

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, February 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](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 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](mailto: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](mailto: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 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 Griego
2. Pledge of Allegiance
3. Roll Call

Directors Present: Director Burbank, Director Floe, Director Nelson, and Director Griego  
Directors Absent: Director Perrault

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.

Members of the Public Present: Enrique Ochoa and Rachel Russ

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 January 20, 2022 Regular Meeting.](#)
  - 5.2. [Approve Minutes of the January 24, 2022 Special Board Meeting.](#)
  - 5.3. [Approve January 2022 Claims for Payment.](#)
  - 5.4. [Approve January 2022 Overtime Report.](#)
  - 5.5. [Review Revenue and Expenditure Summary January 26, 2022 FY 2021 \(Strategic Plan 5.3 & 5.4\).](#)
  - 5.6. [Review Water Sales January 2016 to January 2022 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.7. [Review Service Water Account Analysis January 2022 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.8. [Review Invoice Cloud Activity through February 8, 2022 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.9. [Approve OPUD Resolution No. 2388 – A Resolution Authorizing Teleconference Meetings in Compliance with AB 361.](#)
  - 5.10. Approve merit increase for Alan Murray, Fire Captain, Step 3 to Step 4, retroactive to February 2, 2022 – D/A
  - 5.11. Approve merit increase for Bri Anne Ritchie, District Clerk/Executive Assistant, Step 2 to Step 3, retroactive to February 3, 2022 – D/A
  - 5.12. Approve merit increase for Luis Menchaca, Water Treatment Plant Operator, Step 4 to Step 5, retroactive, January 28, 2022 – D/A
  - 5.13. Entertain motions for approval of consent agenda and take roll as appropriate.

General Manager, John Tillotson, requested to remove item 5.11 – Approve merit increase for Bri Anne Ritchie, District Clerk/Executive Assistant, Step 2 to Step 3, retroactive to February 3, 2022 from the consent agenda and move to the Human Resources section.

A motion was made by Director Burbank and seconded by Director Nelson approving the consent agenda and removing item 5.11 from the consent agenda and moving it to Human Resources. The motion passed as follows:

Ayes: Directors Burbank, Floe, Nelson, and Griego

Noes: None

Absent: Director Perrault

6. District Business
  - 6.1. Receive an update on water shutoffs – D/A
    - 6.1.1. Public comment
    - 6.1.2. Questions/comments from Directors
    - 6.1.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

6.2. [Consider approving the Budget Amendments and the 2021-22 Budget Amendment 1 – 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 Burbank approving the Budget Amendments and the 2021-22 Budget Amendment 1. The motion passed as follows:

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

6.3. [Authorize annual Construction Cost Index Water, Wastewater Treatment Facility \(WWTF\), and Wastewater Collection Capacity Fee adjustment for all areas under Exhibit A for the following Resolutions: Resolution No. 2065 Exhibit A & subsequent Resolution No. 2110 Exhibit A; Resolution No. 2067 Exhibit A & subsequent Resolution No. 2112 Exhibit A; Resolution No. 2119 Exhibit A; Resolution No. 2115 Exhibit A & subsequent Resolution No. 2215 Exhibit A; and Resolution No. 2216 Exhibit A – 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 Floe and seconded by Director Nelson authorizing annual Construction Cost Index Water, Wastewater Treatment Facility (WWTF), and Wastewater Collection Capacity Fee adjustment for all areas under Exhibit A for the following Resolutions: Resolution No. 2065 Exhibit A & subsequent Resolution No. 2110 Exhibit A; Resolution No. 2119 Exhibit A; Resolution No. 2115 Exhibit A & subsequent Resolution No. 2115 Exhibit A; and Resolution No. 2216 Exhibit A. The motion passed as follows:

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

6.4. [Consider approving the sponsorship request from Lindhurst High School for their Spring sports season and select a sponsorship level – D/A](#)

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

A motion was made by Director Floe and seconded by Director Burbank to approve the sponsorship request from Lindhurst High School for their Spring sports season and authorizing staff to move forward with a \$500 sponsorship. The motion passed as follows:

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

7. Public Works

Parks

7.1. Consider awarding the Olivehurst Community Park – Spray Park Project to M.A.K. Associates, Inc. DBA Playgrounds Unlimited – 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 Nelson to reject the bid from M.A.K. Associates, Inc. DBA Playgrounds Unlimited for the Olivehurst Community Park – Spray Park Project and to authorize staff to go out for rebid. The motion passed as follows:

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

7.2. Discuss adding a Graffiti Art Wall to Johnson Park as an option to limiting graffiti and vandalism to OPUD tables and play structures – 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 reviewed this item and sent it back to committee. No motion was made.

7.3. Consider approving Placeworks proposal for OPUD’s share of developmental assistance for the OPUD Community Park in Plumas Lake – 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 Nelson approving Placeworks proposal for OPUD’s share of developmental assistance for the OPUD Community Park in Plumas Lake. The motion passed as follows:

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

Water/Wastewater

7.4. Receive update on South County infrastructure – 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 update on the Prop 218 progress – 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 publishing a RFB for Waste 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

General Manager, John Tillotson, made a correction to the title of this item. It should be Consider publishing a RFB for Water Treatment Plant Methane Blower-Fans Project at Wheeler Ranch.

A motion was made by Director Burbank and seconded by Director Nelson authorizing publishing a RFB for Water Treatment Plant Methane Blower-Fans Project at Wheeler Ranch. The motion passed as follows:

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

- 7.7. [Consider approving the updated Exhibit A of Resolution No. 2272, a resolution establishing reimbursement fees for OPUD permit application, review, and consultation by OPUD staff, legal counsel, and consulting engineers – 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 Floe and seconded by Director Burbank approving the updated Exhibit A of Resolution No. 2272, a resolution establishing reimbursement fees for OPUD permit application, review, and consultation by OPUD staff, legal counsel, and consulting engineers. The motion passed as follows:

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

- 7.8. [Consider approving the purchase of filter panels for the Wastewater Treatment Facility using the excess funds from the PLC replacement budget line item – D/A](#)
  - 7.8.1. Public comment
  - 7.8.2. Questions/comments from Directors
  - 7.8.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Burbank approving the purchase of filter panels for the Wastewater Treatment Facility using the excess funds from the PLC replacement budget line item. The motion passed as follows:

\*\*D/A - Discussion/Action

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

8. Fire Department

8.1. Consider approving and authorizing staff to execute the MOU between OPUD Fire Department and Beale AFB Fire Department with new mandated clause regarding firefighting foam – 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 and authorizing staff to execute the MOU between OPUD Fire Department and Beale AFB Fire Department with new mandated clause regarding firefighting foam. The motion passed as follows:

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

9. Business Office

- 9.1. Discuss complaint received by customer – D/A
  - 9.1.1. Public comment
  - 9.1.2. Questions/comments from Directors
  - 9.1.3. Entertain motions and take roll as appropriate

Directors reviewed this item. No motion was made.

10. Human Resources

Item 5.11 – Approve merit increase for Bri Anne Ritchie, District Clerk/Executive Assistant, Step 2 to Step 3, retroactive to February 3, 2022 from the consent agenda has been relocated to the Human Resources section at the request of General Manager, John Tillotson and instead of doing a 1 Step increase, from Step 2 to Step 3, he would like to do a 2 Step increase from Step 2 to Step 4.

Approve the 2 Step merit increase for Bri Anne Ritchie, District Clerk/Executive Assistant, Step 2 to Step 4, retroactive to February 3, 2022 – D/A

A motion was made by Director Nelson and seconded by Director Burbank to approve the 2 Step merit increase for Bri Anne Ritchie, District Clerk/Executive Assistant, Step 2 to Step 4, retroactive to February 3, 2022. The motion passed as follows:

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

10.1. [Consider approval of the memorandum of understanding \(MOU\) between Olivehurst Public Utility District and Operating Engineers Local Union No. 3 Public Employees Division, on behalf of the Business and Utility Unit – D/A](#)

- 10.1.1. Public comment
- 10.1.2. Questions/comments from Directors
- 10.1.3. Entertain motions and take roll as appropriate

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

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

10.2. [Consider approval of the memorandum of understanding \(MOU\) between Olivehurst Public Utility District and Management Professional Employees Association \(MPEA\) – D/A](#)

- 10.2.1. Public comment
- 10.2.2. Questions/comments from Directors
- 10.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Floe and seconded by Director Burbank approving the memorandum of understanding (MOU) between Olivehurst Public Utility District and Management Professional Employees Association (MPEA). The motion passed as follows:

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

10.3. [Consider authorizing the General Manager to fill the vacant Firefighter position in accordance with District policies – D/A](#)

- 10.3.1. Public comment
- 10.3.2. Questions/comments from Directors
- 10.3.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Nelson authorizing the General Manager to fill the vacant Firefighter position in accordance with District Policies. The motion passed as follows:

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

11. [Board Committee Schedule](#)

11.1. [March 2022 Committee Meeting Schedule.](#)

- 11.1.1. Fire & Safety Committee – Tuesday, March 1, 2022 at 4:00 p.m.
- 11.1.2. Parks & Recreation Committee – Tuesday, March 1, 2022 at 5:00 p.m.



11.1.3. Water & Wastewater Committee – Wednesday, March 2, 2022 at 5:45 p.m.

12. Reports (non-action items)

- 12.1. [February Fire Department Committee Report.](#)
- 12.2. [February Parks Department Committee Report.](#)
- 12.3. [February Water & Wastewater Department Committee Report.](#)
- 12.4. Report from the General Manager.
- 12.5. Report from Legal Counsel.
- 12.6. Reports from Directors.
- 12.7. Public comment.

13. Correspondence

14. Closed Session – Closed session was convened at 8:41 p.m.

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

15. Meeting Reconvened – Closed session was adjourned at 8:49 pm.

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

No reportable actions to report.

16. Adjourn

- 16.1. Entertain motion to adjourn.

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

Ayes: Directors Burbank, Floe, Nelson, and Griego

Noes: None

Absent: Director Perrault

The meeting adjourned at 8:49 p.m.