

**AGENDA**  
**OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**7:00 p.m., Thursday, April 16, 2020**  
**LOCATION: Virtual Board Meeting**

**CORONAVIRUS (COVID-19) ADVISORY NOTICE**

**PUBLIC ADVISORY: THE OPUD BOARD ROOM WILL NOT BE OPEN TO THE PUBLIC**

Consistent with Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and the Shelter-in-Place Directive issued by Bi-County Health Officer Dr. Phuong Luu, the regular meeting of the Board of Directors for April 16, 2020 will be conducted telephonically via a Zoom virtual/teleconferencing system.

Please be advised that pursuant to the Executive Orders and Shelter-in-Place Directive, and 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 or will also 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 [cvanmeter@opud.org](mailto:cvanmeter@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 [cvanmeter@opud.org](mailto:cvanmeter@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”.

Any member of the public who needs accommodations should email or call the acting Clerk of the Board who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the District's procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the District website at [www.opud.org](http://www.opud.org).

***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 Burbank
2. Pledge of Allegiance
3. Roll Call  
Directors present: Director White, Director Carpenter, Director Griego, Director Floe and Director Burbank  
Directors absent: None  
  
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; Cindy Van Meter, Acting District Clerk; Yuba County Board of Supervisor; Gary Bradford.
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 February 20, 2020 Regular Meeting](#)
  - 5.2. [Approve February 2020 Claims for Payment.](#)
  - 5.3. [Approve March 2020 Claims for Payment.](#)

5.4. [Approve February 2020 Overtime Report.](#)

5.5. [Approve March 2020 Overtime Report.](#)

5.6. Entertain motions for approval of consent agenda and take roll as appropriate.

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

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

Noes: None

Absent: None

6. District Business

6.1. [Discuss the impacts of the novel coronavirus COVID-19 on District operations. – D/A](#)

Directors reviewed this item. No motion was made.

6.2. Receive update on annexation and progress of infrastructure projects in the Industrial, Sports and Entertainment Zone for water, sewer and parks (Strategic Plan 1.0). – D/A

Directors reviewed this item. No motion was made.

6.3. [Discuss moving certain non-controversial items to the Regular Board Meeting Consent Agenda. – D/A](#)

Directors discussed this item. No motion was made. Consensus of the Board to move non-controversial items to Regular Board Meeting Consent Agenda with the exception of the annual capacity fee adjustment.

6.4. [Review and consider Bill Cycle Change request \(Strategic Plan 5.1, 5.3\). – D/A](#)

Directors reviewed this item. No motion was made.

6.5. [Review Fee Waivers Granted March 2020. – D/A](#)

None.

6.6. [Review Property/Liability Coverage for 2020/2021 \(Strategic Plan 5.1, 5.3\) – D/A](#)

Directors reviewed this item. No motion was made.

6.7. [Review EPS Proposals for CFD related services for 2020/2021 \(Strategic Plan 5.1, 5.3\) – D/A](#)

A motion was made by Director Carpenter and seconded by Director Floe to approve the EPS Proposals for CFD related services for 2020/2021. The motion passed as follows:

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

Noes: None

Absent: None

7. Public Works

Parks

7.1. [Receive an update on the status of OPUD Park Grants. – D/A](#)

Directors reviewed this item. No motion was made.

7.2. [Consider Park Table Reservation refund request – D/A](#)

A motion was made by Director Griego and seconded by Director Carpenter to approve the Park Table Reservation refund request. The motion passed as follows:

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

Noes: None

Absent: None

Water

7.3. [Consider publishing a Request for Proposal \(RFP\) for design of water infrastructure in the South Yuba County \(Strategic Plan 1.0, 5.2\) – D/A](#)

A motion was made by Director White and seconded by Director Griego to approve publishing a Request for Proposal (RFP) for design of water infrastructure in the South Yuba County. The motion passed as follows:

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

Noes: None

Absent: None

Wastewater

7.4. [Consider publishing an RFP for Wastewater Infrastructure Design Services to serve the South Yuba County \(Strategic Plan 1.0, 5.2\) – D/A](#)

A motion was made by Director Carpenter and seconded by Director Floe to approve publishing an RFP for Wastewater Infrastructure Design Services to serve the South Yuba County. The motion passed as follows:

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

Noes: None

Absent: None

8. Fire Department

8.1. [Consider plans and approve expenses for 2020 Weed Abatement Program – D/A.](#)

Directors discussed this item. No motion was made. Consensus of the Board was to move forward with the 2020 Weed Abatement Program as planned.

9. Business Office

9.1. [Consider accepting the Audited Financial Statements for the 2018-19 Fiscal Year. – D/A](#)

A motion was made by Director Floe and seconded by Director Griego to accept the Audited Financial Statements for the 2018-19 Fiscal Year. The motion passed as follows:

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

Noes: None

Absent: None

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

A motion was made by Director Carpenter and seconded by Director Floe to approve the Revenues and Expenditures Summary for February 27, 2020. The motion passed as follows:

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

Noes: None

Absent: None

9.3. [Review Water Sales February 2016 to March 2020 \(Strategic Plan 5.1, 5.3\)](#) – D/A

Directors reviewed this item. No motion was made.

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

Directors reviewed this item. No motion was made.

9.5. [Review Revenue and Expenditure Summary Apr 7, 2020 \(Strategic Plan 5.3 & 5.4\)](#) – D/A

Directors reviewed this item. No motion was made.

9.6. [Review Water Sales February 2016 to March 2020 \(Strategic Plan 5.1, 5.3\)](#) – D/A

Directors reviewed this item. No motion was made.

9.7. [Review Invoice Cloud Activity through April 7, 2020 \(Strategic Plan 5.1, 5.3\)](#) – D/A

Directors reviewed this item. No motion was made.

10. Human Resources

10.1. Approve merit increase for Jonathon Galluzzo, Firefighter, Step 1 to Step 4, retroactive to January 15, 2020 – D/A

10.2. Approve merit increase for Daniel Kopas, Firefighter, Step 1 to Step 4, retroactive to January 15, 2020 – D/A

10.3. Approve merit increase for Carlin Ramos, Firefighter, Step 1 to Step 4, retroactive to January 15, 2020 – D/A

A motion was made by Director Floe and seconded by Director White to approve merit increase for Jonathon Galluzzo, Firefighter, Step 1 to Step 4, retroactive to January 15, 2020; approve merit increase for Daniel Kopas, Firefighter, Step 1 to Step 4, retroactive to January 15, 2020; approve merit increase for Carlin Ramos, Firefighter, Step 1 to Step 4, retroactive to January 15, 2020. The motion passed as follows:

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

Noes: None

Absent: None

11. Board Committee Schedule

11.1. May 2020 Committee Meeting Schedule.

11.1.1. Fire & Safety Committee – Tuesday, May 5, 2020 at 5:00 p.m.

11.1.2. Parks & Recreation Committee – Tuesday, May 5, 2020 at 4:00 p.m.

11.1.3. Water & Wastewater Committee – Wednesday, May 6, 2020 at 5:45 p.m.

12. Reports (non-action items)

12.1. [March Fire Department Committee Report](#)

12.2. [March Parks Department Committee Report](#)

12.3. [March Water & Wastewater Department Committee Report](#)

12.4. Report from the General Manager.

12.5. Report from Legal Counsel.

12.6. Reports from Directors.

12.7. Public comment.

13. Correspondence

13.1. [CSDA Call to Action – Assembly Concurrent Resolution 179 \(Voepel\) – Support \[As Introduced\]](#)

14. Closed Session– Closed Session was convened at 8:00 p.m.

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

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

14.3. 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

15. Meeting Reconvened – Closed Session was adjourned at 8:00 p.m.

15.1. Announcement of reportable actions taken in closed session.

No reportable actions.

16. Adjourn

16.1. 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 White, Carpenter, Griego, Floe, and Burbank.

Noes: None

Absent: None

The meeting was adjourned at 9:20 p.m.