

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 JUNE 16, 2025, at 6:00 p.m.

Those Directors present were the following, to wit:

RACHELE ALCANTAR

BILLY SOTO

ARTURO RODRIGUEZ

BERNICE LICON

Those Directors absent were:

N/A

Also Present were:

AZIEZ HASSAN, DISTRICT MANAGER

THOMAS DEGAN, DISTRICT CONSUEL

JAMES BLAIR, ENGINEER

JACKIE SORTO, SELF/HELP

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

PUBLIC COMMENT:

Nothing to Report

CONSENT AGENDA:

District manager didn't have minutes for the Board to review, still pending. The Board was advised that there were no terminations of service. The Bills had been presented and was approved to be paid.

On a Motion by Director BILLY SOTO, seconded by BERNICE LICON Director and unanimously carried, approved the payment of the bills. 4 Yes - 0 Absent - 1 Vacant

OPEN SESSION:

- a. Review and Potential Action to approve Office Hours:
- b. Review and Except translation service BID:
- c. County Counsel Training: Boards Manship:
- d. Resolution Notice of Completion Park.

The Board agreed to adopt a resolution for the notice of completion for the Poplar Park Project, with the Board President to sign the notice of completion, and instructed the district manager, Aziez Hassan, to record it with the recorder's office.

On a Motion by Director BERINCE LICON, seconded by BILLY SOTO Director and unanimously carried, approved the payment of the bills. 4 Yes - 0 Absent - 1 Vacant

BOARD TO DISCUSS TO HIRE A PART – TIME EMPLOYEY FOR OFFICE/PARK MAINTEANANCE:

Board address Aziez Hassan, to draft a job description and salary recommendations for a part-time Office/Maintenance position. It's needed for July 3, 2025, Board meeting. The description should clearly outline duties, required skills, and experience expectations, and ensure the proposed salary range is competitive.

On a Motion by Director BERINCE LICON, seconded by BILLY SOTO Director and unanimously carried, approved the payment of the bills. 4 Yes - 0 Absent - 1 Vacant

ENGINEERING MATTERS:

A. USDA Well Replacement Project – West Well:

1. Notice of Completion Status:
2. Well, Improvement and Pipeline Project status:
3. Easement status; and
4. Additional funding status:

JAMES BLAIR reports no changes to the USDA well replacement project or other items.

B. Pleasant View West School Consolidation Project:

James Blair referenced a closed session item concerning the extraterritorial service agreement for Pleasant View West School. Mr. Blair also discussed the necessity of a water service moratorium, citing the district's current water capacity limitations, and suggested exploring a moratorium on future water service applications to effectively manage the district's water resources.

Jackie, from the self-help service, requested further details regarding the Pleasant View West water quality project, inquired about any recent updates, and indicated a desire to discuss the matter further during the closed session.

C. District Engineer's reply to Tulare County's December 9, 2024, Storm Drain Project (Avenue 145 and Road 191) Claim Letter;

JAMES BLAIR has no updates to report.

D. Water utility and sewer utility application(s) for service;

James Blair reports that the district is experiencing a significant increase in applications for water services. He indicates that the district currently maintains 611 accounts, a rise of 13 from the 599 accounts held in 2019. All of the new accounts are for residential properties.

E. Local Agency Formation Commission (LAFCO) and \Comments to Draft Municipal Service Review (MSR)

Board address JAMES BLAIR to forward the feedback on the MSR report to LAFCO

OPERTOR REPORT:

The operator report for the month of May 2025 is as follows. The Poplar water and wastewater treatment plant were fully operational without incident. Multiple calls for service were made on the following dates at the following locations. On 4/10/25 @ 14545 Kilroy Rd. which was determined to be the customers responsibility also on 05/07/25 @ 14351 RD 192. and on 5/06/25 @ 14596 walker RD which were determined to be the districts responsibility. Call service on 5/13/2025 RD 1192 forturn off it was on customer's side and there responsibilty to fix leak. Additionally all lab results have comeback within discharge requirements and the well depths are as follows. On 5/30/25 North Well @ 88ft. and Middle Well @90ft. This concludes the operator report for the month May 2025.

BOARD MATTERS:

BERNICE LICON – address to please ensure customers receive a receipt for every park rental or usage.

RACHELE ALCANTAR – address there's a difference between practices and games over the weekend and everybody must be charged accordingly and have receipts in case any board member shows up and ask for proof.

BILLY SOTO – Nothing to report

ARTUO RODRIGUEZ – Nothing to report

SECRETARY REPORT:

A. Swap program reinstated 6/1/2025:

Aziez Hassan reports that the swap program will commence on June 17, 2025.

CLOSED SESSION:

Pleasant View West School and negotiating the extra territorial service agreement for water service.

CONFERENCE WITH LEGAL COUNSEL – anticipated litigation significant exposure to litigation pursuant to Gov Code sec 54956.9(d)(2) Number of cases - 2

On a Motion by Director BERINCE LICON, seconded by BILLY SOTO Director and unanimously carried, approved the extra territorial service agreement for water service.

3 Yes - 1 Absent - 1 Vacant

ADJOURMENT:

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

Dated the 16th day of JUNE 2025.

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RACHELE ALCANTAR, President