AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, September 16, 2021
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 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.

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.

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

**D/A - Discussion/Action
1. Call to Order – Meeting was called to order at 7:00 p.m. by Director Floe.

Director Floe dedicated the Board Meeting to former longtime Board Director, Larry D. Patty, who passed away recently.

2. Pledge of Allegiance

3. Roll Call

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

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Swarnjit Boyal, Public Works Engineer; Deirdre Joan Cox, Legal Counsel; Cindy Van Meter, Office Manager; Randy York, Fire Chief; 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 name and residency for the record, and begin your address to the Board. Comments should be limited to 3 minutes per speaker.

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 August 19, 2021 Regular Meeting.
5.2. Approve August 2021 Claims for Payment.
5.3. Approve August 2021 Overtime Report.
5.4. Review Revenue and Expenditure Summary August 26, 2021 FY 2021 (Strategic Plan 5.3 & 5.4).

5.5. Review Water Sales August 2016 to August 2021 (Strategic Plan 5.1, 5.3).

5.6. Review Service Water Account Analysis July 2021 to August 2021 (Strategic Plan 5.1, 5.3).

5.7. Review Invoice Cloud Activity through September 8, 2021 (Strategic Plan 5.1, 5.3).

5.8. Approve merit increase for Perry Jackson, Utility Worker, Step 3 to Step 4, retroactive to August 22, 2021.


5.10. Approve merit increase for Alex Carpineta, Fire Fighter, Step 1 to Step 2, retroactive to July 21, 2021.

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 Nelson to approve the consent agenda. The motion passed as follows:

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

6. District Business

6.1. Consider approving the funding of Board-Designated Reserves – D/A

6.1.1. Public comment

6.1.2. Questions/comments from Directors

6.1.3. Entertain motions from Directors

A motion was made by Director Griego and seconded by Director Burbank to approve the funding of Board-Designated Reserves. The motion passed as follows:

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

6.2. Consider approving proposed changes to the FY 2021-22 Working Budget – D/A

6.2.1. Public comment

6.2.2. Questions/comments from Directors

6.2.3. Entertain motions from Directors

A motion was made by Director Burbank and seconded by Director Perrault to approve proposed changes to the FY 2021-22 Working Budget. The motion passed as follows:

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

**D/A - Discussion/Action**
6.3. **Discuss returning to in-person meetings and mask regulations – D/A**

6.3.1. Public comment
6.3.2. Questions/comments from Directors
6.3.3. Entertain motions from Directors

Directors received an update. No motion was made.

6.4. **Consider approving the termination agreement to the “Cost Share and Access Agreement” dated October 18, 2011 for the OPUD Community Park – D/A**

6.4.1. Public comment
6.4.2. Questions/comments from Directors
6.4.3. Entertain motions from Directors

A motion was made by Director Burbank and seconded by Director Perrault approving the termination agreement to the “Cost Share and Access Agreement” dated October 18, 2011 for the OPUD Community Park. The motion passed as follows:

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

6.5. **Consider approving Resolution No. 2378, a resolution in support of the Leak Annexation consisting of 201.82 acres more or less located on River Oaks Boulevard for water, wastewater, and parks – D/A**

6.5.1. Public comment
6.5.2. Questions/comments from Directors
6.5.3. Entertain motions from Directors

A motion was made by Director Perrault and seconded by Director Burbank approving Resolution No. 2378, a resolution in support of the Leak Annexation consisting of 201.82 acres more or less located on River Oaks Boulevard for water, wastewater, and parks. The motion passed as follows:

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

7. **Public Works**

7.1. **Receive update on OPUD Pool Repairs – 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 request for a lease agreement with Youth and Family Opportunities Unlocked DBA Live Loud for the Youth Center Building – 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 Nelson approving the request for a lease agreement with Youth and Family Opportunities Unlocked DBA Live Loud for the Youth Center Building. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, Perrault, and Floe
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. **Consider approving the purchase of a LP XDT Vacuum Excavator for the Water Meter Installation Project using IRWM Grant Funds – D/A**

7.4.1. Public comment
7.4.2. Questions/comments from Directors
7.4.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego approving the purchase of a LP XDT Vacuum Excavator for the Water Meter Installation Project using IRWM Grant Funds. The motion passed as follows:

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

8. **Fire Department**

8.1. **Consider authorizing staff to surplus a 1989 GMC top-kick Fire Truck (E326) using OPUD policy and procedure – 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 Burbank and seconded by Director Perrault authorizing staff to surplus a 1989 GMC top-kick Fire Truck (E326) using OPUD policy and procedure. The motion passed as follows:

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

**D/A - Discussion/Action**
9. Human Resources
   9.1. Consider approving the Wastewater Collection Systems Operator I eligibility list and authorize the General Manager to hire per OPUD policies and procedures – 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 approving the Wastewater Collection Systems Operator I eligibility list and authorizing the General Manager to hire per OPUD policies and procedures. The motion passed as follows:

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

   9.2. Consider authorizing the General Manager to fill the vacant Firefighter position in accordance with District policies – D/A
      9.2.1. Public comments
      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 the General Manager to fill the vacant Firefighter position in accordance with District policies. The motion passed as follows:

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

10. Board Committee Schedule
    10.1. October 2021 Committee Meeting Schedule.
         10.1.1. Fire & Safety Committee – Tuesday, October 5, 2021 at 4:00 p.m.
         10.1.2. Parks & Recreation Committee – Tuesday, October 5, 2021 at 5:00 p.m.
         10.1.3. Water & Wastewater Committee – Wednesday, October 6, 2021 at 5:45 p.m.

11. Reports (non-action items)
    11.2. September Parks Department Committee Report.
    11.3. September 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
13. **Closed Session** – Closed session was convened at 7:54 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)

14. **Meeting Reconvened** – Closed session was adjourned at 8:08 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 Perrault and seconded by Director Burbank to adjourn the meeting. The motion passed as follows:

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

   The meeting was adjourned at 8:08 p.m.