

MINUTES
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)
BOARD OF DIRECTORS REGULAR MEETING
7:00 p.m., Thursday, January 17, 2019
Board Room, 1970 9th Avenue, Olivehurst

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.

1. Call to Order – Meeting was called to order at 7:00 p.m. by Director Griego.

2. Pledge of Allegiance

3. Roll Call
 Directors present: Director White, Director Carpenter, Director Burbank, Director Floe, and Director Griego.
 Directors absent: None

 Also Present: John Tillotson, General Manager; Karin Helvey, Financial Manager; Randy York; Olivehurst Fire Department Battalion Chief; Deirdre Joan Cox, Legal Counsel; Elizabeth Mallen, District Clerk/Executive Assistant

4. Public Participation – No 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 December 20, 2018 Regular Meeting](#)
 - 5.2. [Approve December 2018 Claims for Payment.](#)
 - 5.3. Approve merit increase for Brett MacDonald, Utility Worker, Step 4 to Step 5, retroactive to December 22, 2018
 - 5.4. Entertain motions for approval of consent agenda and take roll as appropriate.

A motion was made by Director Floe and seconded by Director Burbank to approve the consent agenda. The motion passed as follows:
 Ayes: Directors White, Carpenter, Burbank, Floe, Griego
 Noes: None
 Absent: None

6. District Business
 - 6.1. Discuss possible annexation of the Industrial, Sports and Entertainment Zone for water, sewer and parks (Strategic Plan 1.0). – D/A

Directors discussed this item. No motion was made.

6.2. [Consider Approval of 2017-18 Financial Audit \(Strategic Plan 5.3, 5.4\). – D/A](#)

A motion was made by Director Floe and seconded by Director White to approve the FY 2017-18 Financial Audit. The motion passed as follows:

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

Noes: None

Absent: None

6.3. [Consider OPUD Reserve Policy \(Strategic Plan 5.3, 5.4\). – D/A](#)

A motion was made by Director Floe and seconded by Director White to approve OPUD Reserve Policy. The motion passed as follows:

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

Noes: None

Absent: None

6.4. [Discuss the Ad Hoc Committees established by the Olivehurst Public Utility District and their respective Sunset Dates. – D/A](#)

Director Griego reestablished the existing Ad Hoc Committees, to sunset at the end of 2019, and established the Annexation Ad Hoc (Directors Griego and Floe serving, to sunset at the end of 2019).

6.5. [Discuss InvoiceCloud Implementation Status Jan 2019 \(Strategic Plan 5.2, 5.4\). – D/A](#)

Directors discussed this item. No motion was made.

6.6. [Review Fee Waivers Granted January 2018. – D/A](#)

Directors discussed this item. No motion was made.

7. [Business Office](#)

7.1. [Review Revenues and Expenditures - Budget to Actual for January 2018 \(Strategic Plan 5.3, 5.4\). – D/A](#)

A motion was made by Director Burbank and seconded by Director Floe to approve the requested budget amendments. The motion passed as follows:

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

Noes: None

Absent: None

7.2. [Review Water Sales Comparison for December 2014-18 \(Strategic Plan 5.1, 5.3\). – D/A](#)

Directors discussed this item. No motion was made.

8. Human Resources

8.1. [Consider authorizing filling the vacant of Limited Term Engineer position via District policies. – D/A](#)

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

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

Noes: None

Absent: None

8.2. [Consider approval of the memorandum of understanding \(MOU\) between Olivehurst Public Utility District and Olivehurst Fire Local 4976 \(Strategic Plan 4.0, 6.0\). – D/A](#)

This item was placed on the February Regular Board Meeting agenda. No motion was made.

9. Board Committee Schedule

9.1. February 2019 Committee Meeting Schedule.

9.1.1. Fire & Safety Committee – Tuesday, February 5, 2018 at 5:00 p.m. at the Olivehurst Fire Department.

9.1.2. Parks & Recreation Committee – Tuesday, February 5, 2018 at 4:00 p.m.

9.1.3. Water & Wastewater Committee – Wednesday, February 6, 2018 at 5:45 p.m. at the Wastewater Treatment Facility

10. Reports (non-action items)

10.1. [January Fire Department Committee Report](#)

10.2. [January Parks Department Committee Report](#)

10.3. [January 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.

General Manager gave a report.

Legal Counsel gave a report.

Directors Floe, Carpenter, and Griego gave reports.

11. Closed Session – Closed Session was convened at 7:52 p.m.

11.1. Conference with Legal Counsel - Existing Litigation – (Paragraph (1) of subdivision (d) of Section 54956.9: Plumas Brophy Fire Protection District; Wheatland Fire Authority v. Olivehurst Public Utility District; Olivehurst Public Utility District Board of Directors.

12. Meeting Reconvened – Closed Session was adjourned at 8:20 p.m.

12.1. Announcement of reportable actions taken in closed session.

No reportable actions.

13. Adjourn

13.1. Entertain motion to adjourn.

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

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

Noes: None

Absent: None

The meeting was adjourned at 8:21 p.m.

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