

**ACTION MINUTES
BOARD OF PUBLIC UTILITIES COMMISSIONERS
CITY OF TULARE**

February 20, 2020

A regular meeting of the Board of Public Utilities of the City of Tulare was held on Thursday, February 20, 2020 at 4:00 p.m. in the Tulare Public Library & Council Chamber, 491 North "M" Street.

BPU PRESENT: Chris Harrell, Howard Stroman, Thomas Griesbach, Ray Fonseca, Renee Soto

STUDENTS ABSENT: Gregory Garcia, Abigail Lopez-Gonzalez

STAFF PRESENT: Rob Hunt, Megan Dodd, Darlene Thompson, Trisha Whitfield, Nick Bartsch, Jim Funk, Andrew Bettencourt, Mario Orosco, Melissa Hermann

I. CALL TO ORDER REGULAR MEETING

President Harrell called the regular meeting to order at 4:02 p.m.

II. PLEDGE OF ALLEGIANCE AND INVOCATION

Vice President Stroman led the Pledge of Allegiance and an invocation was given by President Harrell.

III. CITIZEN COMMENTS

President Harrell requested those who wish to speak on matters not on the agenda within the jurisdiction of the Board, or to address or request a matter be pulled from the Consent Calendar to do so at this time. He further stated comments related to General Business matters would be heard at the time that matter is addressed on the agenda.

There were no citizen comments.

IV. COMMUNICATIONS

There were no items for this section of the agenda.

V. CONSENT CALENDAR

It was moved by Board Member Soto, seconded by Vice President Stroman, and unanimously carried to approve items on the Consent Calendar as presented with the exception of items 2 and 5.

- (1) **Approve minutes of the February 6, 2020 regular meeting.**
- (2) **Receive the Public Works performance reports for January 2020.** Board Member Griesbach pulled this item for clarification purposes in regard to sewer collection activity. Public Works Director Trisha Whitfield provided a response thereto. It was moved by Board Member Griesbach, seconded by Board Member Fonseca, and unanimously carried to approve the item as presented.
- (3) **Receive the quarterly Potable Water Pumping and Metered Delivery Report.**
- (4) **Accept the Financial Status report.**
- (5) **Accept Public Works Project Dashboard for February 2020.** Vice President Stroman pulled this item for a verbal update on a TCP mitigation project status. Project Manager Jim Funk provided a response thereto. Additional questions in regard to State compliance were responded to by Public Works Director Trisha Whitfield. It was moved by Vice President Stroman, seconded by Board Member Griesbach, and unanimously carried to approve the item as presented.
- (6) **Receive the City's annual audited financial statements/Comprehension Annual Financial Report (CAFR) for 2018-2019 fiscal year.**

VI. STUDENT REPORTS

There were no students present to provide a report.

VII. GENERAL BUSINESS

- (1) **Award and authorize the City Manager to approve a contract with Airgas Specialty Products, Inc. of Lawrenceville, Georgia in the amount of \$750.00 per contained ton Freight On Board (F.O.B.) Tulare for the purchase of Aqua Ammonia for the City of Tulare Wastewater Treatment Plant (WWTP).** Assistant Public Works Director Mario Orosco provided a report for the Board's review and consideration. Questions posed by the Board were responded to by Mr. Orosco. It was moved by Board Member Fonseca, seconded by Board Member Soto, and unanimously carried to approve the item as presented.
- (2) **Authorize the City Manager to complete and execute the documents necessary to declare as public right-of-way a portion of the "J" Street at Cartmill Avenue well site – Well 4-5: Project WT0038 – North "J" Street Well Project, subject only to minor conforming and clarifying changes acceptable to the City Attorney and City Manager.** Project Manager Jim Funk provided a report for the Board's review and consideration. Questions posed by the Board were responded to by Mr. Funk. It was moved by President Harrell, seconded by Vice President Stroman, and unanimously carried to approve the item as presented.
- (3) **Accept as complete the contract with Strategic Mechanical, Inc. of Fresno, CA for work on the Well #17 Electrical System Upgrade Project (Project WT0034). Authorize the City Engineer to sign the Notice of Completion, and direct the City Clerk to file the Notice of Completion with the Tulare County Recorder's**

Office. Project Manager Jim Funk provided a report for the Board's review and consideration. Questions posed by the Board were responded to by Mr. Funk. It was moved by Board Member Griesbach, seconded by Board Member Soto, and unanimously carried to approve the item as presented.

- (4) **Adopt the Residential Utility Billing Policy.** Finance Director Darlene Thompson and Management Analyst Andrew Bettencourt provided a report for the Board's review and completion. Following discussion, it was moved by Board Member Soto, seconded by Vice President Stroman, and unanimously carried to adopt the Residential Utility Billing Policy.

VIII. ITEMS OF INTEREST

Items of interest were discussed amongst the Board and staff.

IX. ADJOURNMENT OF REGULAR MEETING

President Harrell adjourned the regular meeting at 4:58 p.m.

President of the Board of Public Utilities
Commissioners of the City of Tulare

ATTEST:

Secretary of the Board of
Public Utilities Commissioners