comment

7.11.2. Questions/comments from Directors

7.11.3. Entertain motions and take roll as appropriate

A motion was made by Directors Burbank and seconded by Director Perrault approving JLR Engineering Services for Arboga Transmission Main Project. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

8. Fire Department

8.1. [Consider approving Resolution No. 2437, authorizing collection of California Heartlands fire suppression assessment for Fiscal Year 2024-25 \(Strategic Plan 5.3 & 5.1\) – 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 approving Resolution No. 2437, authorizing collection of California Heartlands fire suppression assessment for Fiscal Year 2024-25. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

8.2. [Discuss the consolidation follow-up letter received from Chief Heggstrom with Linda Fire – D/A](#)

8.2.1. Public comment

8.2.2. Questions/comments from Directors

8.2.3. Entertain motions and take roll as appropriate

Directors discussed this item. No motion was made.

8.3. [Consider sunseting Fire Collaboration Ad-Hoc Committee – D/A](#)

8.3.1. Public comment

8.3.2. Questions/comments from Directors

8.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank sunseting Fire Collaboration Ad-Hoc Committee. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

8.4. [Consider approving the 2024 Non-Compliant Weed Abatement List in accordance with Resolution No. 2208 – D/A](#)

8.4.1. Public comment

8.4.2. Questions/comments from Directors

8.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving the 2024 Non-Compliant Weed Abatement List in accordance with Resolution No. 2208. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Director Floe and Nelson

8.5. [Consider approving development impact fee inflation chart to reflect year 2024 – D/A](#)

8.5.1. Public comment

8.5.2. Questions/comments from Directors

8.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving development impact fee inflation chart to reflect year 2024. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Nelson

Noes: None

Absent: Directors Floe and Nelson

9. Human Resources

9.1. Consider approving the memorandum of understanding (MOU) between the Olivehurst Public Utility District and Members of the Management & Professional Employees Association (MPEA) – 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 Griego approving the memorandum of understanding (MOU) between the Olivehurst Public Utility District and Members of the Management & Professional Employees Association (MPEA). The motion passed as follows:

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

9.2. Consider approving the memorandum of understanding (MOU) between the Olivehurst Public Utility District and Olivehurst Public Utility District Fire Department Association – 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 Burbank and seconded by Director Griego approving the memorandum of understanding (MOU) between the Olivehurst Public Utility District and Olivehurst Public Utility District Fire Department Association. The motion passed as follows:

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

9.3. Consider approving the memorandum of understanding (MOU) between the Olivehurst Public Utility District and Operating Engineers Local Union No. 3 Public Employees Division, on Behalf of the Business and Utility Unit – D/A

- 9.3.1. Public comment
- 9.3.2. Questions/comments from Directors
- 9.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving the memorandum of understanding (MOU) between the Olivehurst Public Utility District and Operating Engineers Local Union No. 3 Public Employees Division, on behalf of the Business and Utility Unit. The motion passed as follows:

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

- 9.4 Consider approving the Public Works Manager position description and authorize the General Manager to establish said position and fill in accordance with District Policies – D/A
- 9.4.1. Public Comment
 - 9.4.2. Questions/comments from Directors
 - 9.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving the Public Works Manager position description and authorizing the General Manager to establish said position and fill in accordance with District Policies. The motion passed as follows:

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

10. Board Committee Schedule

- 10.1. July 2024 Committee Meeting Schedule.
 - 10.1.1. Fire & Safety Committee – CANCELLED
 - 10.1.2. Parks & Recreation Committee – CANCELLED
 - 10.1.3. Water & Wastewater Committee – Wednesday, July 3, 2024, at 3:30 p.m.

11. Reports (non-action items)

- 11.1. [June Fire Department Committee Report.](#)
- 11.2. [June Parks Department Committee Report.](#)
- 11.3. [June 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.

12. Correspondence

13. Closed Session – Closed Session was convened at 8:01 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.
- 13.2. Personnel (Government Code Section 54957) – It is the intention of the Board to meet in closed session to consider Public Employee Performance Evaluation for the Position of Legal Counsel.
- 13.3. Personnel (Government Code Section 54957) – It is the intention of the Board to meet in closed session to consider Public Employee Performance Evaluation for the Position of Public Works Engineer.

Moved item 13.3 out of closed session and added it as item 9.4 – Consider approving the Public Works Manager position description and authorize the General Manager to establish said position and fill in accordance with District Policies – D/A

14. Meeting Reconvened – Closed Session was adjourned at 8:29 p.m.

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

No reportable actions were reported.

15. Adjourn

15.1. Entertain motion to adjourn.

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

Ayes: Directors Burbank, Griego, and Perrault

Noes: None

Absent: Directors Floe and Nelson

The meeting adjourned at 8:30 p.m.