

MINUTES
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, February 20, 2020
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 9th 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 Burbank

2. Pledge of Allegiance

3. Roll Call

Directors present: Director Carpenter, Director Floe and Director Burbank

Directors absent: Director White, Director Griego

Also Present: John Tillotson, General Manager; Christopher Oliver, Public Works Engineer; Karin Helvey, Financial Manager; Randy York, Olivehurst Fire Department Battalion Chief; Deirdre Joan Cox, Legal Counsel; Elizabeth Mallen, District Clerk/Executive Assistant; Daniel Kopas, Carlin Ramos, James Fisher, Olivehurst Fire Department.

4. Public Participation – No Members of the Public chose to participate at this time.

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 16, 2020 Regular Meeting](#)

5.2. [Approve January 2020 Claims for Payment.](#)

5.3. [Approve January 2020 Overtime Report.](#)

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

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

6. District Business

6.1. [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](#)

A motion was made by Director Carpenter and seconded by Director Floe to 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.. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

- 6.2. 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.

- 6.3. [Receive an update on the status of placing Ordinances and Resolutions on the District website. – D/A](#)

Directors discussed this item. No motion was made.

- 6.4. [Review Fee Waivers Granted February 2020. – D/A](#)

Directors discussed this item. No motion was made.

7. Public Works

Parks

7.1. [Move to waive the restrictions of Yuba County Ordinance 8.76.030 for Rental Property Professionals to hold Movie Night Events from February 2020 to December 2020.– D/A](#)

A motion was made by Director Floe and seconded by Director Carpenter to waive the restrictions of Yuba County Ordinance 8.76.030 for Rental Property Professionals to hold Movie Night Events from February 2020 to December 2020. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

7.2. [Approve awarding the contract for Preliminary Design Services for the Plumas Lake Community Park to recommended design firm. – D/A](#)

A motion was made by Director Carpenter and seconded by Director Floe to award the contract for Preliminary Design Services for the Plumas Lake Community Park to CA+SA not to exceed \$100,000. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

8. Business Office

8.1. [Review and consider approval of 2019-20 Amended Budget – D/A](#)

A motion was made by Director Floe and seconded by Director Carpenter to approve the 2019-20 Amended Budget. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

8.2. [Review Revenues and Expenditures Summary for January 27, 2020 \(Strategic Plan 5.3, 5.4\). – D/A](#)

Directors discussed this item. No motion was made.

8.3. [Review Treasurer's Report December 2019 \(Strategic Plan 5.3 & 5.4\) – D/A](#)

Directors discussed this item. No motion was made.

8.4. [Review Water Sales January 2016 to September 2020 \(Strategic Plan 5.1, 5.3\) – D/A](#)

Directors discussed this item. No motion was made.

8.5. [Review Invoice Cloud Activity through January 2020 \(Strategic Plan 5.1, 5.3\) – D/A](#)

Directors discussed this item. No motion was made.

9. Human Resources

9.1. Consider authorizing advertising, interviewing and establishing an eligibility list for Intermittent-Seasonal Lifeguard positions.– D/A

A motion was made by Director Floe and seconded by Director Carpenter to authorize advertising, interviewing and establishing an eligibility list for Intermittent-Seasonal Lifeguard positions. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

9.2. Consider authorizing advertising, interviewing and establishing an eligibility list for Intermittent-Seasonal Pool Manager positions. – D/A

A motion was made by Director Carpenter and seconded by Director Floe to authorize advertising, interviewing and establishing an eligibility list for Intermittent-Seasonal Pool Manager positions. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

9.3. Consider authorizing filling the vacant Limited Term Fire Captain position via District policies. – D/A

A motion was made by Director Carpenter and seconded by Director Floe to authorize filling the vacant Limited Term Fire Captain position via District policies. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

9.4. Consider eliminating the remaining two vacant Limited Term Fire Captain positions.– D/A

A motion was made by Director Carpenter and seconded by Director Floe to eliminate the remaining two vacant Limited Term Fire Captain and Engineer positions. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

9.5. Consider approving request for unpaid internship to count towards employee's longevity. – D/A

A motion was made by Director Floe and seconded by Director Carpenter to approve the request for unpaid internship to count towards employee's longevity. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

10. Board Committee Schedule

10.1. March 2020 Committee Meeting Schedule.

10.1.1. Fire & Safety Committee – Tuesday, March 3, 2020 at 5:00 p.m.

10.1.2. Parks & Recreation Committee – Tuesday, March 3, 2020 at 4:00 p.m.

10.1.3. Water & Wastewater Committee – Wednesday, March 4, 2020 at 5:45 p.m.

11. Reports (non-action items)

11.1. [February Fire Department Committee Report](#)

11.2. [February Parks Department Committee Report](#)

11.3. [February Water & Wastewater Department Committee Report](#)

11.4. [District Safety Report](#)

11.5. Report from the General Manager.

11.6. Report from Legal Counsel.

11.7. Reports from Directors.

11.8. Public comment.

General Manager gave a report

Director Carpenter gave a report.

12. Closed Session – Closed Session was convened at 7:41 p.m.

12.1. Conference with Legal Counsel – Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4): Number of potential cases: three.

12.2. Conference with Legal Counsel – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): one case.

12.3. Personnel (Government Code Section 54957) – It is the intention of the Board to meet in closed session to consider Public Employee Performance Evaluation for the Position of General Manager

13. Meeting Reconvened – Closed Session was adjourned at 8:36 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 Carpenter and seconded by Director Floe to adjourn the meeting. The motion passed as follows:

Ayes: Directors Carpenter, Floe, and Burbank.

Noes: None

Absent: Directors White, Griego

The meeting was adjourned at 8:36 p.m.