**MINUTES**

**The Pixley Public Utility District held a Regular Board Meeting on the 14th day of September 2020 at the Pixley Public Utility District Office.**

It was there determined that a quorum was present with the following Board Members present: Roger Ward, Ronnie Prine, Bob Chandler, and Ramon Cisneros. Board Member David Terrel was absent. Also present were Jennifer Blevins; District Office Manager, Randy Masters; Chief Operator; Charlotte Eanes; District Office Assistant, and Blain Shelton, District Maintenance. Michael Taylor; District Engineer and Chad Lew; Attorney for the District were telephoned conferenced into the meeting.

**Meeting was called to order at: 6:32p.m.**

**Minutes:** The minutes of the July 6th Regular Board Meeting were submitted for review. On motion of Ronnie Prine and second by Ramon Cisneros and a unanimous vote the minutes were approved as submitted. Motion Carried.

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

**Public Comments:** N/A

**OPEN SESSION ITEMS**

**Tait Property**

* **Discussion, consideration and potential action regarding real property owned by the District located at 931 S. Main Street, Pixley CA. 93256 (Tait Property), the use thereof, and whether do declare said real property as Surplus Land.**

Tabled to October Meeting.

**Report from Blain Shelton regarding his employment status.**

Blain first gave an employment background history before and with the District. Blain stated that with Randy retiring there will be additional workload placed on him and wanted to ensure his compensation. He asked for the following three things:

1. Pay increase
2. A minimum of possibly 4 hours pay for calls during non-business hours and weekends
3. New utility style trucks for the District

**Report from Randy Masters regarding his impending retirement.**

Randy stated that he would not be interested in staying long term depending on who was hired. He stated that it would probably take longer than one day to pull all samples and do all reporting possibly two days a week.

**Discussion regarding scope of job duties and process to fill Chief Operator position upon retirement of Randy Masters**

Discussed in closed session.

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

**Remaining Available Water Units - 133 units**

**Will Serve Letters**

**Elm Street – Medrano (5-16-19) 1**

**1575 N. Park (5-28-19) 1**

**1224 E. Terra Bella Ave. (6-24-19) 1**

**Walnut – Romero (09-17-19) 2**

**521 Walnut – Coronel (10-8-19) 1**

**Mercado – Walnut (11-19-19) 1**

**Orneles – 270 W. Court Ave. (12-20-19) 3**

**Mata – 1021 S. Walnut (2-4-20) 1**

**Navarro – 637 W. Compton (6-29-20) 1**

**Remaining Available Water Units 121 units**

**Infrastructure Planning**

1. **Well and Waterline Replacement Project**

**The project has been awarded. The Preconstruction Meeting was conducted on September 2, 2020. Work will begin September 14, 2020.**

District Engineer; Michael Taylor stated that work will start with well #6 and the work in Terra Bella.

**Capital Facility Plan**

**A draft of the updated Capital Facility Plan will be provided under separate cover.**

**FUNDING ASSISTANCE APPLICATION**

**Interim Emergency Drinking Water and Drought Related Drinking Water Funding**

**The District has submitted preliminary information to the State for review and comment. Updated application documents have been forwarded to the State for a more specific review.**

**TCP Planning Grant Applications to the State Water Resources Control Board**

**Well #5**

**The Application has been submitted to the State for processing on June 23, 2020.**

**Well #3A**

**The Application has been submitted to the State for processing on June 23, 2020.**

**Well #2A and #4**

**The Application has been submitted to the State for processing on June 23, 2020.**

**IRWM Grant to Evaluate Improving the Water Line North of Court along Park**

**The work is complete. A copy of the report has been submitted to the District. It is recommended that the District consider submitting an application to the State for a Planning Grant to finalize design and environmental reviews.**

**Recommended Action: Board’s Pleasure.**

**Water Reclamation Agreement**

**Junio Farms has requested that the District consider an early termination to the existing Reclamation Agreement. A memorandum regarding the subject with recommendations was sent to the District earlier in June for consideration.**

**Recommended Action: Board’s Pleasure.**

**Nitrate Control Program Notice to Comply**

**Please see the attachments regarding a notice received from the Regional Water Quality Control Board.**

**Recommended Action: Consideration of the recommended Task Order to prepare a response.**

District Engineer; Michael Taylor stated that this had to do with Nitrogen and even though the District was in compliance a response was still required. On motion of Ramon Cisneros and second by Ronnie Prine and a unanimous vote the Board approved recommended Task Order to prepare a response. Motion Carried.

**Tools & Maintenance:**

Chief Operator; Randy Masters reported that a fire hydrant that someone hit on West Bradbury back in July had to be moved and replaced. Randy also reported that the repairs on the aerators at the WWTP had to be re-scheduled due to the wrong parts being sent out. Randy also reported on a large Southern California Bill for Well #3 that is being investigated and corrected possibly due to a faulty meter.

**Other Matters:**

* **RCAC/Notification of Loan Maturity**
* **Consideration, discussion, and possible action on the maturity of the RCAC Loan.**

Tabled to October Meeting

* **County of Tulare/Clerk of the Board**
* **Consideration, discussion, and possible action on filling seat #4 on the District’s Board of Directors.**

Copy of letter forwarded to Chad for research.

* **Update/Late Charges & Past Due Accounts**
* **Consideration, discussion, and possible action on late charges and past due accounts.**

District Office Assistant: Charlotte Eanes gave the Board a report of all past due accounts from 60 to 180 days. Attorney for the District; Chad Lew is going to do some research to see if the District can send out some kind of past due notices. Charlotte also asked the Board if they wanted to continue waiving late charges; the Board agreed to continue waiving late charges until further notice.

* **2020/2021 Budget**

The Board scheduled a Special Board Meeting for Monday September 21st, 2020 for this item.

**Board Member Communications:** Board President Bob Chandler announced to the Board that the Tulare County General Services Agency is applying for a grant to improve Pixley Park and is looking for Community Partners. He also stated that they have a survey out asking for community input.

**CLOSED SESSION ITEMS**

**The Board went into closed session at 8:10 p.m. for the following items:**

1. **589 W. Compton/Conference with Real Property Negotiators (Government Code section 54956.8)/Property: 589 W. Compton Avenue, Pixley CA. 93256 (APN 298-060-027)/Agency Negotiators – Chad M. Lew and Michael Taylor/Negotiating Parties – Pixley Public Utility District and Celso and Margaret Davila/Under Negotiation – Price and Terms of Payment**
2. **Conference with Labor Negotiators (Government Code Section 54957.6) Unrepresented Employees: All Employees**
3. **Public Employee Appointment (Government Code Section 54957(b)(1)**

**Board re-convened back to open session at 8:53 p.m.**

**No report on closed session.**

**Adjournment: There being no further business before the Board the meeting was adjourned at 8:54 p.m. on motion of Ronnie Prine and second by Ramon Cisneros.**

**Respectively submitted
Jennifer Blevins
Secretary/Clerk**