

Lost Hills Utility District
Meeting Minutes
April 7, 2021

- I. The meeting was called to order by Vidal Ballesteros at 5:07PM. Board Members in attendance were Pioquinto Garza, Amanda Rollin, Daisy Garcia. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz and Ana Chavez.
- II. Approval of Minutes, March 4, 2021
Motion: Pioquinto Garza made a motion to Approve Minutes as Submitted. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried.
- III. District's Financial Report- February 2021
Sewer Month Profit: \$18,288.85 Year Profit: \$35,063.24
Water Month Profit: \$38,334.82 Year Profit: \$305,153.72
- IV. Public Time
Jesus Alonso – with clean water action
Wants to thank the board for the opportunity to join the meeting.
Saul Ruiz – thank you for the opportunity for having them on the meeting, wants to speak on regards the problems with the water, corrosion colored water and discoloration on the clothing, wants to know what can the District do to solve this problem. District Engineer Amando Garza- chlorine is been added per state standards. Last study to know if additional filtration could be added was about \$50,000 as required by the Water Board, which was very expensive to conduct. Amando- most of the District's lines are PVC but you see most of this problem with steel lines which can be caused by the internal water lines in the customers homes. Saul Ruiz – mentions corrosion at El Toro Loco Market even though is a new store, and offered to take staff to take pictures of corrosion. Ana Chavez- as I have explained to Mr.Ruiz, the District needs to hear from owner or person in charge of El Toro Loco in order for the District to send staff to inspect. Amanda Rollin – has reminded the attendees that public time is not meant for discussion but we would be happy to add his name to the next meeting agenda to be able to respond better to his concerns. Ana Maria Diaz-wants to expressed concerns for the corrosion problems on the water faucets at her home which is newer construction and doesn't understand the corrosion she sees in the faucets.
- V. New Business
1. Completion of new offices and sale of old office property
No Action taken.
2. Report from budget committee to review reductions in expenditures
Committee was not able to meet this month.
3. Report from Cannon Engineers on Well No. 3 Project
(a) Consideration of contract with Wood Rogers to provide bidding support and construction support services relating to Well No. 3
Total cost for hydrogeologic services will be \$53,060.00 this for the biological monitoring for the new well.
Motion: Amanda Rollin made a motion to Approve Contract with Wood Rogers for \$53,060.00, Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.
(b) Consideration of agreement with Laurendine Biological Consulting for biological services relating to Well No. 3
Total cost for services will be \$19,129.20, pre-construction surveys and trapping of kangaroo lizards and other species. Motion: Amanda Rollin made a motion to Approve Agreement with Laurendine Biological for \$19,129.20, Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.
(c) Establishing a separate banking account for the Well No. 3 Project
Motion: Pioquinto Garza made a Motion to Authorize Ana Chavez/District Manager to open a checking bank account with Union Bank for the New Well Project. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.
(d) Bid opening scheduled for April 8 to take bids for construction of Well No. 3
No action taken.

4. Report from Cannon Engineers on Townsite Pipeline Relocation Project

(a) Consideration of payment request No. 6 for Townsite Pipeline Relocation Project

Specialty Construction has submitted Pay Request No.6 for \$399,185.00 for work completed end of March
Motion: Vidal Ballesteros made a motion to Approve Pay Request No.6 for \$399,185.000.00. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried.

Alex Ruiz- Specialty has requested to use the new shop area to store equipment for this project, Tom had already drafted an agreement for previous request, we would need approval from the board to allow the contractor to place the equipment at the shop yard but first Alex will need to check with Wonderful if they have no conflict in allowing Specialty to use yard since we still haven't finalized the escrow and agreement to use that property. Motion – Vidal Ballesteros made a Motion to approve contract for Specialty to store pipe at the WWP or Airport Shop location if Wonderful agrees and subject to Amanda's approval. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

5. Report from Cannon Engineers on Sewer Projects

Total estimated cost is \$549,450.00, for which 268K has been completed. The District will need to cover the cost of the sewer lines relocation so none of this will be covered by Caltrans. Initial project cost was estimated to be \$250k but now that cost has doubled. Amando and Ana would like to put a letter together asking Caltrans if they could consider assisting the District with some of the cost since the District will be leaving the wastewater reserve account very low if it covers the whole project.

Approval for Amando & Ana to put letter together to Caltrans and send to Board for their review

Motion: Amanda Rollin made a motion to Authorize Amando Garza and Ana Chavez to put letter together and send out to Board review before sending it out to Caltrans. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

6. Report from Cannon Engineers on future development within the District

No action taken.

7. Consideration of recovery of costs incurred in maintenance of the Berrenda Mesa portion of the district's water system and review of past cost recoveries

Mrs. Ruiz the only residential customer on this area has requested Board consideration to reduce the percentage she has to pay for recovery expenses which is currently at 50% compared to the other commercial users.

Total Repairs \$14,279.90, cost per meter \$1,098.45 and 50% cost for Ruiz is \$549.23 if reduced at 40% would be 439.38, at 30% 329.54, and at 20% 219.69.

Motion: Daisy Garcia made a Motion to Approve 2020 Recovery and Approve Mrs Ruiz to pay 30% of Repairs and next year do a study to figure out a set percentage for her depending on her usage. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

8. District manager agenda items

(a) Consider board and staff training opportunities

Self Help Enterprises- Board Sustainability Leadership Institute – 10 zoom meeting sessions of about 2 hrs.

Free – Ana asking Approval to compensate Board members

Motion: Daisy Garcia made a motion to Approve Compensation to Board Members who attend the training sessions subject to providing proof of attendance to Ana Chavez. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(b) Consider increase of fees for new office cleaning services

Ibarra is requesting payment of \$450/ per month to clean both offices. Ballesteros-need to review more, so move this item again to the next meeting of what the Board would like to do. No action taken.

(c) Consideration of destruction of old district records

Tom-we would need a resolution with a list on what items need to be shredded.

Ana - Advanced Shredding Solutions charges \$35/bin regular residential container size (fits about 7-8 boxes), if have to come onsite \$50 1st bin and \$40 second and after that.

Board – add resolution to destroy old documents and present at the next meeting agenda

(d) Consider renewal of district insurances

Liability Ins \$24,037.00 4-1-21 to 4-1-22 up 14.5%

Workers Comp \$11,289.00 5-1-21 to 5-1-22 up 4%

Motion: Pioquinto Garza made a motion to Approve both Insurance Renewals, Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

(e) Consider new email provider

Google \$6/per user a month = \$30/month

Microsoft 365 \$5/per user a month

Zoho \$4/per user a month

Motion: Daisy Garcia made a motion to Approve Google Workstation as our email provider, Pioquinto Garza seconds the motion. All Board Members in favor, Motion carried.

9. Facilities manager agenda items

(a) Consider interior upgrades to break room and reception

Presented a quote from Piuser Construction for \$3,300.00, had another contractor come out to give an estimate but has not heard back from him or received a quote. Motion: Pioquinto Garza made a motion to approve a Budget of \$3,300.00 subject that if a second bid comes lower than take the lowest bid. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

(b) Consider purchase of laptop for employee

Motion: Daisy Garcia made a motion to approve budget of \$1,800.00. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(c) Consider purchasing mobile hot spot internet

Cost w/Verizon \$45 – 22GB/month, Device cost is \$400 plus taxes

Motion: Daisy Garcia made a motion to approve Verizon services for hot spot and purchase of the equipment for hotspot. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(d) Consider installation of new fencing for office

No action taken, Alex to get quotes for block fence and present at the next meeting.

(e) Consider new company logo design

Alex presented new sign draft which was put together by staff, Vidal Ballesteros would like something different and is recommending to set up a committee meeting to discuss new ideas, appointed committee: Vidal & Pioquinto volunteer to join the committee and will present the idea of the District sign at the next regular meeting.

(f) Consider requirement to inspect all new sewer installations by video

Alex Ruiz – would recommend to have a requirement of video installation for all new sewer connections.

Tom to draft ordinance to require video recording for new sewer connections and will present it at the next regular meeting.

10. Date and location of May meeting

May 6, 2021

11. Customer Request &/ Complaints

None

12. Staff Reports

None

13. Delinquency Report

None

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

- Gave a tour of the wastewater plant to Steve Jackson with Sandridge Partners
- 21 Housing Development – water & sewer has been connected to the District’s system.

Alejandro Ruiz-Water

- 2” dead ends were flushed
- Leak on the BM water line which has been repaired

VII. Board Members Report – None

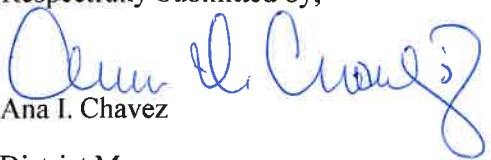
VIII. Engineer Report - Amando Garza

Met with Kquad Knof & Wonderful for future developments which can be shared at the next meeting.

IX. Next Board Meeting- **May 6, 2021**

- X. Accts Payable - March 2021
Added \$7,717 Wm Lyons insurance payment & Fund Deposits 40251 \$135,479.58 & 40252 \$200,002.12
Motion: Pioquinto Garza made a motion to Approve March 2021 Accounts Payable. Daisy Garcia seconds the motion. All Board members present in favor, Motion carried.
- XI. Meeting Adjourned at 7:23PM.

Respectfully Submitted by,



Ana I. Chavez

District Manager