

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, January 20, 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, Director Perrault, and Director Griego  
Directors Absent: None

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: Gary Bradford, Yuba County Supervisor

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 December 16, 2021 Regular Meeting.](#)
  - 5.2. [Approve Minutes of the December 27, 2021 Special Board Meeting.](#)
  - 5.3. [Approve Minutes of the January 05, 2022 Special Board Meeting.](#)
  - 5.4. [Approve December 2021 Claims for Payment.](#)
  - 5.5. [Approve December 2021 Overtime Report.](#)
  - 5.6. [Review Revenue and Expenditure Summary December 17, 2021 FY 2021 \(Strategic Plan 5.3 & 5.4\).](#)
  - 5.7. [Review Water Sales December 2015 to December 2021 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.8. [Review Service Water Account Analysis November 2021 to December 2021 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.9. [Review Invoice Cloud Activity through January 10, 2022 \(Strategic Plan 5.1, 5.3\).](#)
  - 5.10. [Approve OPUD Resolution No. 2385 – A Resolution Authorizing Teleconference Meetings in Compliance with AB 361.](#)
  - 5.11. Entertain motions for approval of consent agenda and take roll as appropriate.

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

Ayes: Directors Burbank, Floe, Nelson, Perrault, and Griego

Noes: None

Absent: None

## 6. District Business

- 6.1. Discuss Voting Rights Act Ward Based OPUD Board Elections – D/A
  - 6.1.1. Olivehurst Public Utility District Digital Draft Plan Maps
    - 6.1.1.1. [Digital Draft Plan A](#)
    - 6.1.1.2. [Digital Draft Plan B](#)
    - 6.1.1.3. [Digital Draft Plan C](#)
  - 6.1.2. Public comment
  - 6.1.3. Questions/comments from Directors
  - 6.1.4. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

- 6.2. [Consider approving the repayment schedule and expense budget for the 2022 Pool Season – 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 Nelson approving the repayment schedule of 10 years and the proposed expense budget for the 2022 Pool Season. The motion passed as follows:

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

6.3. [Receive an update on water shutoffs – D/A](#)

- 6.3.1. Public comment
- 6.3.2. Questions/comments from Directors
- 6.3.3. Entertain motions and take roll as appropriate

Directors received an update. No motion was made.

6.4. [Discuss approving the reimbursement agreement with River Oaks South requesting water and sewer reimbursement – 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 Perrault and seconded by Director Floe approving the reimbursement agreement with River Oaks South requesting water and sewer reimbursement. The motion passed as follows:

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

7. Public Works

Parks

7.1. [Receive update on Prop 68 Grants – 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.

7.2. [Consider approving the publishing of a RFB for the Olivehurst Community Park – Spray Park Project and direct staff to file a Notice of Exemption from CEQA along with submitting application requesting funding – D/A](#)

- 7.2.1. Public comment
- 7.2.2. Questions/comments from Directors
- 7.2.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Floe approving the publishing of a RFB for the Olivehurst Community Park – Spray Park Project and directing staff to file a Notice of Exemption from CEQA with the County Clerk and the State clearinghouse along with submitting the application to the State Department of Parks and Recreation for the requested funding. The motion passed as follows:

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

Water/Wastewater

7.3. [Receive update on South County infrastructure – D/A](#)

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

Directors received an update. No motion was made.

7.4. [Receive update on the Prop 218 progress – 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. [Consider approving the updates to the Commercial Site Collections Requirements Form and Updated Commercial Site Inspection Report – 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 Perrault and seconded by Director Nelson approving the updates to the Commercial Site Collections Requirements Form and Updated Commercial Site Inspection Report. The motion passed as follows:

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

7.6. [Consider approving Resolution No. 2387, a resolution authorizing the grant application, acceptance, and execution for the Septic-to-Sewer Conversion and Facility Upgrade 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

A motion was made by Director Burbank and seconded by Director Floe approving Resolution No. 2387, a resolution authorizing the grant application, acceptance, and execution for the Septic-to-Sewer Conversion and Facility Upgrade Project. The motion passed as follows:

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

7.7. [Receive information from Yuba County Health and Human Services regarding Community Water Fluoridation – D/A](#)

- 7.7.1. Public comment
- 7.7.2. Questions/comments from Directors
- 7.7.3. Entertain motions and take roll as appropriate

Directors discussed information. No motion was made.

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

Directors discussed this item. No motion was made.

9. [Human Resources](#)

9.1. [Consider authorizing advertising and filling of vacant Utility Worker positions, and fill positions via District policies – 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 Nelson authorizing advertising and filling of vacant Utility Worker positions, and fill positions via District policies. The motion passed as follows:

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

9.2. [Consider authorizing increasing the pay for the Intermittent-Seasonal Pool Manager position to \\$18 per hour and advertising and filling of vacant Intermittent-Seasonal Manager position, and fill position via District policies – 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 Perrault authorizing increasing the pay for the Intermittent-Seasonal Pool Manager position to \$18 per hour and advertising and filling of vacant Intermittent-Seasonal Manager position, and fill position via District policies. The motion passed as follows:

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

9.3. [Consider authorizing advertising and filling of vacant Intermittent-Seasonal Lifeguard positions, and fill positions via District policies – 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 Nelson authorizing advertising, and filling of vacant Intermittent-Seasonal Lifeguard positions, and fill positions via District policies. The motion passed as follows:

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

9.4. [Consider approving the updates to the Organizational Chart as presented – 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 Burbank and seconded by Director Perrault approving the updates to the Organizational Chart pending the addition of Legal Counsel and Safety Officer to the Organizational Chart. The motion passed as follows:

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

10. [Board Committee Schedule](#)

- 10.1. February 2022 Committee Meeting Schedule.
  - 10.1.1. Fire & Safety Committee – Tuesday, February 1, 2022 at 4:00 p.m.
  - 10.1.2. Parks & Recreation Committee – Tuesday, February 1, 2022 at 5:00 p.m.
  - 10.1.3. Water & Wastewater Committee – Wednesday, February 2, 2022 at 5:45 p.m.

11. [Reports \(non-action items\)](#)

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

Director Perrault exited the meeting at 8:49 p.m.

13. [Closed Session](#) – Closed session was convened at 8:50 p.m.

- 13.1. 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 designated representatives:

Agency Designated Representative: John Tillotson, General Manager  
Name of Employee Organization: Operating Engineers Local Union No. 3 Public  
Employees Division, on Behalf of the Business and Utility Unit

13.2. 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 designated representatives:

Agency Designated Representative: John Tillotson, General Manager  
Name of Employee Organization: Management Professional Employees Association (MPEA)

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

14. Meeting Reconvened – Closed session was adjourned at 9:07 p.m.

14.1. Announcement of reportable actions taken in closed session.

No reportable actions to report.

15. Adjourn

15.1. Entertain motion to adjourn.

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

Ayes: Directors Burbank, Floe, Nelson, and Griego

Noes: None

Absent: Director Perrault