

Minutes

The Pixley Public Utility district held a Board Meeting on the 3rd day of February at the Pixley Public Utility District

- It was determined that a quorum was present with the following Board Member present Ronnie Prine, David Terrel, Ramon Cisneros, Jose Moreno, and Matthew Martinez. Also present were Amanda Rodari; Office Manager, KC McPhetridge; Operator in Training, Chad Lew; District Counsel, Maija Madec; District Engineer, Arlene Florez; Self Help Enterprises, Kirk Masters; Pixley Irrigation/Lower Tule Irrigation, and Margarita Robles Castro; Pixley Resident.

1. The meeting was called to order at: 6:30pm

2. Minutes

- The minutes of the January 6, 2025 Board meeting were submitted for review. On the motion of Jose Moreno and second by David Terrel and a unanimous vote the minutes were approved as submitted. Motion Carried.

3. Bills to be Paid

- On motion of Ramon Cisneros and a second by David Terrel and a unanimous vote the following bills were ordered paid. See Exhibit "A". Motion Carried.

4. Public Comments

- N/A

5. Margarita Robles Castro

• 260 Bradbury Ave – Billing of Account

- Pixley Resident Margarita Robles Castro advised that she is struggling to pay her monthly bill which is over \$200 a month. She has her trailer plus the vacant laundry mat and is requesting if she can get help with her bills or potentially turn the laundry mat off for now. Board Members Ramon Cisneros and Jose Moreno advised Margarita that as much as we would like to assist her with her bill like we would everyone else her options would be to contact CSET to see if they have any assistance programs currently, continuing paying her monthly bill to hold capacity rights for the property, if she is unable to keep the account current if it were to go into a lock off status a Payment Contract could potentially be arranged, if no payments are made at all the property could potentially go into Abandonment status after all procedures are followed. Margarita then brought up the property behind her that her line goes through and that they are stealing what from her. This had been discussed with the Board in the past and she was advised by the Board and District Legal Counsel Chad Lew that regarding this issue it would be best to visit the County Recorders Office to ensure that she has an Easement on record for her line to go through the Property before she requests for us to send a letter on her behalf to the Property owner. It would then become a matter between Property owners. Margarita advised she would visit the County Recorder's office to verify before going any farther with the matter and that she would continue to try and pay both her accounts to keep them current.

6. Kirk Masters – Pixley Irrigation/Lower Tule Irrigation

- **Sustainable Groundwater Management Act (SGMA)**

- Kirk Masters with Pixley Irrigation/Lower Tule Irrigation reported there are no updates on the plan that was submitted for review. They are still waiting on the State Board for direction on whether they will accept the Plan as is or if they will need to make any changes or updates.

7. Provost & Pritchard

1) **DEVELOPMENT UPDATE AND REPORT ON ACTIVE ITEMS**

a) **Available Water Units** **114**

- Will Service Letters
 - *Thandi/Singh – 174 Court (12/22, 1/24)* **24**
 - *Palma – 772 Main Street (1/24)* **1**
 - *Ayon – 585 ½ Walnut Avenue (1/24)* **1**
 - *Mercado – Walnut (11/19, 11/22, 3/24)* **1**
 - *Orneles – 270 Court (12/19, 2/23, 3/24)* **3**
 - *Jacobo – 156 Pine (3/24)* **1**
 - *Valdovinos – 1086 Market (7/24)* **1**
 - *Galvan – 105 Airport (12/24)* **1**
 - **Orellano – 782 S Main (2/25)** **1**
 - **Remaining Available Water Units** **80**
- Projects in *italics* have expired. Recommend sending notification letters indicating that extension requests are necessary. Projects in ***bold italics*** have applied for extensions. Projects in **bold** are new projects. Projects ~~*struck out*~~ have been constructed.

b) **Pixley Elementary School**

- **PPUD received communication from Pixley Elementary School requesting information associated with potential annexation of the school to the PPUD. Communications have been initiated. Tulare County LAFCo has responded with some suggestions on how to proceed. A task checklist and budget has been routed to the school to review and initiate the process. Correspondence with the school and LAFCO is ongoing.**
- District Engineer Maija Madec reported there are no current updates on this item.

c) **Orneles (270 W Court)**

- **It is understood that construction has begun for the proposed triplex at 270 W Court. A conditional will serve letter was issued, however the conditions set forth in the letter, including improvement plans showing proposed water and sewer services, have not been provided. A request for this information has been made.**

- District Engineer Maija Madec reported that some of the requested information has been provided, however some confusion remains on other items the owner needs to provide. P&P is working with them to get this completed.

d) Orellano (782 S Main)

- **Will Serve Request**
- **Water/Sewer service is requested for a new laundromat. Water and sewer services exist on the property. It is understood that the property owner has been paying to maintain water service capacity and three sewer units for the property. A draft will serve letter has been prepared for PPUD consideration.**
- **Recommended Action: Approve Will Serve Letter to 782 S Main.**
- District Engineer Maija Madec reported there was a request for a Will Serve letter for 782 S Main for a proposal of a Laundromat. There is currently service there of what is to be believed a 1” line. Operator in Training KC McPhetridge suggested for adequate water volume a 2” service should be recommended. This could be a requirement to avoid future issues of water supply to the business once opened. The Board discussed and it was decided to table the Will Serve letter to the next Board meeting in order for Maija to update the conditional Will-Serve letter to reflect the suggesting of the 2” service at the cost of the owner.

2) FUNDING

a) Well and Waterline Replacement Project

- **The financial hardship memorandum associated with Proposition 84 funds was approved at the October Board meeting and was sent. Michael and Ronnie met with State grant staff, who acknowledged the hardship and are reviewing the information to determine any potential compensatory payment to PPUD. The State communicated on December 17, 2024 that a Contract Amendment was being processed to allow for reimbursement of accrued interest costs.**
- **Recommended Action: Board’s Pleasure**
- District Engineer Maija Madec reported that the State is still working on an Amendment to reimburse past fees due to PPUD.

3) INFRASTRUCTURE PROJECTS

a) Drought Relief Grant from the Department of Water Resources – Well 4A

- **The project is proceeding. Sea Trains containers are placed at the WWTF. Final earthwork at the WWTF site is proceeding this week to allow for PPUD staff to relocate materials to the Sea Trains. Demolition of the building at the Well 4 site is expected the first week of February.**
- **Recommended Action: Board’s Pleasure**
- District Engineer Maija Madec reported the Sea Trains have been placed at the WWTF and that the additional earthwork needed has been completed. The moving

of materials from the shop to be demoed to the Sea Trains is ongoing. Demo of the shop at the Well 4 site will follow once materials have been cleared out.

b) TCP Planning Grant from the State Water Resources Control Board – Well 5, 3A, 4, & 6

- **The State has assigned a Project Manager for the Construction Grant Application. A progress meeting was held on November 22, 2024. Design is near completion. Environmental documents were adopted in September 2024. Supplemental financial documents are being prepared for submittal to the State. The intent is to have a complete Construction Grant Application submitted by the end of February 2025.**
- **Recommended Action: Board’s Pleasure**
- District Engineer Maija Madec reported Design and Environmental documents are done. Finalization of the Construction Grant Application is near completion to submit later this month.

4) COUNTY ROAD PROJECTS

- **County Staff approached the PPUD concerning three roadway projects. The locations include:**

Location	Water Valves	Sewer Manholes	Projected Cost	Projected Date
Court St. Park St. to School St.	33	13	\$63,350	Spring 2024
Terra Bella Ave. Rd. 96 to Cedar St.	7	1	\$16,000	Summer 2024
Terra Bella Ave. SR 99 to School St.	23	8	TBD	Fall 2025

- **The County has requested a response to the utility notification letter by February 14, 2025. Review and input from PPUD legal counsel is requested regarding the requested documentation.**
- **Recommended Action: Board’s Pleasure**
- District Engineer Maija Madec reported the County has requested additional information for the 2nd Terra Bella Ave project regarding liability. District Engineer Matt Hamilton sent the request letter to District Counsel Chad Lew for review. District Counsel Chad Lew advised he reached out to Julian Sanchez with the County who was not able to provide much information regarding the liability request. He then mentioned previous projects completed/discussed did not request the Liability requirements. Maija advised that P&P will follow up with the County for more clarification regarding the request.

5) THRIVING COMMUNITIES

- **Self-help Enterprises and County of Tulare staff reached out concerning an FHWA grant. The meeting was held on June 18, 2024 to discuss. Potential uses for the award include feasibility studies, public outreach**

efforts, or specific projects. One such project includes funding for the utility adjustments within County Road projects (Court Street and Terra Bella Avenue).

- **Recommended Action: Board's Pleasure**
- District Engineer Maija Madec reported there are no current updates for this item.

6) LEAD SERVICE LINE INVENTORY

- **The Lead Service Line Inventory was submitted on October 14, 2024**
- **Public Notifications were sent to customers on November 14, 2024. The certification to DDW was also sent on November 14, 2024**
- **P&P will review and identify additional service lines for PPUD to inspect.**
- **Recommended Action: Board's Pleasure**
- District Engineer Maija Madec reported that a request for additional information from DDW was received regarding clarification of the materials. Each line will need to be specified as to classify what material they are. Her and District Engineer Michael Taylor will review and make the need corrections for resubmission.

7) SSMP UPDATE

- **Pixley PUD has received a Notice of Applicability for the Sanitary Sewer Management Plan. The State has several requirements associated with updating the existing plan to comply with the new Geneal Order.**
- **P&P staff prepared the update to the SSMP in accordance with the new requirements.**
- **The Updated SSMP is submitted under separate cover.**
- **Recommended Action: Consider adoption of the updated SSMP and authorize submittal to the State.**
- District Engineer Maija Madec reported information that was requested to finalize the report for approval is still needed from the District. District Office Manager Amanda Rodari responded that they requested items would be information that Randy Masters or Robert Masters would have. And suggested that either Maija or Michael contact them via phone for this information. The review and adoption of the report was tabled to next meeting.

8) UPDATED COPRECTIVE ACTION PLAN FOR TCP

- **The Division of Drinking Water completed a preliminary review of the Updated Corrective Action Plan that was submitted and they advised that the Project Design portion and Construction and Funding Application portion needed to be updated and resubmitted in order to avoid any citations or fines**
- **Both items have been updated to reflect the date of 2/28/2025**
- **Recommended Action: Review updated changes and approve submittal of the Updated Corrective Action Plan to DDW**
- District Engineer Maija Madec reported the State has requested that some of the dates on items reflect February 2025 instead of January 2025 as submitted. The

Project Design portion and Construction and Funding Application portion was updated to reflect the date of 2/28/2025. The updated Corrective Action plan was submitted for review and approval by the Board. On the motion of David Terrel and seconded by Jose Moreno and a unanimous vote the changes made to the Updated Corrective Action Plan were approved to execute and resubmit to the State. Motion Carried.

8. Tools & Maintenance

- Operator in Training KC McPhetridge reported that they are working on clearing out the Shop at the Well 4 site so that it is ready for demolition. Currently Well 6 is being worked on by Bakersfield Well & Pump, there is no estimated time frame of when this will be completed. We are currently running on Wells 3a and 4 and have Well 5 on standby.

9. Other Matters

1) Streamline/Non-Accessible Document

- **PPUD Draft ISMND Water Main Extension Project Across Highway 99 document is 193 pages and NOT an Accessible Document on the Streamline Website per WCAG 2.1 standard test. Project has been completed.**
- **Recommended Action: Discuss options and potentially approve requesting Remediation from Streamline team at \$7.00 per page (\$1,351.00), potential Remediation from P&P if applicable, remove from Website as project complete, or leave as is.**
- Office Manager Amanda Rodari reported this was tabled from last meeting so that District Engineer Maija Madec could confirm with CEQA if this needed to remain on the District Website. Maija advised she confirmed that this no longer needs to remain on the Website due to the project being completed. The Board was in agreement to remove this item from the Website.

2) Streamline/Board Packets & Meeting Minutes

- **Discuss the options for uploading the Monthly Board Packets and Meeting Minutes that have been approved to the District Website. In doing so each document would need to be ADA accessible. Meaning any document(s) submitted on behalf of residents, vendors, or contracted associates that would be submitted as supporting documents for the Board Packet would need to be sent potentially as ADA accessible PDFs. If documents are unable to be submitted as accessible, the option of having the Streamline team complete document remediation is an option of \$7.00 per page of the uploaded document. Documents would also need to be sent in a timely manner if the current District staff is to review and try to make the document(s) accessible. Board Packets could also remain accessible upon request at the District Office once published.**

- **Recommended Action: Discuss options and potentially approve an option going forward on how to provide Monthly Board Packets and to upload the Meeting Minutes that have been approved to the District Website**
- Office Manager Amanda Rodari presented making the monthly Board Packets easily accessible to Residents. If the District was to upload them monthly to the District Website, we would need to ensure they were ADA compliant to avoid potential legal issues. If they were to be uploaded to the Website potentially any documents provided by the District Engineers, District Counsel, Vendors, Residents, etc. would need to be provided as ADA accessible already or provided in enough time for Amanda to try and edit them so that they are accessible, this may not always be a feasible option. Another option would be to upload them to the Website and request our website vendor Streamline to complete the document remediation, however this would cost \$7.00 per page and Board Packets are typically 100+ pages which could cost \$700+ plus a month to have this completed. District Counsel Chad Lew then advised that once packets are available to Board Members they must also be available to the public upon request. He suggested having a printed copy on hand at the District in case anyone comes to request to view the Board Packet. Amanda replied that she currently had this option implemented already. Chad also advised that a request can be made to have the Board Packet mailed at the expense of the requester which would be \$0.10 per page plus postage. Board Member David Terrel then suggested if a Board Packet is requested for it to be sent electronically via email if requested to be more cost effective. Amanda then also mentioned that she can add verbiage to the website under Board Meetings to state something along the lines that once published Board Packets are available for review at the District Office, mailed at the cost of the requester or sent electronically upon request. On motion of Jose Moreno and seconded by Matthew Martinez and a unanimous vote it was approved for Amanda to add verbiage to the website on how to view or request a Board Packet via the office, via mail, or electronically and to start publishing approved Meeting Minutes on the Website. Motion Carried.

3) California Rural Water Association

- **Request for Letter of Support to help show their importance of support for rural communities and their water and sewer systems.**
- **Recommended Action: Review and discuss the Letter of Support submitted and potentially act on approving execution of the Letter of Support.**
- Office Manager Amanda Rodari presented a letter of support for review and approval per the request of CRWA. The letter would show our support and how much the funding support helps rural water and sewer programs like their Apprenticeship program we utilize. On motion of Jose Moreno and seconded by

David Terrel and a unanimous vote the Letter of Support that was presented was approved to execute. Motion carried.

4) Pixley Tipton Youth Baseball

- **Pixley Tipton Youth Baseball is inquiring if Pixley Public Utility District is interested in being a Team, Sign, or Partner Sponsorship for the 2024 Baseball Season.**
- **Recommended Action: Discuss options and potentially approve a sponsorship option.**
- Office Manager Amanda Rodari presented the request from Pixley-Tipton Youth baseball requesting either a Team Sponsorship, Sign Sponsorship, or Partner Sponsorship. On the motion of David Terrel and seconded by Mathew Martinez and a unanimous vote it was approved to do a Sign Sponsorship like last year at \$250.00. Motion Carried.

5) Form 700

- **Board Member Statement of Economic Interests Annual Filling**
- Office Manager Amanda Rodari passed out each of the Board Members Statement of Economic Interests Annual Filing form for them to review for any discrepancies. Once reviewed each Board Member signed their form to be submitted to Tulare County Clerk of the Board.

CLOSED SESSION 7:24PM

10. Public Employee Annual Performance Evaluation (Government Code Section 54957 (b)(1) – Operator 1-Supervisor Robert Masters

11. Public Employee Annual Performance Evaluation Government Code Section 54957 (b)(1) – Operator in Training KC McPhetridge

OPEN SESSION 7:40PM

12. Discussion, Consideration, and Potential Action to Increase Compensation of Operator 1-Supervisor – Robert Masters in an Amount Not to Exceed \$33.50 Per Hour Effective February 1, 2025

- No motion or changes made to Robert Masters current pay rate.

13. Discussion, Consideration, and Potential Action to Increase Compensation of Operator in Training – KC McPhetridge in an Amount Not to Exceed \$27.55 Per Hour Effective February 1, 2025

- On the motion of David Terrel and seconded by Jose Moreno and a unanimous vote it was approved to pay KC McPhetridge \$27.55 per hour effective February 1, 2025. Motion Carried.

14. Board Member Communications

- N/A

15. Adjournment

- There being no further business before the Board, the meeting was adjourned at 7:42p.m. on the motion of David Terrel and seconded by Matthew Martinez and a unanimous vote. Motion Carried.

Respectfully submitted
Amanda Rodari
Secretary/Clerk

Pixley Public Utility District
BIILS TO BE PAID JANUARY 2025
February 2025 Board Meeting

Vendors	Credits	Paid	Pending	Paid from SAV
AT&T	-	\$323.59	-	-
AT&T Mobility	-	\$237.08	-	-
AT&T U-VERSE – WATER TANK	-	\$122.34	-	-
AT&T U-VERSE – DISTRICT OFFICE	-	\$106.01	-	-
CALPERS	-	\$70.00	-	-
CA RURAL WATER ASSOCIATION	-	-	782.00	-
CARRAWAY COMPUTER SYSTEM	-	\$45.00	-	-
CENTRAL VALLEY ELECTRIC	-	-	\$190.00	-
CLINES	-	-	\$40.23	-
GIOTTOS	-	\$912.00	-	-
MCCORMICK, KABOT & LEW	-	-	\$1,482.50	-
MC & SONS AUTO REPAIR	-	\$285.00	-	-
OFFICE DEPOT	-	\$92.81	-	-
PROVOST & PRITCHARD	-	-	\$6,914.95	-
RCAC LINE OF CREDIT INTEREST	-	\$382.54	\$2,100.00	-
SIERRA DAIRY LAB	-	\$717.44	-	-
SO CAL GAS	-	\$109.04	-	-
SOUTHERN CA EDISON PLANT	-	\$4,381.95	-	-
SOUTHER CA EDISON	-	\$4,718.66	-	-
SOUTHERN CA EDISON WELL 3A	-	\$1,163.80	-	-
SOUTHERN CA EDISON WELL 6	-	\$4,146.37	-	-
STATE COMPENSATION	-	-	\$716.16	-
STATE WATER RESOURCES CONTROL BOARD	-	\$210.00	-	\$9,791.80

STREAMLINE	-	\$423.00	-	-
SUNCREST BANK	-	\$7,016.01	-	-
TULE TRASH	-	\$94.90		
UNWIRED	-	\$94.98	-	-
US POSTMASTER	-	\$378.45	-	-
USABLUBOOK	-	-	\$2,670.70	
-	-	-	-	-
CREDITS:	\$0.00	-	-	-
PAID BILLS:	-	\$26,030.97	-	-
TOTAL TO BE PAID	-	-	\$14,896.54	-
TOTAL OF ALL BILLS TO BE PAID	-	-	-	\$40,927.51
TOTAL TO TRANSFER TO SAVINGS FOR FUTURE BUDGETED PAYMENTS	-	-	-	\$43,686.75