

Minutes

The Pixley Public Utility district held a Board Meeting on the 5th day of January 2026 at the Pixley Public Utility District

- It was determined that a quorum was present with the following Board Member present Ronnie Prine, Ramon Cisneros, and Jose Moreno. Present as well were Amanda Rodari; Office Manager, Robert Masters; Operations Supervisor, Chad Lew; District Counsel, and Maija Madec; District Engineer, Kirk Masters; Pixley/Lower Tule Irrigation District, Roberto & Manuel Ramos; Owners of a Pixley Property, and Jeffrey Olin; adverse possessor of a Pixley Property.

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

2. Minutes

- The minutes of December 1, 2025, Board Meeting were submitted for review. On the motion of Jose Moreno and seconded by Ramon Cisneros and a unanimous vote the minutes were approved as submitted. Motion Carried.

3. Bills to be Paid

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

4. Public Comments

- N/A

5. Kirk Masters – Pixley Irrigation/Lower Tule Irrigation

- **Sustainable Groundwater Management Act (SGMA)**
- Kirk Masters with Pixley Lower Tule Irrigation reported that he currently has no updates. They are still waiting to hear from the State one way or another regarding the plan they submitted. Lower Tule is starting water tomorrow and will run it for about a month. Pixley Irrigation may also start running later this month if they get a chance. It helps to put the water around the community as best they can to help sink it in this area.

6. Provost & Pritchard

1) DEVELOPMENT UPDATE AND REPORT ON ACTIVE ITEMS

a) Available Water Units	110
• Will Service Letters	
• Thandi/Singh – 174 Court (12/22, 1/24, 3/25)	24
• Ayon – 565 Walnut Avenue (1/24, 3/25)	1
• Jacobo – 156 Pine (3/24, 3/25)	1
• Valdovinos – 1086 Market (7/24)	1
• Galvan – 105 Airport (12/24)	1
• Orellano – 782 S Main (2/25)	1
• Martinez – 656 W Bradbury (5/25)	1
• Terrel – 426 W Terra Bella (5/25)	2
• Correa – Tract 7445 (7/25)	18

- Medical Draw Station (9/25) 0 (existing service)
- **Remaining Available Water Units** 60
- 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 Medical Clinic Expansion

- **Pixley Medical Clinic is proposing an expansion. The Medical Clinic developers have indicated that they plan to submit plans for undergrounding of the SCE utilities within the adjacent PPUD property. If the Medical Clinic submits an updated proposal to connect underground conduit to PPUD, then PPUD will review, and route said proposal to AT&T and T-Mobile for review and comment with respect to the existing onsite lease agreement.**
- **Recommended Action: Board's Pleasure**
- District Engineer Maija Madec reported there are no new updates regarding this item.

c) Valdovinos (1086 Market Street) – Will Serve Extension

- **Water/Sewer service is requested for a proposed warehouse. Conditions of the previous will-serve letter have not been addressed. Improvement plans are required to show water and sewer service locations, and the extension of the sewer main to the subject property, prior to providing a will-serve extension.**
- District Engineer Maija Madec reported there are no updates regarding this matter. Office Manager advised that the property is listed for sale now. It was discussed by the Board and it was decided that this item can be removed from the Agenda for now and added back if we receive communication from the property owner.

2) INFRASTRUCTURE PROJECTS

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

- **The well pump and discharge piping have been installed. The contractor is installing the sea trains at the WWTP, site work, electrical equipment and wiring, and site surfacing.**
- **Recommended Action: Board's Pleasure**
- District Engineer Maija Madec reported the well pump and discharge piping have been installed. Other work such as seatrain installation and wiring is moving along. Operations Supervisor Rob Masters advised that the seatrains have been installed they just have some dirt that still needs to be moved. Office Manager Amanda Rodari asked if the Well project was going to be completed by the February deadline, to which Maija responded that the last/final extension we received from DDW was the maximum extension we could get and the Contractor is aware of this.

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. Design is complete. All documents have been submitted for the construction funding application. The State has indicated they are beginning their reviews.**
- **Recommended Action: Board’s Pleasure**
- District Engineer Maija Madec reported that there are no updates regarding this item. We are still waiting to hear a response from the State regarding the application that was submitted.

c) Wastewater Treatment Plant Planning/Funding

- **Provost & Pritchard is looking into funding options for improvements to the WWTP. USDA is likely the timeliest option.**
- **It is recommended that a USDA Predevelopment Planning Grant be prepared and submitted. A memo describing the proposed grant effort is provided.**
- **Recommended Action: Consider funding option and direct staff to prepare a funding application**
- District Engineer Maija Madec reported they are still looking at funding options to evaluate more of a permanent solution to eliminate the repair we have been currently having issues with regarding the chains/aerators. A memo was submitted describing the USDA Predevelopment Planning Grant that can be prepared relatively quickly and submitted and that would get funding to do the Engineering Reports and Preliminary Designs. She estimates up to \$3,000 to prepare the application for the predevelopment work and the planning activities they do a 75% grant and a 20% match. They would cost that out at the predevelopment. She is thinking around \$60,000 so it would be \$15,000 from Pixley and the rest from USDA. On motion of Jose Moreno and a seconded by Ramon Cisneros the Board authorized Provost & Pritchard to prepare and submit the Predevelopment Grant Application to USDA. Motion Carried.

3) 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 new reimbursement agreement for the Court Ave. project is still pending.**
- **The County is processing the Utility Agreement (UA) for the second Terra Bella project with Caltrans for their review and approval. Once Caltrans approval is received, the County will provide the UA for PPUD consideration.**
- **Recommended Action: Board's Pleasure**
- District Engineer Maija Madec reported that there are no updates to provide on this item.

4) Pixley PUD MSR & SOI Update

- **Tulare County provided a draft Municipal Service Review (MSR) and recommended Sphere of Influence (SOI) update for Pixley PUD, for review and comment in September 2025 with a deadline for comments by November 7, 2025. Comments were provided to the County per Board Approval on October 7, 2025.**
- **An updated Draft was received from the County requesting further information regarding our Sewer information.**
- **Edited commentary is provided for consideration.**
- **Recommended Action: Provide any edits to the updated commentary on the draft MSR and direct staff to send the updates to the County.**
- District Engineer Maija Madec reported that the County submitted a revised MSR per our comments sent back in October. She has now added comments regarding the status of the current Treatment Plant and numbers regarding services provided. On motion of Jose Moreno and seconded by Ramon Cisneros it was approved for Office Manager Amanda Rodari to send the draft MSR with the updated comments to the County. Motion Carried.

7. Tools & Maintenance

- Operations Supervisor Robert Masters reported that attentively WM Lyles is scheduled to be out at the WWTP on January 19, 2026, to pull one of the aerators out assuming that we can get a crane for this date as well. The Chain ordered from KMS is scheduled to be delivered tomorrow morning for the aerator in question to be fixed.

8. Other Matters

1) Old Tait Property APN 299-140-003 – New Owner Roberto Ramos

- **Roberto Ramos would like to have Water and Sewer services at their property located at APN 299-140-003 known as 916 South Main Street and would like to know steps to take to achieve this. He advised that they thought they found old lines for service on the property. Operations Supervisor Rob Masters was to go access the property. Office Manager Amanda Rodari advised the last record she was able to locate of a payment for service being made for the property was in April of 1992. District Counsel Chad Lew was going to see if he could locate the Title Report and bring back any information pertaining to the property to the January 2026 Board Meeting.**

- **Recommended Action: Discuss and determine the options for Mr. Ramos to receive Water and Sewer Service from the PPUD.**
- Office Manager Amanda Rodari reported that Mr. Ramos is requesting to have water and sewer services provided for the property at 299-140-003. It is known that services were previously provided there many years ago, however it has been since 1992 since record of payment for this property was recorded. Chicago Title has no records regarding a record of services ever having been abandoned on this APN. Operations Supervisor Rob Masters advised they found where the faucets/piping went down under the building but that was it. Manuel Ramos stated they know the line is cut and there is no water to the property but have not had time to chase the line per previous guidance of Rob to see where the line connects to the main. After some discussion amongst the board members, it was decided for the property owner to chase and determine where the line goes/what they can find and let Amanda know or they can bring the information back to the Board at the next Board meeting in February.

2) GIS System iPad

- **For the T&D workers to fully utilize the GIS system that is being prepared by Provost & Pritchard an iPad will be required to be used out in the field when reviewing District Mains and Services.**
- **It was confirmed with AT&T that each additional line would be \$20.00 per line added and then the monthly rate for the device.**
- **iPad device selections and pricing are being provided for review and selection.**
- **Recommended Action: Discuss and potentially approve the purchase of 1 or 2 iPads per the selections provided.**
- Office Manager Amanda Rodari reported that to utilize the GIS mapping system P&P has been working on the guys will need at least one iPad to use out in the field. AT&T has advised that it would be \$20.00 per line added plus the additional cost per device. The iPad being presented is the Apple iPad (A16) 2025. It would be an additional \$11.12 for 128GB, \$13.89 for 256GB, or \$19.45 for 512 GB a month. She suggested the 512GB which would roughly total an additional \$40 each month per additional line/iPad added. After some discussion between the Board and District Staff, on motion of Jose Moreno and seconded by Ramon Cisneros it was approved for Office Manager Amanda Rodari to contact the engineer team working on the GIS mapping system to confirm that the iPad(A16) at 512GB would sufficiently run the software. If confirmation is received, they will work efficiently, she can add/order 2 iPads(A16) at 512GB. Motion Carried.

3) Connecteam – Timecard Application and Policy or Paper Timesheet Implementation and Policy

- **Enrollment and testing have been completed. Next steps are to implement the software to be utilized.**
- **A Time Tracking Policy for the Connecteam system is being presented for review and input.**
- **An option for utilizing Paper Timesheets is being presented with a Policy and example of Timesheets and Overtime Sheets for review and input.**

- **Recommended Action: Discuss and potentially approve the Connecteam Time Tracking Policy and select an implementation date for the use of Connecteam for all Pixley PUD or potentially approve the implementation of Pixley PUD employees using the Paper Timesheet and the Paper Timesheet time Tracking Policy.**
- Office Manager Amanda Rodari reported that she created a Time Keeping Policy for the Connecteam app/software, as well as creating a policy for paper timesheets as well. This was due to concern of employees using their personal phones for business purposes, and with the concern of if an employee is to work overtime due to a Main Line issue or leak, would the employee need to visit one of the designated locations to use District computers to clock in before going to the site in question. The board and district staff discussed these issues and determined that the policy is to be corrected to remove the use of personal phones to utilize the app and add that district iPads could be used along with the district desktop computers. Item is tabled until next meeting.

4) Potential Properties to Begin Abandonment Process

- **Properties listed below have gone 3+ months without payment and owners have advised they will not pay but do not want to voluntarily abandon the service lines or contact is unable to be made.**
 - **APN 299-160-003 – 354 South Main Street**
 - **APN 299-160-034 – 170 East Ellsworth Avenue**
 - **APN 299-117-011 – 1039 East Davis Avenue**
- **Recommended Action: Discuss and determine the District’s intentions to move forward. Potentially acting on scheduling Abandonment Hearings or next steps to be taken regarding said properties and their water capacity services and sewer services.**
- Office Manager Amanda Rodari reported that there are currently three new properties that have gone 3+ months without a monthly payment. 354 South Main Street where the trailer home burnt down recently, and 170 East Ellsworth Avenue which has an unoccupied dwelling on the property. Both properties are owned by the same family. The family does not see the reason for paying for the services when they are not being used and are unsure of when they will need them. However, they do not want to voluntarily abandon it because they want to be able to have it in case they ever want to use it. And 1039 East Davis Avenue which has been on the lock off procedure the past few months every two months and typically once locked off the renters come in and pay. But since recently being locked off last time no one has been in to pay, and it is hard to tell if anyone is currently residing on the property. The property was occupied by renters previously, but we currently do not have current contact information for the property owners. On motion of Ramon Cisneros and seconded by Jose Moreno it is was approved to Notice these three properties regarding their services for a Hearing at the next Board Meeting. Motion Carried.

Public Hearings

9. Hearing, discussion, consideration, and potential action to Declare Sewer and Water Abandoned

- **Property Address: 617 West Compton**
- **APN: 298-060-026**
- Office Manager Amanda Rodari reported that one of the owners of the property, Gary Brown paid the balance due today for this property to bring it current. Bills are now going to be sent to Gary monthly to maintain the services to the property. Bills were being sent to Mavis Knox one of the other owners of the property, who he confirmed was deceased.

10. Hearing, discussion, consideration, and potential action to Declare Sewer and Water Service Abandoned

- **Property Address: 651 & 655 East Terra Bella Avenue**
- **APN: 314-250-007**
- There being no person of interest to this property present, Office Manager Amanda Rodari reported that she spoke with owner George Kassab who informed her that they are currently leasing the property out to a large corporation, and they have not advised him if they are willing to pay the monthly fees to maintain service to the property. That we could do what we needed to do, and they would deal with it later. It was decided to try and send George a Voluntary Abandonment Agreement for the services and contact him to see if he will sign and send the agreement back to us. If we do not receive the Agreement back or he does not agree, then the District will Re-Notice for a future Hearing regarding the services.

11. Hearing, discussion, consideration, and potential action to Declare Sewer and Water Service Abandoned

- **Property Address: 305 South Market Street**
- **APN: 298-042-008**
- Office Manager Amanda Rodari asked if there was anyone present on behalf of the property at 305 South Market, Jeffrey Olin advised that he was there to discuss this matter. Jeffrey went on to state that he had been on the property for 5 years and 2 months, so he now has adverse possession of the property and that he does not know about the underground lines, but all the plumbing inside the home has been ripped out and there is no plumbing currently in the home. To his knowledge the property owner passed away in 2009. He advised that he tried to get service 5 years ago and was told it had to be opened by the request of the property owner. He doesn't understand why now a monthly bill is being sent to the property. Amanda advised that this was to try and contact whoever is the current property owner so that service can be maintained. District Counsel Chad Lew then asked Jeffrey if he had completed the legal process to gain ownership of the property. To which Jeffrey responded he needs to but has not but he has adversely acquired the property. Chad then reiterated the question about legal ownership of the property. Which Jeffrey then confirmed he legally does not. But does not understand why that matters Chad explain our Ordinance and procedure of

handling accounts. Jeffrey then went on to mention that he wants to start paying, if possible, to avoid having to complete the reconnection process. It was determined that the matter would be further researched. Public Hearing regarding 305 South Market is to be continued to the February 2, 2026 Board Meeting at 6:30pm.

12. Hearing, discussion, consideration, and potential action to Declare Sewer and Water Service Abandoned

- **Property Address: 617 South Market Street**
- **APN: 298-052-004**
- There being no person of interest to this property present, Office Manager Amanda Rodari reported that this property is also owned by Mavis Knox who is in relation to the property at 617 West Compton. We did not receive any response back to the notices sent and still have not received any payments. There is currently a balance of \$1,000.92 due on the account for the services to this property. On motion of Jose Moreno and seconded by Ramon Cisneros it was approved to abandon the services to this property and complete a bad debt write off for the balance owed. Motion Carried.

13. Hearing, discussion, consideration, and potential action to Declare Sewer and Water Service Abandoned

- **Property Address: 835 South Maple Street**
- **APN: 299-121-008**
- There being no person of interest to this property present, Office Manager Amanda Rodari reported that no contact has been received regarding the notices sent by any of the property owners and no payments have been received. There is currently a balance due of \$1,000.92 due on the account for the services to this property. On motion of Jose Moreno and seconded by Ramon Cisneros it was approved to abandon the services to this property and complete a bad debt write off for the balance owed. Motion Carried

Close Public Hearings

14. Board Member Communications

1) Monthly Board Meeting Date

- **Potentially changing the time of the monthly Board Meetings to an earlier time during the day or changing the meeting date to another day during each month.**
- **Recommended Action: Discuss the options and potentiality of changing the date or time of the monthly board meetings. Potentially determine and approve a new time or date of the monthly board meetings.**
- Board Member Jose Moreno presented the idea of potentially changing the board meeting time to an hour earlier or even changing the day to be the second Monday of the month for monthly meetings to be held. He would like to stay on the Board but is having scheduling issues with work. District Counsel Chad Lew and District Engineer Maija Madec both confirmed if we changed it to the second Monday of the month that would not be an issue for them. Board Members Ronnie Prine and Ramon Cisneros also confirmed they did not have a problem with changing the day for the monthly meeting to the second Monday of the month. Chad advised he would just need to see if this is something that can be changed and the steps it

would take to do so if possible. The Board members then directed to reach out to the Board Members not in attendance to see if changing the day would cause any scheduling conflicts for them. Item is tabled until next meeting for further discussion.

15. Adjournment

- There being no further business before the Board, the meeting was adjourned at 7:15p.m. on the motion of Jose Moreno and seconded by Ramon Cisneros and a unanimous vote. Motion Carried.

Respectfully submitted

Amanda Rodari

Secretary/Clerk

Pixley Public Utility District

BILLS TO BE PAID DECEMBER 2025

JANUARY 2026 Board Meeting

Exhibit A

Vendors	Credits	Paid	Pending	Paid from RESERVE/SAV
AT&T U-VERSE WWTF	-	\$196.85	-	-
AT&T MOBILITY	-	\$284.26	-	-
AT&T U-VERSE – WATER TANK	-	\$112.35	-	-
AT&T U-VERSE - DISTRICT	-	\$209.62	-	-
CALPERS	-	\$100.00	-	-
CLINES	-	-	\$580.27	-
CORE & MAIN	-	-	\$875.96	-
FGL	-	\$460.00	-	-
FLO-LINE TECHNOLOGY	-	-	-	\$18,100.25
GARTON TRACTOR	-	-	\$316.80	-
NATIVIDAD QUIROZ	-	\$15.00	-	-
PIXLEY AUTO PARTS	-	\$406.75	-	-
PROVOST & PRITCHARD	-	-	-	\$2,340.20
PROVOST & PRITCHARD	-	-	\$8,805.60	-
RCAC INTEREST	-	\$1,215.19	\$1,050.00	-
SIERRA DAIRY	-	\$706.95	-	-
SO CAL GAS	-	\$45.43	-	-
SOUTHERN CA EDISON - PLANT	-	\$4,713.63	-	-
SOUTHERN CA EDISON	-	\$2,253.71	-	-
SOUTHERN CA EDISON – WELL 3A	-	\$1,069.93	-	-
SOUTHERN CA EDISON – WELL 6	-	\$5,496.61	-	-
STATE COMPENSATIN INSURANCE	-	-	\$616.33	-

STATE WATER RESOURCES CONTROL BOARD	-	\$220.00	-	\$65,008.40
STREAMLINE	-	\$1,360.00	-	-
TIB – CARD SERVICE CENTER	-	\$1,513.05	-	-
TULE TRASH	-	\$112.29	-	-
TURNUPSEED ELECTRIC SERIVE INC	-	-	\$575.42	-
UNWIRED	-	\$12.67	-	-
US POSTMASTER	-	\$413.71	-	-
VETERINARY SERVICE INC	-	-	\$1,380.93	-
-	-	-	-	-
CREDITS:	-	-	-	-
PAID BILLS:	-	\$20,918.00	-	-
TOTAL TO BE PAID	-	-	\$14,201.31	-
TOTAL OF BILLS PAID FROM RESERVE	-	-	-	\$85,448.85
TOTAL OF ALL BILLS PAID	-	-	-	\$120,568.16
TOTAL TO TRANSFER TO SAVINGS FOR FUTURE BUDGETED PAYMENTS	-	-	-	\$48,715.36