

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
OLIVEHURST PUBLIC UTILITY DISTRICT**

October 9, 2009

The special meeting of the Board of Directors of the Olivehurst Public Utility District was called to order by President Patty at 9:00 a.m., at 1970 9th Avenue, Olivehurst.

PLEDGE OF ALLEGIANCE

Everyone was asked to stand and give the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

Responding to roll call was: Director Morrison, Peeples, Hollis, Dougherty, and Patty. .
Others present were:

Timothy R. Shaw	General Manager
Cindy Van Meter	District Clerk/Resource Coordinator
Glen Phillips	Financial Manager
John Tillotson	Director of Public Works
Wade Harrison	Fire Chief

ACCOUNTING SERVICES

Ad Hoc Committee Report – The ad hoc committee meet last week. At the Special Meeting on September 29, 2009, David Flemmer stated that it would be inefficient and costly to the District for him to perform the preliminary work (a/p coding, etc.) at his hourly rates. This type of work could be done by an outside accounts payable person at a much lower hourly rate.

In answer to a question from Director Peeples at the ad hoc committee meeting last week, Mr. Shaw stated that he spoke with Mr. Flemmer about his willingness to perform the audit. Mr. Flemmer stated that if he were involved with the accounting support, then he should not be the auditor.

Mr. Shaw commented that the District just completed the interview process and established an eligibility list for the office manager position. Many of the qualifications that the District was looking for in an office manager are very tangible to what OPUD would be looking for to meet its temporary accounting needs. Three of the applicants have their MBA.

Mr. Shaw's recommendation would be to possible go to the approved office manager eligibility list and offer them the temporary accounting position.

Staff will be putting together a chart of accounts and developer history, mapping out a timeline of developer names and years that development occurred.

A MOTION WAS MADE BY DIRECTOR PEEPLES, SECONDED BY DIRECTOR HOLLIS, AND PASSED UNANIMOUSLY TO AUTHORIZE A TEMPORARY ACCOUNTING POSITION AT \$20 TO \$30 PER HOUR NOT TO EXCEED \$20,000 AND AUTHORIZE THE AD HOC COMMITTEE MEMBERS TO PARTICIPATE IN THE SELECTION PROCESS.

FLUORIDATION

The District already has a master services agreement with Affinity Engineering. The Task Order presented to the Board is for general plans and specification set for the District's four treatment plants where the fluoride is to be added.

A MOTION WAS MADE BY DIRECTOR DOUGHERTY, SECONDED BY DIRECTOR HOLLIS, AND PASSED UNANIMOUSLY TO AUTHORIZE TASK ORDER 4, FOR FLUORIDATION EQUIPMENT SPECIFICATIONS AND STANDARD OPERATING PROCEDURES UNDER THE AFFINITY ENGINEERING MASTER SERVICES AGREEMENT.

PERSONNEL

This position recently became open and plays a significant role in the meter reading program for the billing system. The current back up meter reader is one of the Account Clerks in the Business office.

The most significant change to the position description is that the Engineering Technician will now be reporting directly to the Operations Manager.

A MOTION WAS MADE BY DIRECTOR MORRISON, SECONDED BY DIRECTOR DOUGHERTY, AND PASSED UNANIMOUSLY TO APPROVE THE REVISED ENGINEERING TECHNICIAN POSITION DESCRIPTION.

A MOTION WAS MADE BY DIRECTOR DOUGHERTY, SECONDED BY DIRECTOR PEEPLES, AND PASSED UNANIMOUSLY TO AUTHORIZE THE GENERAL MANAGER TO TAKE STEPS NECESSARY TO FILL THE VACANT ENGINEERING TECHNICIAN POSITION WITH CONSIDERATION OF THE LATERAL TRANSFER/PROMOTION POLICY.

A MOTION WAS MADE BY DIRECTOR HOLLIS, SECONDED BY DIRECTOR MORRISON, AND PASSED UNANIMOUSLY TO AUTHORIZE THE GENERAL MANAGER TO FILL ANY VACANCIES PRODUCED BY THE LATERAL TRANSFER/PROMOTION PROCESS ASSOCIATED WITH FILLING THE ENGINEERING TECHNICIAN POSITION.

ADJOURNMENT

As there was no further business to come before the Board at this time, the meeting was adjourned at 10:54 p.m.