

Lost Hills Utility District
Meeting Minutes
September 5, 2019

- I. The Meeting was called to order by Board Vice President Daisy Garcia. Board Members in attendance were Amanda Rollin, Pioquinto Garza, and Emma Clifford. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez, and Ana Chavez.
- II. Approval of Minutes, August 1, 7, & 16, 2019.
Motion: Pioquinto Garza made a Motion to Approve Minutes as Submitted. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.
- III. District's Financial Report – July 2019.
- IV. Public Time for Non-Agenda Items
None
Special Meeting Agenda Item
1. Approval of Legal Services Agreement with Richards Watson & Gershon
Motion: Daisy Garcia made a motion to Approve Agreement. Amanda Rollin seconds the motion. All Board Members present in favor. Absent: Ballesteros.
- V. New Business
1. Report on USDA Grant/Loan Application for Construction of Office
(a) Preliminary Architectural Feasibility Report
USDA requested a preliminary architectural feasibility report, a special meeting was held August 7th for Board approval for Cannon Engineers to amend contract to allow for this report. Amando Garza submitted the requested report August 27th.
(b) Office Design
Amando Garza is currently working on CUP for District's property, but the County has requested to Pay a Filing Fee, present a letter authorizing Amando Garza to process CUP permit on behalf of the District, and a Will Serve Letter. **Motion:** Amanda Rollin made a Motion to Authorize Amando Garza to process CUP on behalf of the District, Payment of Filing Fee, and Will Serve Letter transferring the connection fee from existing office property to Woodward Avenue property. Pioquinto Garza seconds the property. All Board Members present in favor, Motion carried. Absent: Ballesteros.
(c) Temporary Office Relocation
Moved to end of meeting agenda.
2. Report on Widening Hwy 46 through Lost Hills
(a) Location of Portion of Property Being Taken
County's Appraiser came out yesterday to inspect District's property. No Action taken, report only.
(b) Authorize Appraisal
Moved to end of meeting agenda.
(c) Water, Sewer Pipeline Relocation
Amando Garza- I've taken a detailed sketch off all easements with the exception of three. Alex and I Met with Caltrans to locate sewer line on highway 46 on Aqueduct crossing and we were not able to locate sewer line, also 23,000 of liner feet will need to be relocated. I have drafted a Claim Liability Letter since we have recorded and unrecorded easements, it appears half of the construction will be on dedicated easements and other half on their right of way. Currently we

have a 12” water line but it would be a good time to upsize it to a 14” to have more flow, now that it will be relocated, and maybe the District can just cover the difference in cost from the 12” to 14”. The budget for the section of I-5 to Brown Material Rd. is over \$3 million. Ana Chavez-District does not have that much money to upfront the payments and then get reimburse as we have been doing in the previous projects. Amando Garza to contact Caltrans and let them know the District will not be able to upfront project payments this time and we would need to get paid first and then pay the contractors, make sure to get a 90 day waiting period for payment. **Motion:** Amanda Rollin made a Motion to Approve Cannon’s cost of project and Claim of Liability letter. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

3. Consider Increase in Annexation Deposit

Tom- In a review of the annexation cost for LH Mining if they decide to connect I found the District has been charging \$5,000 deposit since 2005, and the cost to do this type of process has increased on filing fees with the County, I would recommend increasing it to \$7,500.00. **Motion:** Amanda Rollin made a Motion to Increase Annexation Deposit to \$7,500.00. Pioquinto Garza seconds the Motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

4. Request for Service from Lost Hills Mining LLC

Tom- staff and I are currently trying to figure out under what rate and connection fees should LH Mining pay if District Connection fees & rates or the BM rate and connection fees since they will be connection to what’s considered the BM line and will also be using the booster pump station for water pressure. They will need to upgrade the 4” water line where they will be connecting to a 6” up to the booster pump station and build a water line all the way to their location at their sole cost and under district’s standards. Ana Chavez- they need to make a \$3,000 deposit to cover legal and engineering cost. **Motion:** Amanda Rollin made a Motion to Approve revised Will Serve Letter and Berrenda Mesa Water Rate, Connection Fees and Recovery of Maintenance and Repairs. Emma Clifford seconds the Motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

5. Report on Code Enforcement Issue Relating to Water Tanks

Chevron contacted Tom regarding a code enforcement letter stating Chevron land was in violation of the county codes relating to the District’s water tanks. It appears the final inspection was never completed and this is the reason for the code violation. Tom Schroeter contacted Eric Johnson with Wonderful and he said they will resolve the issue.

6. Report on Wastewater Treatment Plant Grant Application with State Revolving Fund

Amando Garza- Staff reviewed application and at this point is ready to be sent to financial for the Design, but they are requesting a resolution authorizing a District Representative to sign additional documents. **Motion:** Emma Clifford made a Motion to Approve Resolution No.2019-3. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

7. Report on Rehab of Water Wells

Amando Garza- based on the study of Kennedy Jenks one of his suggestions was to pull the well and disinfect it, but this will only be good for some time as rehabilitation, it can always come back again. I talked to a Well Driller Company and he said wells can last 50 – 70 years depending on the water conditions so its hard to say for sure how long a well can last for. Some of the most recent complaints were related to odor, so after doing more research I found that if customers are not giving their water heaters the required yearly maintenance, water bacteria can grow on their

water heaters and bring that smell. Ana – I would suggest Amando to put something easy to understand explaining this and we can mail that helpful information to our customers.

8. Consideration of Drafting a Mission Statement for the District

Ana- presented three mission statements and Board will work on more suggestions, and bring at the next meeting.

9. Consideration of Kern County Termination of Cross Connection Inspection Agreement

Ana and Alex had a meeting with the County and they did not offer any other option to dispute their decision on no longer enforcing the backflow testing. The Cross connection Department said we have about 72 devices to monitor, we must have a Certified Specialist oversee our work if we will be doing this in house which means I will need to send letters out requesting backflow testing to be done when they are due once a year, and keep a record of who passed, failed, or any new devices. If we hired a Specialist to do it all that's also an option. Ana – In the meantime I will be sending the letters out and hopefully by the end of the year Dave the existing cross connection specialist with the County will help us do the final end of year report for the state.

10. Report on Arbitrage Rebate Calculation

Ana – I contacted The Bank of New York Arbitrage Department and they headperson on that department said after reviewing our information it appears we do not need to do an arbitrage so they will be sending something in writing stating their decision.

11. Update on Streamline Web for Construction and Maintenance of Website

Ana – I need Board Members to send me a picture and a small paragraph about themselves so I can put it on the website, I'm still waiting for direction from Mark to start taking debit and credit card payments.

12. Report on Reorganization to a Community Services District

Ana- I talked to a Lafco Representative and he said before trying to continue with the process of becoming a CSD we need to be able to submit a Feasibility Study showing the need for the reason why we would like to become a CSD, and that the District has the funding to do this otherwise it might not get anywhere. Ana – I will check with Self-Help to see if they offer this service for free.

13. District Manager Agenda Items

(a) Renew of Health Insurance Plan

Motion: Amanda Rollin made a Motion to Renew Existing Health Insurance Plan. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

14. Facilities Manager Agenda Items

(a) Purchase of a New Truck

Motion: Emma Clifford made a Motion to Authorize the Purchase of a New Truck for \$42,000.00. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza

(b) Purchase of an excavator

Motion: Emma Clifford made a Motion to Authorize the Purchase of a Mini Excavator for \$16,000.00. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

(c) Purchase of Ultrasonic Meter

Alex gave a brief presentation on the cost of ultrasonic meters. Board- Check with Amando and Lucille if there's any grant funding available for this type of projects. No action taken.

15. Closed Session:

(a) Conference with Real Property Negotiator

Property: District Office at 21331 Hwy 46
Agency Negotiator: District Manager
Negotiating Parties: Wonderful Company
Under Negotiation: Price and Terms of Payment
Board Directors Amanda Rollin, Emma Clifford, and Daisy Garcia went into closed session at 6:35PM. And came out of closed session at 6:45PM.

Items moved to end of agenda for Open Session:

1c. Temporary Office Relocation

Discussion only, No action taken.

2b. Authorize Appraisal

Motion: Daisy Garcia made a Motion to Authorize District Property Appraisal for \$4,000.00. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried.

Absent: Ballesteros and Garza.

16. Date and Location of October Meeting

October 3, 2019 at the District Office

17. Customer Request &/ Complaints

See Attached Report.

18. Staff Reports

Alex Ruiz will be on vacation Sept 30th – Oct 4th.

19. Delinquency Report

Accounts No. 1023, 1193, 1341, 1350, 1387, 1391, and 2021.

VI. Maintenance & Operations Report

Alejandro Ruiz- Preventative maintenance at lift station done August 2nd

Alejandro Ruiz – See attached report.

VII. Board Members Report - None

VIII. Engineer Report – Amando Garza – None

IX. Next Board Meeting – October 3, 2019.

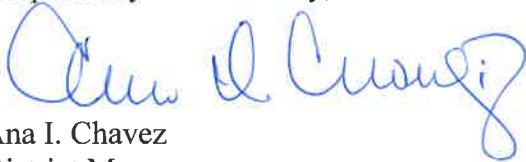
X. Approval of Accounts Payable – August 2019.

Add Costco \$1, 244.63 – Purchase of laptop and office supplies.

Motion: Amanda Rolling made a Motion to Approve August 2019 Accounts Payables. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

XI. Meeting Adjourned at 7:06P.M.

Respectfully Submitted by,



Ana I. Chavez
District Manager
Lost Hills Utility District

August 2019

Meeting September 5, 2019

Wastewater Department

- Preventative maintenance at lift stations. Friday 2nd

Water Department

- **Service connections repairs**
 - 21324 Inyo St. Wednesday 14th
 - Main repair Alley between Badger and Inyo. Wednesday 14th
 - 21174 Inyo St. Friday 23rd
 - Berrenda Mesa 3" main repair. Friday 23rd
 - 14853 Woodward Ave. Wednesday 28th
 - Meter replacement I-5 wastewater. Wednesday 28th
 - Main line eliminated blow off. Wednesday 28th
 - Carl's Jr. 2" repair. Thursday 29th
- **Complaints**
 - Odor – 21322 Badger St. Tuesday 6th
 - Clothes stained – 21164 Universal St. Saturday 10th
- Electric GEM car back from shop. Tuesday 6th
- Water Plant filter #2 Manway gasket replacement. Monday 19
- Replace cl2 line. Monday 26th
- **Arsenic Lab results**
 - Effluent – 1.4
 - Influent - 11.2
 - North W. – 12.5
 - East W. - 7.1

Staff Reports

August 2019

Presented: September 5, 2019

1. California Rural Water Association will be offering a Sampling Class in Bakersfield, on October 30th from 8am-12:30pm at \$150.00 for Members. I would recommend Alex and Wilber to attend so they can earn the educational units required to renew their treatment and distribution license.

Motion: Yes, Authorize Staff to attend class 1st Daisy 2nd Amanda

2. Yuliana will like to take a on online webinar for Monitoring and Collecting Accounts Receivable which is being offered by Fred Pryor Seminars for \$79.00. I would recommend for her to take this webinar.

Motion: Yes, Authorize Staff to take online webinar. 1st Amanda 2nd Daisy

3. Mark Albert forwarded an article published online on the Latest News from Valley Public Radio, Between a Highway and an Oil Field, Lost Hills Residents Question the Air Quality and at the bottom of that header a paragraph mentions, Communities especially at risk from oil and gas impacts on both air and drinking water. I listen and read the report and it mainly talks about the air quality and how the oild field industry could have a big impact in the air quality for which Lost Hills en Accion has secured a grant of \$400,000 to place air monitors around town which will be recording data until December 2020. This is just for informational purposes.

Customer Request & Complaints

-August 2019-
Meeting Sep 5,2019

Acct #1188

8/8/2019

Customer Complaints that meters aren't being read, because meter is covered with dirt also states neighbors have the same issue.

8/9/2019 Wilber went to show customer how he gets the meter reading but customer refused to go see how he obtains the reading. Wilber brought current meter reading to office and customer had already used 9,480 gallons. Meter was not covered with dirt but the lens does look blurry.

Acct#1354

8/8/2019

Customer Complaints that her water usage has been too high, she would like the meter to be tested out to see if it's working properly.

8/9/2019 Wilber found that the meter was spinning very slowly for a couple of seconds, he asked customer if they were using water they said no so meter got replaced by a new meter.

Acct #1365

8/10/2019

Customer texted Ana to report she had just done her laundry and all her new clothes had been stained by the water, most of the clothes was dark.

8/12/2019 Alex checked ph level at office it was at a 9 which was normal. No other reports of this kind were made.

Acct# 1325

8/13/2019

Customer complaints about his high bill he says he hasn't been home and there's no way he could of used 39,180 gallons he admits of having a leak on his property buy got it fixed and doesn't think that could of caused the high usage.

(This property has a smart meter installed because he always has the same argument)

Alex got with the company of the smart meter to give him a report on the daily water usage for this property and after reviewing it he only had two days with low usage. Alex met with customer and showed him the report that there is high usage in his property, customer admitted of his daughter and grandkids were over for the summer so that must have been why his usage was high.

Acct 1164

9/5/2019

Request: Office staff would like to request approval to waive \$10.01 to customer's bill since high usage was caused to a leak, after meter had been moved out of the property the previous day by District Staff.

Motion:1st Amanda Rollin 2ndDaisy Garcia

Acct 1319

8/23/2019 left in Door slot

Request: Customer is requesting to have the second trailer charge voided since he states trailer has been disconnected. **Motion:** To not charge for the second trailer subject to staff going to verify is trailer is disconnected. **1st:Amanda Rollin 2nd:Emma Clifford**