

## MINUTES

**The Pixley Public Utility District held a Regular Board Meeting on the 6th day of January, 2020 at the Pixley Public Utility District Office.**

It was there determined that a quorum was present with the following Board Members present: Bob Chandler, Roger Ward, Ramon Cisneros, David Terrel and Ronnie Prine. Also present were: Chad Lew, Attorney for the District; Michael Taylor, District Engineer; Randy Masters, District Chief Operator; Jennifer Blevins, District Office Manager; Charlotte Eanes, District Office Assistant; and District Customers, Jose Ramos and Elena Saldivar.

**Meeting was called to order at: 6:30p.m.**

**Minutes:** The minutes of the December 2nd Regular Board Meeting were submitted for review. On motion of Ramon Cisneros and second by Roger Ward and a unanimous vote the minutes were approved as submitted. Motion Carried.

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

**Public Comments:** N/A

**Jose Ramos/762A, 762B and 762 ½ Main Street**

- **Update on above noted addresses/separating out water lines**

District Chief Operator, Randy Masters agreed to meet owner at property to figure out location of new meter service.

**Provost & Pritchard/Development Update and Report Active Items**

**Remaining Available Water Units -**

**133 units**

**Will Serve Letters**

<b>Elm Street – Medrano (5-16-19)</b>	<b>1</b>
<b>1575 N. Park (5-28-19)</b>	<b>1</b>
<b>1224 E. Terra Bella Ave. (6-24-19)</b>	<b>1</b>
<b>Walnut – Romero (09-17-19)</b>	<b>2</b>
<b>521 Walnut – Coronel (10-8-19)</b>	<b>1</b>
<b>Mercado – Walnut (11-19-19)</b>	<b>1</b>

**Orneles – 270 W. Court Ave. (12-20-19)**

**3**

**Remaining Available Water Units**

**123 units**

**Tract 770**

**Construction has been initiated. Work is proceeding to determine the required Residential fire sprinklers configuration.**

District Chief Operator, Randy Masters reported that they were working on electrical and that a USA ticket was received for the gas company.

**Recommended Action: Board's pleasure**

**Pixley Elementary School**

**The Pixley PUD has been contacted by consultants for the Pixley Elementary School regarding a proposed expansion of the School. The details of the proposed expansion have not yet been received for official review and comment. It has been expressed to the consultants for the school that annexation of the elementary school to the Pixley PUD boundary is recommended.**

District Engineer, Michael Taylor reported that the consultants of the School District were inquiring as to water main location for a possible new water service.

**Infrastructure Planning**

**A. Proposition 84 Project**

**The State has provided the extension on the Proposition 84 funds.**

**B. USDA – Funding Application**

**Updated Plans and Specifications are submitted to the District, the State, and USDA for review and approval**

**An updated Engineering Service Agreement is submitted to the USDA in response to comments.**

**The information associated with the new rates and associated budget forms are also submitted to the USDA for review and approval.**

**A Vulnerability Assessment and Emergency Response Plan is required by the USDA for the proposed project. A Vulnerability Assessment and Emergency Response Plan has been completed and is attached under separate cover. The USDA does not require the Plan itself, but does require a Certification that the Plan has been prepared and adopted by the Pixley Public Utility District. It is recommended that the District adopt the plan as prepared.**

**Right of Way information has been compiled and submitted to legal counsel for review and approval.**

**Recommended Action: Approve and execute the following documents:**

**Engineering Services Agreement**

**Certification of the Vulnerability Assessment and Emergency Response Plan**

**Right of Way Certification**

On motion of Ramon Cisneros and second by David Terrel and a unanimous vote the Board approved and authorized Board President, Bob Chandler to execute the Engineering Services Agreement on behalf of the District. Motion Carried.

On motion of Ramon Cisneros and second by David Terrel and a unanimous vote the Board approved and authorized Board President, Bob Chandler to execute the Emergency Response Plan on behalf of the District. Motion Carried.

Right of Way Certificated will be held over until next month's meeting.

### **C. IRWN – Funding Application**

**Provost and Pritchard has received a contract from the County of Tulare to perform a conceptual design of a new water main crossing of State Route 99 north of Court St. The work has been initiated. The work is funded through a Grant from the State of California.**

**Recommended Action: Board's pleasure**

**WATER SYSTEM**

## **VFD at Well 5**

**A contract form Tesco has been executed and sent to Tesco. Tesco is proceeding with the VFD project for Well No. 5.**

Chief Operator, Randy Masters reported that Tesco representatives were there working on the wiring today, January 6<sup>th</sup>, 2020 and plan to be there for the next two days.

### **Recommended Action: Board's pleasure**

#### **Tools & Maintenance:**

District Chief Operator, Randy Masters reported to the Board an accident that happened on 12/04/2019 that took out a District Fire Hydrant on the 99 Court Street exit.

Randy went on to report of two sewer line plug ups from last month; one on Bradbury and Compton and the second on Park Drive. Randy proposed working with Ready Rooter who would work on an hourly basis to get sewer lines cleaned up. The Board agreed.

Randy also reported that the spare chain and sprocket had to be used for repairs at the WWTP and asked the Board about getting these parts replaced. The Board directed Randy to go ahead and get them replaced.

#### **Meter Replacements**

- **Discussion, consideration and possible action on the replacement of meters**

Chief Operator, Randy Masters informed the Board that meters were beginning to fail faster than replacements could be obtained due to them coming from Israel. He stated that he and Blain were changing them out as soon as new ones came in.

#### **Randy's Retirement**

- **Discussion, consideration and possible action in regards to District Chief Operator; Randy Master's retirement.**

The Board directed Office Manager, Jennifer Blevins to do a salary survey on similar positions as Randy Masters.

#### **Other Matters:**

- **Jose Ramos/Tait Property**

✓ **Discussion, consideration and possible action on purchase of Tait Property.**

District Customer, Jose Ramos was present and interested in purchasing the Tait Property. After some discussion on motion of Ronnie Prine and second by David Terrel and a unanimous vote the Board authorized and directed District Office Manager, Jennifer Blevins to move forward and have an appraisal done on the property. Chad Lew, Attorney for the District stated that he would get some names of appraisers to Jennifer. Will also put on next month's agenda.

- **Sarah Ramirez/Translation for Prop 218 Meeting**

- ✓ **Discussion, consideration and possible action on Sarah Ramirez translating for District at Prop 218 meeting**

Possible conflict of interest. Not Formal Action.

- **California State Minimum Wage**

- ✓ **Discussion, consideration and possible action on employee wage increase due to minimum wage increase.**

After some discussion, Chad Lew, Attorney for the District recommended doing a salary survey on all District employee positions. On motion of David Terrel and second by Ronnie Prine and a unanimous vote the Board authorized and directed District Office Manager, Jennifer Blevins to do a salary survey on all District Employee positions. Motion Carried.

**Board Member Communications: N/A**

**Adjournment: There being no further business before the Board the meeting was adjourned at 7:11 p.m. on motion of Ronnie Prine and second by David Terrel.**

**Respectively submitted  
Jennifer Blevins  
Secretary/Clerk**