

MINUTES  
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)  
BOARD OF DIRECTORS REGULAR MEETING  
7:00 p.m., Thursday, October 17, 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 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 – 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, Director Floe, and Director Griego  
Directors absent: Director White

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

4. Public Participation – No Members of the Public participated at this time.

Legal Counsel recommended that an item be added agenda pursuant to Government Code §54954.2(b)(2) due to the need to take immediate action, and that the need for action came to the attention of the agency subsequent to the agenda being posted.

A motion was made by Director Floe and seconded by Director Burbank to add an item to discuss the request from the Yuba Water Agency to send a letter of support on to the agenda pursuant to Government Code §54954.2(b)(2) due to the need to take immediate action, and that the need for action came to the attention of the agency subsequent to the agenda being posted. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, and Griego.

Noes: None

Absent: Director White

This Item was added to the agenda after Item 9.1. See the Emergency Item for outcome.

At 7:03 p.m., the meeting was temporarily adjourned to the Fire Department to examine a new fire apparatus. The meeting was reconvened at the Board of Directors chambers at 7:11 p.m. No motions were made and no actions were taken.

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 September 19, 2019 Regular Meeting](#)

5.2. [Approve Minutes of the September 30, 2019 Special Meeting](#)

5.3. [Approve Minutes of the October 10, 2019 Special Meeting](#)

5.4. [Approve September 2019 Claims for Payment.](#)

5.5. [Approve September 2019 Overtime Report.](#)

5.6. [Consider approval of the memorandum of understanding \(MOU\) between Olivehurst Public Utility District and Olivehurst Fire Local 4976 \(Strategic Plan 4.0, 6.0\).](#)

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

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

6. District Business

6.1. Receive an update on the annexation of the Industrial, Sports and Entertainment Zones for Water, Wastewater and Parks (Strategic Plan 1.0). – D/A

Directors discussed this item. No motion was made.

6.2. [Consider accepting the CEQA documentation provided by Planning Partners for the annexation of the industrial, sports and entertainment zones \(Strategic Plan 1.0\). – D/A](#)

A motion was made by Director Floe and seconded by Director Burbank to accept the CEQA documentation provided by Planning Partners for the annexation of the industrial, sports and entertainment zones. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

6.3. [Consider approval of the OPUD Donation Request Approval Policy \(Strategic Plan 2.0\).](#)  
[- D/A](#)

A motion was made by Director Burbank and seconded by Director Floe to approve the OPUD Donation Request Approval Policy. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

6.4. [Consider approving contract between OPUD and Cintas for OPUD uniform services.](#) –  
[D/A](#)

A motion was made by Director Floe and seconded by Director Burbank to approve the contract between OPUD and Cintas for OPUD uniform services pending resolution of the contract with the current provider. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

6.5. [Consider adjustments to the cost share amount charged to tenants for use of the Youth Center Building.](#) – D/A

A motion was made by Director Floe and seconded by Director Burbank to adjust the cost share amount charged to tenants for use of the Youth Center Building, and further authorize the General Manager to be able to make minor adjustments if necessary, with any modifications to be placed on the Consent Agenda for approval. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

6.6. [Review Fee Waivers Granted September 2019.](#) – D/A

Directors discussed this item. No motion was made.

7. [Public Works](#)

[Parks](#)

7.1. [Consider approving the proposal from MTW Group for professional services related to preparation of a Request for Proposal for the community park design \(Strategic Plan 3.0\).](#) – D/A

A motion was made by Director Carpenter and seconded by Director Burbank to approve the proposal from MTW Group for professional services related to preparation of a Request for Proposal for the community park design. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

8. Business Office

8.1. Consider approval of Working Budget 2019-20 (Strategic Plan 5.3 & 5.4). – D/A

A motion was made by Director Burbank and seconded by Director Carpenter to approve the Working Budget for the 2019-2020 fiscal year. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

8.2. Review Revenues and Expenditures Summary for September 29, 2019 (Strategic Plan 5.3, 5.4). – D/A

Directors discussed this item. No motion was made.

8.3. Review Water Sales Comparison for October 2015-19 (Strategic Plan 5.1, 5.3). – D/A

Directors discussed this item. No motion was made.

9. Human Resources

9.1. Consider approval of the updated OPUD Lateral Transfer and Promotion Policy to include promotion/transfer to management positions (Strategic Plan 6.0). – D/A

A motion was made by Director Burbank and seconded by Director Carpenter to approve the updated OPUD Lateral Transfer and Promotion Policy to include promotion/transfer to management positions. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

Consider authorizing sending a Letter of Support to the Yuba Water Agency per request of the agency. – D/A

A motion was made by Director Floe and seconded by Director Burbank to authorize sending a Letter of Support to the Yuba Water Agency per request of the agency. The motion passed as follows:

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

10. Board Committee Schedule

10.1. October 2019 Committee Meeting Schedule.

10.1.1. Fire & Safety Committee – Tuesday, November 5<sup>th</sup>, 2019 at 5:00 p.m.

10.1.2. Parks & Recreation Committee – Tuesday, November 5<sup>th</sup>, 2019 at 4:00 p.m.

10.1.3. Water & Wastewater Committee – Wednesday, November 6<sup>th</sup>, 2019 at 5:45 p.m.

10.1.4. Committee Scheduling Process – Directors discussed this item, and instructed Staff to place it on all November Committee agendas. No motion was made.

11. Reports (non-action items)

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

Directors Floe and Griego gave reports.

12. Closed Session – Closed Session was convened at 7:58 p.m.

- 12.1. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code § 54956.9(d)(3)
- 12.2. Conference with Legal Counsel – Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2): three cases
- 12.3. Conference with Labor Negotiator (Gov. Code § 54957.6): It is the intention of the Board to meet in closed session to review its position and to instruct its agency designated representative John Tillotson: Business and Utility Units, Operating Engineers Local Union No. 3

13. Meeting Reconvened – Closed Session was adjourned at 8:19 p.m.

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

No reportable actions.

14. Adjourn

- 14.1. Entertain motion to adjourn.

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

Ayes: Directors Carpenter, Burbank, Floe, Griego

Noes: None

Absent: Director White

The meeting was adjourned at 8:19 p.m.