

AGENDA
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, February 20, 2025
LOCATION: Hybrid Board Meeting Via Zoom and In-Person at the
Board Room Located at 1970 9th Avenue, Olivehurst, CA 95961

OPUD Board meetings will be conducted at its regular in-person meeting location in the Board Chambers, 1970 9th Avenue, Olivehurst, for the public to attend. Attendance will be limited to 50 percent of room capacity (no more than 20 persons), and it is strongly recommended that all in-person attendees wear face coverings and social distance as recommended by public health authorities.

All attendees are encouraged to be fully vaccinated.

Meetings will also continue to be streamed live, and members of the public may participate remotely as described below.

Accordingly, on the day of the meeting you will have the option to:

- Attend via Zoom, using the procedure outlined below.
- Participate in person, as noted above.

If you anticipate wanting to speak during the meeting, please join in advance of public comment time.

To submit public comment during the meeting, please join us in person or on Zoom.

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 Hybrid 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 Board Clerk will select you from the meeting cue. Please be patient while waiting in the cue.

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

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 – The meeting was called to order at 7:00 p.m. by Director Floe

2. Pledge of Allegiance

3. Roll Call

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

Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Deirdre Joan Cox, Legal Counsel; Swarnjit Boyal, Public Works Manager; Bri Anne Ritchie, Board 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 the 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 to 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.

2 Members of the public were present.

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, 2025, Regular Meeting.](#)

5.2. [Approve Minutes of the February 5, 2025, Special Meeting.](#)

5.3. [Approve Minutes of the February 7, 2025, Special Meeting.](#)

5.4. [Approve January 2025 Claims for Payment.](#)

5.5. [Approve January 2025 Overtime Report.](#)

5.6. [Review Revenue and Expenditure Summary February 14, 2025, FY 2024-2025 \(Strategic Plan 5.3 & 5.4\).](#)

5.7. [Review Water Sales February 2021 to February 2025 \(Strategic Plan 5.1, 5.3\).](#)

5.8. [Review Invoice Cloud Activity through February 12, 2025 \(Strategic Plan 5.1, 5.3\).](#)

5.9. [Review Service Water Account Analysis February 2025 \(Strategic Plan 5.1, 5.3\).](#)

- 5.10. Review approved emergency expenditure of funds to purchase a replacement 75 HP Vaughan Pump in advance of rainy season – D/A
- 5.11. Approve merit increase for Taylor Hicks, Utility Operator I, Step 2 to Step 3, retroactive to February 5, 2025.
- 5.12. Approve merit increase for Severn Lemstrom, Firefighter, Step 4 to Step 5, retroactive to February 10, 2025.
- 5.13. Approve merit increase for Alexis Mendoza, Utility Operator, Step 2 to Step 3, retroactive to January 22, 2025.
- 5.14. Entertain motions for approval of consent agenda and take roll as appropriate.

Item 05.10 was moved from consent agenda to item 07.08.

A motion was made by Director Griego and seconded by Director Nelson to move item 05.10 to item 07.08 on the agenda and to approve the consent agenda. The motion passed as follows:

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

6. District Business

6.1. Consider approving Budget Amendment 1 for FY 2024-25 – D/A

- 6.1.1. Public comment
- 6.1.2. Questions/comments from Directors
- 6.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Burbank approving Budget Amendment 1 for FY 2024-25. The motion passed as follows:

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

6.2. 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

- 6.2.1.1. Public comment
- 6.2.1.2. Questions/comments from Directors
- 6.2.1.3. Entertain motions and take roll as appropriate

A motion was made by Director Burbank and seconded by Director Griego 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. 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 Burbank, Griego, Nelson, and Floe

Noes: None

Absent: Director Perrault

6.3. [Consider approving revised Exhibit A of existing 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](#)

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 Griego and seconded by Director Burbank approving revised Exhibit A of existing 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, Griego, Nelson, and Floe

Noes: None

Absent: Directors Perrault

6.4. [Consider approving the proposal from Gladwell Governmental Services, Inc. for records retention, training, and subscription services – 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 Burbank and seconded by Director Nelson approving the proposal from Gladwell Governmental Services, Inc. for records retention, training, and subscription services. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson and Floe

Noes: None

Absent: Director Perrault

6.5. [Consider approving the addition of the Zoom Webinar format to further enhance security of OPUD's Zoom Board meetings – D/A](#)

6.5.1. Public comment

6.5.2. Questions/comments from Directors

6.5.3. Entertain motions and take roll as appropriate

A motion was made by Director Griego and seconded by Director Nelson approving the addition of the Zoom webinar format to further enhance security of OPUD's Zoom Board meetings. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Floe

Noes: None

Absent: Director Perrault

7. Public Works

Parks

7.1. [Receive a presentation from Dr. Luu with Yuba County Health and Human Services on Yuba County Community Health Improvement Process – 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 a presentation. No motion was made.

7.2. [Consider approving staff to sign on to Yuba County Parks and Recreation Workgroup Charter – 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 gave staff directions. No motion was made.

7.3. [Consider approving the restroom agreement for mobile food facility for Rosie's Hand Dipped Cord Dogs – 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 Nelson and seconded by Director Griego approving the restroom agreement for mobile food facility for Rosie's Hand Dipped Corn Dogs. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Floe
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 and provided Direction to the General Manager. No motion was made.

7.5. [Receive an update on the lift station at River Oaks and Zanes in Plumas Lake – 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 approving the request for bid for Well #35 Construction 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 Nelson and seconded by Director Griego approving the request for bid and design of bid specifications for Well # 35 Construction Project. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Floe

Noes: None

Absent: Director Perrault

7.7. Consider approving the request for bid for Well #31 Repair Project – 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 Burbank and seconded by Director Nelson approving the request for bid and design of bid specifications for Well #31 Repair Project. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Floe

Noes: None

Absent: Director Perrault

7.8. Review approved emergency expenditure of funds to purchase a replacement 75 HP Vaughan Pump in advance of rainy season – D/A

7.8.1. Public comment

7.8.2. Questions/comments from Directors

7.8.3. Entertain motions and take roll as appropriate

Director received an update. No motion was made.

8. Human Resources

8.1. Consider approving a wage increase for lifeguards and pool manager – 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 Griego and seconded by Director Nelson approving a wage increase for lifeguards and pool manager. The motion passed as follows:

Ayes: Directors Burbank, Griego, Nelson, and Floe

Noes: None

Absent: Director Perrault

9. Board Committee Schedule

9.1. March 2025 Committee Meeting Schedule.

9.1.1. Fire & Safety Committee – Thursday, March 6, 2025, at 4:00 p.m.

9.1.2. Parks & Recreation Committee – Thursday, March 6, 2025, at 5:00 p.m.

9.1.3. Water & Wastewater Committee – Wednesday, March 5, 2025, at 3:30 p.m.

**D/A - Discussion/Action

10. Reports (non-action items)

- 10.1. [February Fire Department Committee Report.](#)
- 10.2. [February Parks Department Committee Report.](#)
- 10.3. [February Water & Wastewater Department Committee Report.](#)
- 10.4. Report from the General Manager.
- 10.5. Report from Legal Counsel.
- 10.6. Reports from Directors.
- 10.7. Public comment.

11. Correspondence

12. Closed Session

- 12.1. CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2): Number of potential cases: one.

CLOSED SESSION WAS CANCELED.

13. Meeting Reconvened

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

14. Adjourn

- 14.1. Entertain motion to adjourn.

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

Ayes: Directors Burbank, Griego, Nelson, and Floe

Noes: None

Absent: Director Perrault

The meeting adjourned at 8:51 p.m.