**Lost Hills Utility District**

Minutes

August 3, 2023

I. The meeting was called to Order by Director Carlos Garcia Jr. at 5:05PM. Board Members in attendance were Rosario Villasana, Daisy Garcia and Pioquinto Garza. Also in attendance was Thomas Schroeter, Amando Garza, Mark Albert, Alex Ruiz, Yuliana Velazquez and Ana Chavez.

II. Approval of Minutes, July 6, 2023.

Daisy Garcia made a Motion to Approve Minutes as Submitted. Rosario Villasana seconds the motion. All Board Members present in favor, Motion carried.

III. District’s Financial Report – June 2023.

Sewer Month Profit: $4,867.45 Year Profit: $77,709.13

Water Month Profit: $4,434.83 Year Profit: $188,688.34

IV. Public Time for Non-Agenda Items

None

V. New Business

1. Set a public hearing to consider water rate adjustments pursuant to Water Rate Study by Robert D. Niehaus, Inc.

Presentation of the Water Rate Study Report began at 5:15PM and was presented to the Board and Audience via zoom. Motion: Rosario Villasana made a Motion to set a public hearing date on the water rate adjustment for the regular meeting of October 5, 2023 at 5:00PM. At the District’s office. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

2. Cannon Engineers recommendations:

(a) Consideration of change order No. 34 for Specialty Construction for removal of unforeseen concrete rubble within the new piping alignment west of the DWR canal.

Motion: Pioquinto Garza made a motion to Approve Change Order No.34 for $6,529.33. Carlos Garcia Jr., seconds the motion. All Board members present in favor, Motion carried.

(b) Consideration for an amendment to the engineering and inspection services provided for the water pipeline relocation regarding highway 46 expansion

Motion: Pioquinto Garza made a Motion to Approve Amendment to the engineering and inspection services provided for the water pipeline relocation in the highway 46 expansion. Rosario Villasana seconds the motion. All Board Members present in favor, Motion carried.

(c) Consideration of agreement with Cannon Engineers to complete the engineering report for the Water Treatment Plant Rehabilitation Project

No action taken.

(d) Consideration of Change Order No. 35 from Specialty Construction Inc. (SCI) for additional traffic control needed to perform the Manhole Raising and the Water Valve Can raising.

Change Order No. 35 for $66,000.00 estimated 50% water project & 50% sewer project.

***Addendum to Agenda****:* Rosario Villasana made a motion to add agenda Item E. Consideration to Approve Change Order No.36 for Specialty Construction on the Sewer Relocations Project. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

e) Consideration to Approve Change Order No.36 for Specialty Construction on the Sewer Relocations Project for $7,874.84

Motion: Rosario Villasana made a Motion to Approve Change Orders No.35 & 36. Daisy Garcia seconds the motion. All Board members present in favor, Motion carried.

3. Report on proposed Lost Hills Community Services District

No action taken, report only.

4. Report on SWP Table A water, Article 21 water, and Lower River Water availability

Motion: Rosario Villasana made a Motion to Authorize Lost Hills Water District to bank Table A and Lower River Water in the 2,800 Acres Project and Pioneer Banking Project. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

5. District Manager Agenda

(a) Consideration to adopt Records Retention Resolution or Policy

Motion: Rosario Villasana made a motion to Approve Adoption of Records Retention Resolution and Policy. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(b) Consideration to authorize the destruction of Non-Vital Records and authorize the scanning of old vital records

Motion: Rosario Villasana made a Motion to Authorize Staff to destroy non vital records and authorize the scanning of vital records. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(c) Consideration to approve ADP Payroll Services Proposal

Motion: Rosario Villasana made a motion to Approve Agreement with ADP Payroll Services subject to Tom Schroeter’s approval. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

(d) Consideration to install additional Security Cameras at Office Buildings

No action taken, staff to find out a cost.

(e) Consideration to Authorize District Manager & Clerk to attend the 2023 Board Secretary/Clerk Conference

Motion: Rosario Villasana made a Motion to Authorize District Manager Ana Chavez and Accounts Receivable Clerk Yuliana Velazquez to attend the 2023 Board Secretary/Clerk Conference. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

6. Facilities Manager Agenda

(a) Report on Sale of District Trucks

Alex Ruiz reported RAM has not been sold, and would like to request approval to post the truck for sale. Motion: Daisy Garcia made a motion to Authorize District Staff to post the RAM for sale at $5,000.00 as is. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(b) Consideration to Test for PFA's

Motion: Daisy Garcia made a motion to Authorize Facilities Manager Alex Ruiz to test for PFA’s and keep the results in house. Rosario Villasana seconds the motion. All Board members present in favor, Motion carried.

(c) Consideration to Purchase Digging Tool for Repairs

Motion: Rosario Villasana made a motion to approve purchase of digging tool. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

7. CLOSED SESSION:

(a) Conference with Legal Counsel regarding initiation of litigation pursuant to paragraph (4) of Subdivision (d) of Section 54956.9: One potential case

(b) Public Employment Performance Evaluation: (Facilities Maintenance Worker 1)

(c) Public Employment: (Facilities Operator 2)

Board went into closed session at 7:13PM and came out of closed session at 7:34PM.

Motion: Rosario Villasana made a motion to re-hire Wilber Gutierrez with the hourly rate of $26.00 and he will keep his Seniority. Daisy Garcia seconds the motion. All Board members present in favor, Motion carried.

8. Date and location of September 2023 meeting

September 7, 2023.

9. Staff Reports

None

10. Customer Request &/ Complaints

None

11. Delinquency Report

Accounts No.1264,1271,1275,1279,1300,1304,1317,1324,1330,1350,1385, & 1395.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

Alejandro Ruiz-Water

The lock for home located at 21329 King St. was found cut again, this is the third time that the lock has been cut off. Motion: Rosario Villasana made a Motion to Authorize District Staff to remove water meter permanently. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

VII. Board Members

None

VIII. Engineer Report – Amando Garza

None

IX. Next Board Meeting- September 7, 2023.

X. Approval of Accounts Payable – July 2023.

Motion: Daisy Garcia made a motion to Approve July 2023 Accounts Payable. Rosario Villasana seconds the motion. All Board Members present in favor, Motion carried.

XI. Meeting Adjourned at 7:35PM.

Respectfully Submitted by,

Ana I. Chavez

District Manager