

**MINUTES OF A REGULAR MEETING
of the
BOARD OF DIRECTORS
CUTLER PUBLIC UTILITY DISTRICT**

February 20, 2024
Cutler, CA

CALL TO ORDER

Director Bernardino Lopez called the meeting to order at 6:00 P.M. with the following in attendance: Directors: Fernie T. Rubalcaba, Robert Rodriguez, Jose F. Guerrero and Vincent Capistran. Directors absent: None. Also, in attendance was: Engineer Dennis Keller, Attorney Pat Sullivan in zoom audio, Auditor Brenda Daddino in zoom audio, Office Manager Martha Lowrey and Assistant Office Manager Yolanda Perez. All votes were unanimous unless otherwise noted.

2021-2022 AUDIT

Staff presented to the Board the completed 2021-2022 audit report and management letter. Motion made by Director Fernie T. Rubalcaba, seconded by Director Robert Rodriguez accepting the audit report, with the condition that the Auditor Brenda Daddino will revisit Note 4 with regards to settlement. Motion carried.

ADJOURN REGULAR SESSION AND OPEN CLOSED SESSION

Motion made by Director Vincent Capistran, seconded by Director Robert Rodriguez, to adjourn regular session at 6:52 P.M. and open closed session. Motion carried.

ADJOURNED CLOSED SESSION AND OPEN REGULAR SESSION

Motion made by Director Jose F. Guerrero, seconded by Director Vincent Capistran, to adjourn closed session at 7:42 P.M. and return to regular session. No Reportable action.

PUBLIC COMMENTS

Director Bernardino Lopez asked if there were any comments to be offered during this portion of the agenda. None was presented.

MINUTES OF PREVIOUS MEETING

Director Bernardino Lopez noted the draft minutes of the meeting January 16, 2024, had been distributed to each Board member with their meeting packets. He asked if there were any additions, corrections, or deletions to the minutes. Motion made by Director Robert Rodriguez, seconded by Director Jose F. Guerrero, to accept the minutes. Motion carried.

SUPERINTENDENT UPDATE

Staff updated the Board in regard to the operational and water quality issues related to the wells, distribution system and collection system. Engineer Dennis Keller updated the Board with regard to Well #5 and Well #9. Information only.

REVIEW OF DELINQUENT ACCOUNTS

The Staff reviewed with the Board delinquent accounts. Director Bernardino Lopez noted that the delinquent accounts list had been circulated for review and asked if there were any comments relative to it. Motion made by Director Vincent Capistran, seconded by Director Jose F. Guerrero, to authorize normal shut-off procedures pursuant to provisions of the District’s Ordinances on the delinquent accounts list. Motion carried.

CONFLICT OF INTEREST CODE FORMS

Staff presented to the Board the annual statement of Economic Interest Forms which need to be completed prior to April 1, 2024. This statement covers the period of January 1 through December 31, 2023.

SRF 001 WELL No. 10 PROJECT

Engineer Dennis Keller updated the Board with respect to the status Bid procedures. Information only.

ACCESSORY AND JUNIOR ACCESSORY DWELLING UNITS

Engineer Dennis Keller and Attorney Pat Sullivan updated the Board with respect to actions of the County of Tulare regarding Zoning Ordinance changes to comply with chaptered state legislation dealing with accessory and junior accessory dwelling units. No action taken.

JPWA/COSWPA/GSA

Staff updated Board with regard to JPWA/COSWPA/GSA meeting discussions and actions. Information only.

APPROVAL OF OVERTIME

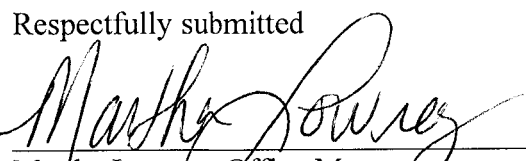
Staff presented to the Board Employees’ overtime. Motion made by Director Robert Rodriguez, seconded by Director Jose F. Guerrero approving overtime as presented. Motion carried.

PROCESS BILLS FOR PAYMENT

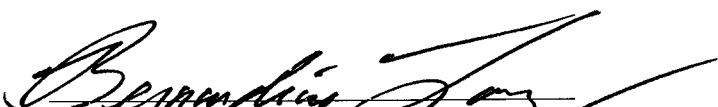
Director Bernardino Lopez noted that the list of payments and salaries had been circulated for review and asked if there were any comments. Director Fernie T. Rubalcaba indicated that he had reviewed the bills and found them in order. Motion made by Director Robert Rodriguez, seconded by Director Jose F. Guerrero, approving payments and salaries as presented. Motion carried.

MEETING ADJOURNED

Motion made by Director Jose F. Guerrero, seconded by Director Vincent Capistran, to adjourn the meeting at 8:05 P.M. Motion carried.

Respectfully submitted


Martha Lowrey, Office Manager
Ex-Officio Clerk of the Board of Directors



Bernardino Lopez, President of the Board