

MINUTES OF A SPECIAL BOARD MEETING  
OF THE  
BOARD OF DIRECTORS  
OF THE  
POPLAR COMMUNITY SERVICE DISTRICT

A Special Meeting of the Board of Directors of the POPLAR COMMUNITY SERVICE DISTRICT was held on JULY 17, 2023, at 1:00 p.m.

Those Directors present were the following, to wit:

ARTURO RODRIGUEZ

ANNA DOMINGO

LITA DOMINGO

GLORIA DE LA TORRE

Those Directors absent were:

NONE

Also Present were:

JAMES BLAIR, Engineer

AZIEZ HASSAN, District Manager

MARI PEREZ, CEVA

The meeting was called to order under the direction of the President, ART RODRIGUEZ. The flag salute was recited and the following business was conducted.

PUBLIC COMMENTS:

N/A

PARK & YOUTH ADVISOR COMITY:

Nothing to report.

PARK PROJECT UPDATE:

AZIEZ HASSAN reported to the Board he spoke with MRC regarding the equipment, and also gave him 5 books and reported the books were available to the Board to review them. AZIEZ HSASAN is waiting on a price's from MRC.

AZIEZ HASSAN reported he's been calling other companies to get quotes.

AZIEZ HASSAN reported to the Board the architect already submitted everything to get approve and stamped by the engineer's and architects of the restrooms structures, electric and plumbing. Architect wanted to make sure what side of the park they wanted the restroom's at.

AZIEZ HASSAN reported to the Board RD 146 and R 192 the side walk belongs to the District.

AZIEZ HASSAN reported to the Board the District received the first check from the state of the amount of \$39,900.00

On a motion by Director ANA DOMINGO, seconded by Director GLORIA DE LA TORRE and unanimously carried board present to approve the MRC game time children play area.

Yes- 4 NA- 0

THE BOARD WILL REVIEW THE PROPOSED BUDGET FOR THE 2023-2024 YEAR:

AZIEZ HASSAN presented a budget to the Board.

On a motion by Director ANA DOMINGO, seconded by Director GLORIA DE LA TORRE and unanimously carried approved the budget.

ENGINEER MATTERS:

A. USDA Well Replacement Project:

1. It was reported that draft Contract Change Order No. 1 (CCO #1) for time extension was provided to the Contractor after receipt from the Contractor certain American Iron and Steel

- certifications. The CCO #1 also recognizes that there is no cost to the District for the installation of a 42-inch stabilization casing. By motion of Director Gloria De La Torre, seconded by Director Ana Domingo, and carried by a vote of 4 to 0, the President was authorized to sign CCO #1 upon finalization;
2. It was reported that loan closing documents from USDA were received on July 5, 2023. Said documents will be reviewed by District's legal counsel. On March 5, 2020, the Board authorized the President to execute all related loan closing documents, subject to legal counsel review;
  3. Work was reported to be ongoing to finalize the Well Improvement and Pipeline Project Plans and Specifications. By motion of Director Gloria De La Torre, seconded by Director Lita Domingo and carried by a vote of 4 to 0, the District Engineer is authorized to cause to be published the Advertisement for Bids and to set Bid opening date;
  4. It was reported that easement acquisition procedures are ongoing;
  5. It was reported that the bidding schedule for the Second Phase will not meet USDA's request for Well Improvement and Pipeline Bid results and Project schedule of August 1, 2023; and
  6. By motion of Director Ana Domingo, seconded by Director Gloria De La Torre and carried by a vote of 4-0, the President is authorized to sign USDA reimbursement requests.

B. American Rescue Plan Act (ARPA):

It was reported that the County of Tulare had executed the ARPA Agreement with the District on February 7, 2023, and those funds are now available to reimburse construction costs.

C. Nitrate Control Program:

Engineer Blair indicated that no new updates were available as to the Nitrate Control Program Report. Said Report is under review and it was also mentioned that the District's Total Nitrogen effluent concentrations are well below Drinking Water Standards.

D. 19227 Avenue 144 Capacity Rights Fees for a Six (6) Unit Retail Space. It was reported that the owner is having the plumbing design changed to reduce the proposed fixture unit count related to the development.

OPERATORS REPORT:

- The District Operator reported no current significant issues with the operation of the water and sewer utility systems;
- The Middle Well June 29, 2023, Standing Water Level (SWL) was reported at 126 feet below ground surface and the Pumping Water Level (PWL) was reported at 132 feet below ground surface. In comparison, the July, 2016, SWL was 174 feet and the PWL was 194 feet, both below ground surface;
- SAFER Drought Reporting for June, 2023, will be submitted by District staff electronically to the State;
- Staff indicated the Water Storage Tank Inspection date is yet to be determined;
- The Operator indicated that the Road 192 Road project will begin in September;

- On July 25, 2023, at 9 AM USDA is scheduled to inspect the sanitary sewer system;
- There was discussion regarding the repair of a leaky fire hydrant on Road 192 between Avenue 144 and Avenue 146;
- Coverage of the facilities, including the following monthly reports occurred: Drought Report, Sewer System Overflow Report, wastewater report and Bacteriological Report was discussed. The Board instructed staff to work on the latter report; and
- It was noted that the District needs to re-enroll under the Sanitary Sewer System General Order. Staff is directed to accomplish the re-enrollment. Dennis R. Keller Consulting Civil Engineer, Inc. was instructed to assist. By motion of Director Gloria De La Torre, second by Ana Domingo and carried by a vote of 4 to 0, Dennis R. Keller Consulting Civil Engineer, Inc. is authorized to assist in re-enrollment if requested by staff.

BOARD MATTERS:

Nothing to report.

SECRETARY REPORT:

Nothing to report.

Closed Session:

CLOSED SESSION GOVERNMENT CODE SECTION 54957 (b)

AANTICIPATED LITIGATION:

CLOSED SESSION started at 2:04 p.m.

On a motion by Director ANA DOMINGO, seconded by Director LITA DOMINGO and unanimously carried.

ADJORNMENT:

There being no further business to come before the meeting, on a motion by Director ANA DOMINGO, seconded by Director GLORIA DE LA TORRE and unanimously carried, the Board meeting was adjourned.

Dated this 17TH day of JULY, 2023

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ARTURO RODRIGUEZ, President