

MINUTES OF 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 OCTOBER 03, 2024, at 6:00 p.m.

Those Directors present were the following, to wit:

LITA DOMINGO

ANA DOMINGO

GLORIA DE LA TORRE

ARTURO RODRIGUEZ

Those Directors absent were:

N/A

Also Present were:

MARISOL ALVARADO, DISTRICT SECRETARY

THOMAS DEGAN, DISTRICT CONSUEL

JAMES BLAIR, ENGINEER

MARI PEREZ RUIZ, CVEA

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

PUBLIC COMMENT:

KIRK MASTER from the Lower Tule River Irrigation came by to discuss well transducers to the Board.

SOMPHANE HUNTER a property owner on the community she received a bill from the District on September 29, 2024 noticed a newsletter that appeared to have been a representation of Central Valley Empowerment Alliance projects under the guides of Poplar Community Services District it appears they use the district name logo office space on mailing resources to promote themselves. SOMPHANE HUNTER believes it's a violation on her side and customers privacy to allow non staff to have access to their accounts and doesn't recall the board approving any newsletter's to be mailed out. SOMPHANE HUNTER believes Central Valley Empowerment Alliance staff was the one that got access to her account, due to the newsletter she received it was in Spanish when the staff in the office knows she doesn't read or speak Spanish.

Barbara audience from the Board meeting concern regarding housing and TOM DEGAN address he will talk about that this next Board meeting and is in the process of gathering information and will make a presentation to the committee either by the end of this month and be able to have a report to present to the committee on that to the board.

CONSENT AGENDA:

District president ARTURO RODRIGUEZ tabled minutes. The Board was advised that there were no terminations for service. The Bills had been presented and was approve to be paid.

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

4 Yes – 1 Vacant

ENGINEERING MATTERS:

A. USDA Well Replacement Project (Project):

1. West Well Construction.

A letter dated September 13, 2024, to Zim Industries detailed the American Iron and Steel (AIS) submittal deficiencies and what needs to be done to correct said deficiencies. Payment will not be made until the AIS certification process is complete. Motion was made by Director De La Torre, seconded by Director Domingo and carried 3-0 to execute Contract Change Order No. 3 by increasing the Contract amount by \$15,824 for a total of \$961,659.00.

2. Reimbursement Status.

It was reported that Reimbursement Request No. 3 in the amount of \$32,369.01 was submitted to USDA for processing on October 2, 2024. Motion was made by Director De La Torre, seconded by

Director Domingo and carried 3-0 to authorize the President to execute Reimbursement Request No. 4 in the amount of \$221,043.29 and submit same to USDA for reimbursement. Motion was made by Director De La Torre, seconded by Director Domingo and carried 3-0 to authorize the preparation of a single act audit for the USDA funded project.

3. Well Improvement and Pipeline Status.

It was reported that Plans and Specifications are now in the process of being finalized now that the well capacity has been determined;

4. Easement Status:

It was reported that draft language for the District's easements is completed, but Baker, Manock & Jensen is still waiting for the landowner and SCE to finalize the language for the SCE easement; and

5. Additional Funding Status:

It was reported that Bid results for the West Well Improvement Phase, must be in hand before determining any additional funding requirements.

B. Pleasant View West School Consolidation and draft Engineering Reports:

It was reported that no activity on the school matter occurred since the last District Board meeting.

C. 14793 Imperial Road:

Motion was made by Director De La Torre, seconded by Director Domingo and carried 3-0 to accept the Engineer's capacity rights computations for the water utility in the amount of \$1,998.81 and for the sewer utility in the amount of \$2,294.71. In addition, the Board directed legal counsel to contact the Tulare County Resource Management Agency and confirm that the District will not be in violation of any Tulare County zoning ordinance as a result of issuing water and sewer utility service permits for a motor home to be used as a single family dwelling unit in the District.

OPEN SEESION:

A. EPA AIR MOTORING:

RUBEN RODRIGUEZ address to the Board he has a monitor that reports the bad air quality and would like to install the equipment next door to the District garage and its free of charge.

B. PARK SAFETY PLANNING:

ARTURO RODRIGUEZ address to the Board the District will need to get better security cameras that are able to capture good quality video due to the ones the District has at the moment don't really work as good and look into a partnership the District can bring or have some type of funding, ARTURO RODRIGUEZ address MARISOL ALVARADO to look into it and bring Bid's next Board meeting in November 07, 2024.

C. APPROVAL TO PURCHASE LAWNMOWER FOR PARK:

ARTURO RODRIGUEZ address to the Board the District needs a new lawnmower, because the one the District has broken down and no longer works and will need one to cut the grass from the field and reported the contractor can no longer do it.

On a Motion by Director ANNA DOMINGO, seconded by Director LITA DOMINGO and unanimously carried, approved the purchase of a new lawnmower for up to \$5,000.00.

D. PARK AND YOUTH COMMITTEE:

Bill walker presented an engagement letter to the Board to review year ending June 30, 2020 and went over with it to the Board and reported everything looked good and there was nothing for them to worry about.

On a Motion by Director ANNA DOMINGO, seconded by Director LITA DOMINGO and unanimously carried, approved Engagement letter year ending June 30, 2020.

E. OCTOBER 20,2024 GRAND OPENING:

ARTURO RODRIGUEZ address to the Board the park is still under construction, and hands to the attorney TOM DEGAN the letter the contractor gave him to present on the Board meeting.

F. BUDGET FOR FISCAL YEAR 2024-2025:

Item was tabled.

G. RACHELE ALCANTAR & JUMPLAND INLATABLES PARK USAGE FOR OCTOBER 26,2024 EVENT:

RACHELLE ALCANTAR and JUMPLAND INLATABLES address to the Board they would like to establish a pumpkin patch for the community for October 26, 2024.

ARTURO RODRIGUEZ address to the attorney TOM DEGUN to review the letter the contractor sent.

ARTURO RODRIGUEZ address the park can't be used due to park renovation.

H. CVEA MARI PEREZ PARK USAGE FOR OCTOBER 2024:

MARI PEREZ address to the Board she wants to use the park to do a Harvest festival for the community for October 23, 2024 – October 27, 2024.

ARTURO RODRIGUEZ address to the attorney TOM DEGUN to review the letter the contractor sent.

ARTURO RODRIGUEZ address the park can't be used due to park renovation

I. MARIA LEON 19210 WILSON A:

MR.LEON addresses to the Board he would like to remove the septic tank and connect directly to the main line and MR.LEON is aware he responsible to pay for the repairs.

Board address JAMES BLAIR to take care of the matter's and keep MR.LEON up to date.

J. PARK PROJECT UPDATE:

Item was tabled.

OPERATOR REPORT:

The operator report for the month of September 2024 is as follows. The Wastewater Treatment facility experienced intermitten interruption on 9/21/24, the interruption was determined to be due to high flow. The issue was resolved without further incident. The Water Treatment facility was operational without interruption. On 9/12/24 an inspection was conducted @14685 Imperial Rd. for the new connection of 3 sewer laterals. The connections were determined to be in compliance with standards and an additional inspection for the adress listed above was conducted on 9/27/24, this inspection was conducted for the (drinking) water service lines to the residence and was determined to be in compliance with standards also. All simple results have come back within discharge requirements. The well depths are as follows, on 9/26/24 North Well @ 88ft and Middle Well @ 100ft. This concludes the operator report for the month of September 2024.

BOARD MATTERS:

Nothing to report

SECRETARY REPORT:

- A. MARISOL ALVARDO address the Board the District will need a new billing folding machine, due to the one the district had, had given out and no longer works.

On a Motion by Director ANNA DOMINGO, seconded by Director GLORIA DE LA TORRE and unanimously carried, approved MARISOL ALVARADO to purchase the folding machine.

B. MARISOL ALVARDO address the Board the District office will be closed due to parking lot renovation as 10/07/2024-10/11/2024 and reopen on main office on 10/15/2024. MARISOL ALVARADO reports while the park lot is renovating she will be able to take payments over the phone only.

CLOSED SESSION:

**A.) CONFERENCE WITH LEGAL COUNSEL—POTENTIAL LITIGATION** Pursuant to California Government Code Section 54956.9

Regarding David Mitchell EDD claim form.

The motion passed 4 yes -1 vacant. The meeting adjourned at 8:08 p.m.

ADJOURMENT

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

Dated this 3rd day of OCTOBER, 2024.

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ARTURO RODRIGUEZ, President