

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

A Regular Meeting of the Board of Directors of the POPLAR COMMUNITY SERVICE DISTRICT was held on JUNE 01, 2023, at 6:00 p.m.

Those Directors present were the following, to wit:

ARTURO RODRIGUEZ

ANNA DOMINGO

LITA DOMINGO

Those Directors absent were:

GLORIA DE LA TORRE

Also Present were:

JAMES BLAIR, Engineer

AZIEZ HASSAN, District Manager

JESSICA S. JOHNSON, Baker, Manock & Jensen

MARI PEREZ, CEVA

TOM DANG, DISTRICT COUNSEL

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:

Nothing to report

CONSENT AGENDA:

District manager didn't have minutes for the Board to review. The Board was advised that there two customers for non-payment and will be terminations for service on Geraldo Lacambacal 14735 RD 191 broke monthly payment plan last payment received was on February 28, 2023 of the amount of \$80.00, next account is Beatrice Sanchez 14554 RD 191 last payment was on 07/07/2022 of the amount of \$541.00. Board president requested MR.HASSAN to mail out a late notice letter to keep Geraldo Lacambacal and Beatrice Sanchez know about their balances and termination of service. The Bills had been presented and was approve to be paid.

On a Motion by Director ANA DOMINGO, seconded by Director LITA DOMINGO and unanimously carried, approved the payment of the bills.

PARK & YOUTH ADVISOR COMITY:

MARI PEREZ from CVEA updated the Board there an event going on June 10, 2023 for Filipin self Termination day there's going to be twenty-three originations that are going to be tabling, along with some food and a D.J. starting at Nine o'clock through Three O'clock that is open to the public.

PARK PROJECT UPDATE:

AZIEZ HASSAN reported to the Board he received the property survey from KSI engineering, Inc and submitted to Andrew Goodwin to complete the architect plans for the park and waiting for the survey map to get stamped.

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

AZIEZ HASSAN presented the Budget, Board president ask AZIEZ HASSAN to show the Budget to BILL WALKER the District Auditor to review if it looks good in his end.

ENGINER MATTERS:

A. USDA Well Replacement Project:

1. It was reported that USDA concurred with the West Well Contract, Contract Price of \$945,835, bonds and insurance certificates. A Notice to Proceed (NTP) was issued and transmitted by Fed Ex to the Contractor on May 24, 2023. A Pre-Construction meeting was conducted on May 16, 2023. Zim Industries, Inc. acknowledged the NTP on May 25, 2023.
2. It was reported that the timing for both the surveying and biologist visit are tied to the receipt of the well drilling permit;

3. It was reported that, as of May 31, 2023, the District is waiting for loan closing documents from USDA. On March 5, 2020, the Board authorized the President to execute all related loan closing documents, subject to legal counsel review;
4. Work was reported to be ongoing to finalize the Well Improvement and Pipeline Project Plans and Specifications;
5. It was reported that easement acquisition procedures are ongoing; and
6. It was reported that available funding from USDA-RD is on a first-come, first- served basis until August 4, 2023.

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 ready to reimburse construction costs.

C. Nitrate Control Program:

Engineer Blair indicated that no new updates were available as to the Nitrate Control Program. At the May 4, 2023, Board of Directors meeting, President Rodriguez asked:

1. If the District is subject to any fines by the State; and
2. If the District is obligated to pay any assessments established by the Tule Basin Management Zone (TBMZ).

Below are the responses to President Rodriguez questions:

1. Is the District subject to any fines by the State (Potentially Yes);
2. Is the District obligated to pay any assessment established by the Tule Basin Management Zone? The District opted out of the TBMZ in June, 2021. If the District rejoins the TBMZ, the District is subject to paying, less any credits due the District, the assessment fees for the periods July, 2021, to June, 2022, (\$5,925.29) and July, 2022, to June, 2023, (\$6,522.48).

D. Sanitary Sewer Management Plan (SSMP) and General Order Update By motion of Director Ana Domingo, seconded by Director Letta Domingo, and carried by a vote of 3 to 0, staff was authorized to: 1) Notify the State that the District will follow the provisions of the updated General Order; 2) Upload the SSMP to the State's SSO reporting web site; 3) Reaffirm the District's Maintenance Supervisor will act as the Legal Responsible Official (LRO) and 4) Upload the revised Section 6 to the SSMP to the state site.

E. Lead and Copper Materials Inventory

It was reported that the Federal Lead and Copper Rule Revisions (LCRR) that are now in effect require all public water systems to develop and submit a service line material inventory to the California State Water Resources Control Board, Division of Drinking Water (DDW) by October 16, 2024.

F. 19227 Avenue 144 Capacity Rights Fees for a Six (6) Unit Retail Space.

A memorandum to the Board regarding capacity rights fees was discussed. Independent of the capacity rights fee discussion, the Board asked DRK Engineering and Attorney Degn if the District can charge commercial water users a fixed base rate and a variable use rate while residential users are charged a uniform flat rate. The Board further asked if the District can charge the commercial water users for furnishing and installing their own water meter.

OPERATOR REPORTS:

- The District Operator reported no current significant issues with the operation of the water and sewer utility systems;
- The Middle Well May 31, 2023, Standing Water Level (SWL) was reported at 128 feet below ground surface and the Pumping Water Level (PWL) was reported at 133 feet below ground surface. In comparison, the June, 2017, SWL was 170 feet and the PWL was 190 feet, both below ground surface;
- SAFER Drought Reporting for May, 2023, had been submitted by District staff electronically to the State;
- Staff indicated the Water Storage Tank Inspection Agreement was executed and an inspection date, preferably during winter months, will be determined; and
- Cables to certain aeration units at the wastewater treatment facility were replaced.

BOARD MATTERS:

Nothing to report

SECRETARY REPORT:

A. BOARD PRESIDENT TO REVIEW AND SIGN MINUTES FROM January 2022-January 2023:

MR.HASSAN reported to the Board he needed MR. Rodriguez to sign the minutes from January 2022-January 2023 to be able to fill with Board president signature of approving minutes.

B. AZIEZ HASSAN reported to the Board JOHN MILLAI made a check for his capacity rights, but no longer is going to proceed with the plans and was requesting if he can get reimburse.

On a Motion by Director LITA DOMINGO, seconded by Director ANA DOMINGO and unanimously carried, approved to reimburse JOHN MILLAI.

CLOSE SESSION:

On a Motion by Director LANA DOMINGO, seconded by Director LITA DOMINGO and unanimously carried, to go to close session at 6:48 p.m.

ADJORNMENT:

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

Dated this 01ST day of JUNE, 2023

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ARTURO RODRIGUEZ, President