

AGENDA  
OLIVEHURST PUBLIC UTILITY DISTRICT (OPUD)  
BOARD OF DIRECTORS REGULAR MEETING  
7:00 p.m., Thursday, November 16, 2017  
Board Room, 1970 9<sup>th</sup> 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 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.*

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

2. Pledge of Allegiance

3. Roll Call

Directors present: Director Carpenter, Director Griego, and Director Burbank  
 Directors absent: Director Floe and Director White.

Also Present: John Tillotson, Interim General Manager; Karin Helvey, Financial Manager; Karl Cozad, Water Department Manager; Greg Axline, WWTF Chief Plant Operator; Randy York, Fire Department Captain; 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 October 19, 2017 Regular Meeting.](#)

5.2. [Approve October 2017 Overtime Report.](#)

5.3. [Approve October 2017 Claims for Payment.](#)

5.4. Approve merit increase for John Johnson, Utility Worker, Step 2 to Step 3, retro-active to October 27, 2017

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

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

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

6. District Business

6.1. Receive an update on the status and timeline for General Manager Recruitment. – D/A

6.1.1. [Staff report/introduction](#)

6.1.2. Documents: [PANEL RECOMMENDATIONS-v2](#)  
[Timeline – Olivehurst GM-v3](#)

A motion was made by Director Burbank and seconded by Director Griego to approve the expenditure of \$3,100 for the recruiter to conduct phone interviews. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

A motion was made by Director Burbank and seconded by Director Griego to approve the expenditure of \$500 for food and refreshments for the panelists conducting interviews on December 14, 2017. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

6.2. Discuss the feasibility of switching District retirement to CalPERS (Strategic Plan 7.0). – D/A

6.2.1. [Staff report/introduction](#)

Directors discussed this item. No motion was made.

6.3. Consider authorizing change from the Unemployment Reimbursable Method to the Reserve Account Method (Strategic Plan Element 7.1-7.5). – D/A

6.3.1. [Staff report/introduction](#)

6.3.2. Documents: [UI Payment Options AttachA](#)  
[UI Payment Options AttachB](#)

A motion was made by Director Burbank and seconded by Director Griego to authorize changing from the Unemployment Reimbursable Method to the Reserve Account Method. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

6.4. Consider approving funding for the 2017 OPUD Holiday Party (Strategic Plan 7.0).– D/A

6.4.1. [Staff report/introduction](#)

A motion was made by Director Burbank and seconded by Director Griego to approve funding for the 2017 OPUD Holiday Party up to \$1,500. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

6.5. Discuss guidelines for a possible policy regarding waiver of Business Office fees (Strategic Plan CV-4). – D/A

6.5.1. [Staff report/introduction](#)

6.5.2. Documents: [POLICY-Board Waiver Policy 11-2017 Draft](#)

A motion was made by Director Griego and seconded by Director Floe to authorize changes to the policy regarding waiver of Business Office fees. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

6.6. Consider customer requests for waiver of fees associated with customer accounts, amount not to exceed \$25. –D/A

Directors discussed this item. No motion was made.

6.7. Consider request for waiver/refund of fees to account #330. – D/A

6.7.1. [Staff report/introduction](#)

6.7.2. Documents: [Fee Waiver Request Acct 330](#)

Directors discussed this item. No motion was made.

6.8. Consider request for waiver/refund of fees to account #8008. – D/A

6.8.1. [Staff report/introduction](#)

6.8.2. Documents: [Fee Waiver Request Acct 8008](#)

Directors discussed this item. No motion was made.

## 7. Public Works

### Wastewater

7.1. Consider authorizing compensation for Chief Plant Operator position for Gold Village responsibility (Strategic Plan CV-5, 2.5). – D/A

7.1.1. [Staff report/introduction](#)

A motion was made by Director Griego and seconded by Director Burbank to authorize the 10% of base pay compensation added to the OPUD's C.P.O. position as a stipend tied to the additional contractual responsibility of Gold Village. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

- 7.2. Consider purchase of two trucks for the wastewater department through local dealer at a cost less than CMAS cost (Strategic Plan 2.0). – D/A
- 7.2.1. [Staff report/introduction](#)
  - 7.2.2. Documents: [Ford F150 Trucks](#)

A motion was made by Director Griego and seconded by Director Burbank to find no competitive advantage in purchasing these trucks through CMAS and authorize staff to purchase two trucks from local dealer Geweke Ford in Yuba City for the Wastewater Department at a cost not to exceed \$41,000. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

### Parks

- 7.3. Discuss converting the interior park lights at Eufay Wood Sr. Memorial Park to LED's (Strategic Plan 4.0). – D/A
- 7.3.1. [Staff report/introduction](#)
  - 7.3.2. Documents: [LED Quote-1080](#)

A motion was made by Director Burbank and seconded by Director Griego Move to approve purchase and installation of 21 LED lights for Eufay Wood Sr. memorial Park at a cost not to exceed \$9,100. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

- 7.4. Consider request by the Yuba County Seniors for use of the OPUD Youth Center and direct staff on next steps (Strategic Plan 6.0). – D/A
- 7.4.1. [Staff report/introduction](#)

This item was placed on the agenda of the December Parks Committee Meeting. No motion was made.

- 7.5. Consider request by the Olivehurst Firemen's Association to adopt the baseball field area of the Olivehurst Community Park. – D/A
- 7.5.1. [Staff report/introduction](#)

This item was placed on the agenda of the December Parks Committee Meeting. No motion was made.

### 8. Fire Department

- 8.1. Receive an update on the remaining 2014 SAFER grant funding (Strategic Plan 3.1, 3.3). – D/A
- 8.1.1. [Staff report/introduction](#)

Directors discussed this item. No motion was made.

8.2. Consider authorizing the purchase of a new Urban Interface Type 1 Model 18 Cal OES fire truck. – D/A

8.2.1. [Staff report/introduction](#)

8.2.2. Documents: [Fiscal Analysis Fire Engine Nov 16](#)  
[Fire Engine Purchase Nov 2017 AttachA](#)  
[Fire Engine Purchase Nov 2017 AttachB](#)  
[Fire Engine Purchase Nov 2017 AttachC](#)  
[Fire Truck Pictures](#)

A motion was made by Director Griego and seconded by Director Floe to authorizing the purchase of a new Urban Interface Type 1 Model 18 Cal OES fire truck with Legal Counsel and Financial Manager to determine to funding source(s), using any appropriate combination of funding sources. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

9. Business Office

9.1. Review Revenues and Expenditures - Budget to Actual for Sep. 2017 (Strategic Plan 5.0). – D/A

9.1.1. [Staff report/introduction](#)

9.1.2. Documents: [Actual to Budget Sep 2017](#)

A motion was made by Director Griego and seconded by Director Floe to approve the Budget to Actual for September 2017. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

9.2. Review Water Sales Comparison to Actual for Oct. 2013-2017 (Strategic Plan 5.0). – D/A

9.2.1. [Staff report/introduction](#)

Directors discussed this item. No motion was made.

10. Board Committee Schedule

10.1. December 2017 Committee Meeting Schedule.

10.1.1. Fire & Safety Committee – Thursday, December 7, 2017 at 5:15 at the Olivehurst Fire Department.

10.1.2. Parks & Recreation Committee – Thursday, December 7, 2017 at 4:00 p.m.

10.1.3. Water & Wastewater Committee – Wednesday, December 6, 2017 at 4:00 p.m.

11. Reports (non-action items)

- 11.1. [November Fire Department Committee Report](#)
- 11.2. [November Parks Department Committee Report](#)
- 11.3. [November Water & Wastewater Department Committee Report](#)
- 11.4. Report from the Interim General Manager.
- 11.5. Report from Legal Counsel.
- 11.6. Reports from Directors.
- 11.7. Public comment.

Interim General Manager gave a report.  
Director Burbank gave a report.  
Director Griego gave a report.

Directors instructed Staff to place an item on the Fire Committee agenda to discuss a potential Public Safety sales tax. No motion was made.

12. Correspondence

- 12.1. [Office of the Governor to California Fire Service](#)

Directors discussed this item. No motion was made.

Legal Counsel recommended that an item be added agenda pursuant to Government Code §54954.2(b)(2) due to the need to take immediate action, and that the need for action came to the attention of the agency subsequent to the agenda being posted.

A motion was made by Director Griego and seconded by Director Floe to add an item to discuss an additional conference with Legal Counsel to discuss significant exposure to litigation pursuant to Government Code § 54956.9(d)(2) on to the agenda pursuant to Government Code §54954.2(b)(2) due to the need to take immediate action, and that the need for action came to the attention of the agency subsequent to the agenda being posted. The motion passed as follows:

Ayes: Directors Carpenter, Griego, Burbank.  
Noes: None  
Absent: Directors Floe and White

This Item was added to the agenda at Item 13.1. See Item 13.1 for outcome.

13. Closed Session – Closed Session was convened at 8:08 p.m.

- 13.1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2): two cases

14. Meeting Reconvened – Closed Session was adjourned at 8:19 p.m.

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

There were no reportable actions.

15. Adjourn

15.1. Entertain motion to adjourn.

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

Ayes: Directors Carpenter, Griego, Burbank.

Noes: None

Absent: Directors Floe and White

The meeting was adjourned at 8:20 p.m.

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.