

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, July 18, 2024**  
**LOCATION: Hybrid Board Meeting Via Zoom and In-Person at the**  
**Board Room Located at 1970 9<sup>th</sup> Avenue, Olivehurst, CA 95961**

OPUD Board meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9<sup>th</sup> 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](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 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 9<sup>th</sup> 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 Floe, Director Nelson, and Director Perrault  
Directors Absent: Directors Griego

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Swarnjit Boyal, Public Works Manager; 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.

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 June 20, 2024, Regular Meeting.](#)

5.2. [Approve June 2024 Claims for Payment.](#)

5.3. [Approve June 2024 Overtime Report.](#)

5.4. [Review Revenue and Expenditure Summary July 11, 2024, FY 2023-2024 \(Strategic Plan 5.3 & 5.4\).](#)

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

5.6. [Review Invoice Cloud Activity through July 9, 2024 \(Strategic Plan 5.1, 5.3\).](#)

5.7. Approve merit increase for Andrew Rodriguez, Wastewater Collections Operator I, Step 2 to Step 3, retroactive to July 1, 2024.

5.8. Approve merit increase for James Tillotson, Wastewater Collections Maintenance Operator I, Step 2 to Step 3, retroactive July 1, 2024.

- 5.9. Approve merit increase for Robert Castillo, Water Meter Technician Foreman, Step 3 to Step 4, retroactive to July 1, 2024.
- 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 Nelson to approve the consent agenda. The motion passed as follows:

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

6. District Business

6.1. [Receive a presentation from Jackie Sillman with Yuba Water Agency on water conservation kits – Saving water for a not so rainy days video – D/A](#)

- 6.1.1. Public comment
- 6.1.2. Questions/comments from Directors
- 6.1.3. Entertain motions and take roll as appropriate

The Directors discussed this item. No motion was made.

6.2. [Consider authorizing proposed Preliminary Water, Wastewater, and Engineering 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 Floe and seconded by Director Nelson authorizing proposed Preliminary Water, Wastewater, and Engineering Budget for FY 2024-25. The motion passed as follows:

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

7. Public Works

Parks

7.1. [Receive an update on the Plumas Lake Adult Softball League's not-for-profit status – D/A](#)

- 7.1.1. Public comment
- 7.1.2. Questions/comments from Directors
- 7.1.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

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 the Request for Bid for the Olivehurst Pump Station 14 Odor Rehabilitation Project – 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 Floe approving the Request for Bid for the Olivehurst Pump Station 14 Odor Rehabilitation Project. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Director Griego

7.4. [Consider accepting the proposed bid from Emerson for the OPUD Wastewater Treatment Plant Effluent Flowmeter and Transmitter Project – D/A](#)

7.4.1. Public comment

7.4.2. Questions/comments from Directors

7.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson accepting the proposed bid from Emerson for the OPUD Wastewater Treatment Plant Effluent Flowmeter and Transmitter Project. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson and Perrault

Noes: None

Absent: Director Griego

7.5. [Consider accepting the lowest bid meeting all requirements for the OPUD Pipeline Replacement Project – D/A](#)

7.5.1. Public comment

7.5.2. Questions/comments from Directors

7.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Nelson and seconded by Director Burbank accepting the bid from Newland Entities as the lowest bidder meeting all requirements for the OPUD Pipeline Replacement Project. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Directors Griego

8. Business Office

8.1. [Consider approving Resolution No. 2440, a resolution approving the Plumas Lake CFD 2002-1 Tax Report for Fiscal Year 2024-25 and levying and apportioning the Special Tax for Fiscal Year 2004-25 as provided therein \(Strategic Plan 5.3 & 5.4\) – 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 Floe and seconded by Director Burbank approving Resolution No. 2440, a resolution approving the Plumas Lake CFD 2002-1 Tax Report for Fiscal Year 2024-25 and levying and apportioning the Special Tax for Fiscal Year 2024-25 as provided therein. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Director Griego

8.2. [Consider approving Resolution No. 2441, a resolution approving CFD No. 2005-2 Tax Report for Fiscal Year 2024-25 and levying and apportioning the Special Tax for Fiscal Year 2024-25 as provided therein \(Strategic Plan 5.3 & 5.4\) – D/A](#)

8.2.1. Public comment

8.2.2. Questions/comments from Directors

8.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson approving Resolution No. 2441, a resolution approving CFD No. 2005\*2 Tax Report for Fiscal Year 2024-25 and levying and apportioning the Special Tax for Fiscal Year 2024-25 as provided therein. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Director Griego

9. Human Resources

9.1. [Consider rescinding OPUD Civil Service Ordinance No. 107.3 and approving OPUD Civil Service Ordinance No. 107.4 – D/A](#)

9.1.1. Public comment

9.1.2. Questions/comment from Directors

9.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe rescinding OPUD Civil Service Ordinance No. 107.3 and approving OPUD Civil Service Ordinance No. 107.4 subject to the meet and confer process and review by legal counsel. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Director Griego

10. Board Committee Schedule

10.1. August 2024 Committee Meeting Schedule.

10.1.1. Fire & Safety Committee – Thursday, August 1, 2024, at 4:00 p.m.

10.1.2. Parks & Recreation Committee – Thursday, August 1, 2024, at 5:00 p.m.

10.1.3. Water & Wastewater Committee – Wednesday, July 31, 2024, at 3:30 p.m.

11. Reports (non-action items)

- 11.1. July Fire Department Committee Report.
- 11.2. July Parks Department Committee Report.
- 11.3. July 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 7:41 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: ~~two~~ one.

13.2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4): Number of potential cases: one.

14. Meeting Reconvened – Closed Session was adjourned at 8:09 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 Floe and seconded by Director Burbank to adjourn the meeting. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Perrault

Noes: None

Absent: Director Griego

The meeting adjourned at 8:13 p.m.