

**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](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 [britchie@opud.org](mailto: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.

Email messages should be sent to [britchie@opud.org](mailto:britchie@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".

***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 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 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.
- 5.9. Approve merit increase for James Fisher, Fire Engineer, Step 2 to Step 3, retroactive to July 8, 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

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

Parks

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

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)

- 11.1. [September Fire Department Committee Report.](#)
- 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.