

**Lost Hills Utility District**  
**Special Meeting Minutes**  
**August 16, 2019**

1. Call to Order  
The Meeting was called to Order at 5:15PM.
2. Roll Call  
Board Members in attendance were Pioquinto Garza, Emma Clifford, and Daisy Garcia. Also in attendance was Thomas Schroeter and Ana Chavez.
3. Public Comment on Agenda Items  
None
4. Agenda Items
  - (a) Approval of preliminary design for office and surveying and soils investigation services  
Board: Amando to provide cost estimate at the next regular meeting.  
Motion: Daisy Garcia made a Motion to Approve Preliminary Design for Office and Surveying and Soils Investigation Services. Pioquinto Garza seconds the Motion. All Board Members present in favor, Motion carried.
  - (b) Approval of Amendment to Cannon Engineering Agreement to Authorize Inland Architects to perform additional services required by USDA for Approval of District loan application on a time and material basis.  
Motion: Pioquinto Garza made a Motion to Approve Amendment to Cannon Engineers Agreement to Authorize Inland Architects to perform additional services required by USDA for Approval of District Loan Application on a time and material basis. Daisy Garcia seconds the Motion. All Board Members present in favor, Motion carried.  
Addendum to Meeting  
Ana Chavez – We have an item that just came up today due to a repair of Employee’s truck.  
Motion: Emma Clifford made a Motion to Add to Agenda; Consideration to Authorize Repairs for RAM Truck. Pioquinto Garza seconds the Motion. All Board Members present in favor, Motion carried.
  - (b1) Consideration to Authorize Repairs for RAM Truck  
Ana – Alex took truck to dealer for a check engine light and for the programming of the extended mirrors to be used when pulling the trailer, he also asked them to check the AC since it had recently stopped working. About an hour before this meeting Alex called with the estimate from the dealer to fix check engine light, program the mirrors, and fix the AC for \$2,992.71, he also called Shafter Transmission to ask on the cost of the AC repair with them it was about \$500 cheaper but they do not carry the Freon and he would still need to take the truck back to the dealer to get this done at a separate cost.  
Motion: Pioquinto Garza made a Motion to Authorize repairs of \$2,992.71 at Haddad Dodge. Emma Clifford seconds the Motion. All Board Members present in favor, Motion carried.
  - (c) Closed Session:  
CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
Property: District Office at 21331 Highway 46  
Agency Negotiator: District Manager  
Negotiating Parties: Wonderful Co.  
Under Negotiation: Price and Terms of Payment  
District Attorney Tom Schroeter- The District is currently obtaining advice from a law firm to find out if there is no conflict of interest with Board Members Garza, Ballesteros, and Rollin on regards to this closed session item, and they had recommended for this three Board Members to take a toss to determine who could complete the quorum . Due to the fact that we only have three Board Members present and if we were to ask Garza to step out we would not have a quorum, Board Director Garza states he has no conflict of interest, Board decides to allow Mr. Garza to be part of the conversation of this closed session item.

Board went into Closed Session at 5:23PM and came out of closed session at 5:41PM

5. Meeting Adjourned at 5:42PM.

Respectfully Submitted by,

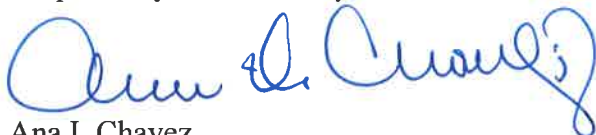
A handwritten signature in blue ink, appearing to read "Ana Chavez", with a stylized flourish at the end.

Ana Chavez/District Manager

**Lost Hills Utility District**  
Special Meeting Minutes  
August 7, 2019

1. Call Meeting to Order: The Meeting was called to Order at 5:07PM.
2. Roll Call  
Board Members in attendance were Vidal Ballesteros, Pioquinto Garza, Amanda Rollin, Daisy Garcia, and Emma Clifford.
3. Public Comment on Agenda Items  
None
4. Agenda Items
  - a) Consideration 2019-2020 of Budget  
Motion: Amanda Rollin made a Motion to Approve Draft Budget 2019-2020 subject to Cost of Living Increase. Pioquinto Garza seconds the Motion. All Board Members present in favor, Motion carried.
  - b) Consideration of Contribution to Funding of New Water Well in Poso Creek IRWMP Application.  
Ana- The Board had directed me to check with Mark Albert to see if he would recommend the District to match \$250,000.00 towards the new water well application to have more possibilities of obtaining grant money to fund the project. I explained to Mark the need for a new well, due to the fact that both of our existing wells are very old and could fail at any moment and if that was to happen then the District would not be able to meet the maximum peak demand in the summer months, plus we would not be able to take any new customers if we only had 1 well which would prevent us from growing. Mark's recommendation was the District had sufficient savings to be able to match the \$250,000.00 towards a capital improvement project due to the need of a new well. **Motion:** Pioquinto Garza made a Motion to Approve the match of \$250,000.00 towards the new water well project. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.
  - c) Closed Session:  
Agency designated representative: President  
Unrepresented Employees: All employee positions  
Subject: Employee Salary /Rate Increases  
Board went into closed session at 5:21PM. And came out of closed session at 5:54PM.  
Open Session: Board President - this year we will not be able to do a cost of living increase.
5. Meeting Adjourned at 5:56PM.

Respectfully Submitted by,



Ana I. Chavez  
District Manager  
Lost Hills Utility District

**Lost Hills Utility District**  
Meeting Minutes  
August 1, 2019

- I. The Meeting was called to Order by Board President Vidal Ballesteros at 5:02PM. Also in attendance were Pioquinto Garza, Emma Clifford, and Daisy Garcia. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez, and Ana Chavez.
- II. Approval of Minutes, July 9, 2019.  
Motion: Pioquinto Garza made a Motion to Approve Minutes as Submitted. Emma Clifford seconds the motion. All Board Members present in favor, Daisy Garcia absent at that moment, Motion carried.
- III. District's Financial Report – June 2019.  
Sewer Month Profit: \$5,393.19      Year Profit: \$45,989.68  
Water Month Profit: \$38,957.52      Year Profit: \$375,904.97
- IV. Public Time for Non-Agenda Items  
None
- V. New Business  
1. Report on USDA Grant/Loan Application for Construction of Office  
(a) Application for Funding  
Application has been Filed but Budget is now higher than the pre-application so for this reason Mark had to re-do his calculations showing the District is capable of paying loan. Amando Garza had an initial budget of \$561,000.00 but after the Architect reviewed the plans and budget he advised Amando that the budget was too low to construct the office, now that Amando has revised the Budget is \$1,025,320.00. By comparison of the earlier budget, the District will now need to pay \$4,478.80 per month compared from the \$2,450.55 we had initially estimated. Tom- By submitting the formal application the District is not committing to accept the loan if USDA approves it, if at the end the District decides not to pursue with the application then we just notify USDA. Amando – we can always make some changes to the design like constructing a smaller office that would require less parking. Motion: Pioquinto Garza made a Motion to Approve Loan Application with USDA. Emma Clifford seconds the motion. All Board Members present in favor, absent: Garcia and Rollin. Motion carried.  
(b) Preliminary Architectural Drawings  
Conditional Use Permit has been filed to allow the land use from residential to commercial.  
5:20pm. Board Member Daisy Garcia came in.  
(c) Start Formal Design Efforts  
No Action taken.
2. Report on Widening Hwy 46 through Lost Hills  
(a) Location of Portion of Property Being Taken  
District is waiting until the County comes to stake property to actually see how much portion of the parking we would be losing. Tom- If we lose more than half of the parking lot then the District would be out of compliance for parking requirements, so the District can then ask for the County to buy the whole property since losing half of our parking lot would make us non-compliant.  
(b) Hire Appraiser  
Tom- The County has said they will pay up to \$5,000.00 for appraiser fees and since District needs to get advice from an appraiser to analyze the County's appraisal once this has been received, I would recommend the District hire its own appraiser services for advice. Motion: Emma Clifford made a Motion to Approve Contract with Michael Burger. Daisy Garcia seconds the Motion. All Board Members present in favor, Motion carried.  
(c) Easement Research  
Caltrans has been requesting several easements for the area of Lost Hills all the way down to Brown Material Rd., Tom & Amando have provided some but it appears there's more that we have not been able to locate. Amando – once we sign a contract agreement with Caltrans they should be reimbursing the

District for this expenses. Motion: Emma Clifford made a Motion to Approve additional work to find all easements needed by Caltrans to widen Highway 46 to Brown Material Rd. Daisy Garcia seconds the Motion. All Board Members present in favor, Motion carried.

(d) Consideration of Caltrans Agreement for Relocation of Sewer and Waterlines

Motion: Pioquinto Garza made a Motion to Accept Caltrans Notices. Emma Clifford seconds the Motion. All Board Members present in favor, Motion carried.

3. Consideration of Applications for New Water Well

(a) Proposition 68 Funding (Salas)

This funding is designed to improve the water situation of those that have violations or compliance issues. Ana – I talked to our grant writer Lucille Holt and she explained that from the feedback we have received for the Poso Creek Application and DWR, the District needs to submit some sort of documentation or report to support the statements that our old wells could fail at any moment, or explaining what could happen if one of the wells was to fail, since we would not be able meet our maximum day demand during our peak days in the summer. Board – Directed Amando Garza to put a report together stating why its critical for the District to have a third well, and if there's any way we can get a report maybe from Farm Pump since they work on so many wells, and are also very familiar with our wells that can help support Amando's statements.

(b) IRWMP Application for Funding

Eric with Assemblyman Salas has reached out to the District and offer their support in seeking funding for a new well, so they offer to provide a letter of support if we can provide a sample letter. Christine Gutierrez with GEI will be putting a letter together and sending it to Salas office. Lucille Holt also recommended to send the supporting documentation stating why it's critical for the District to have a third well. Board- Amando to put report together so it can be used for Poso and DWR application.

(c) Report on State Revolving Fund Application

Board- Amando to put report together to be used for both grant applications.

4. Request from Service for Lost Hills Mining, LLC

Alejandro Ruiz- there is no water line all the way to that property, customer would need to construct water line to main line. Tom- they will also need to dedicate waterline to the District and Annex into the District.

Motion: Emma Clifford Approve application by Lost Hills Mining LLC for Water Service with stated conditions.

5. Recommendation to Appoint Budget Committee

President Vidal Ballesteros appointed Daisy Garcia and Emma Clifford.

6. Consideration of Drafting a Mission Statement for the District

President Vidal Ballesteros appointed Daisy Garcia and Emma Clifford.

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

Ana- talked to our cross connection specialist, Dave Wasserman and he explained the District does need to have a cross connection specialist and to become one there's about five tests which need to be taken which cost about \$1,000 each, plus a one week course at a registered university at a separate cost. He also mentioned there is a group of water agencies calling the Kern County Supervisors to protest about their decision to terminate our contract, and if there's nothing to be done he also offered to help us, District staff would need to do the paperwork which would be overseen by Dave who is the certified specialist.

Board: Ana go ahead and contact the County to Protest first and if that doesn't work then let's try to get Dave to oversee District Staff paper work.

8. Consideration of Hiring BNY Mellon as Arbitrage Rebate Calculation Agent

Motion: Daisy Garcia made a Motion to Authorize Ana Chavez to hire Bank of New York Mellon or Mark Albert to do Arbitrage Rebate Calculation. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

9. Approval of Brown Material Repair

Alex – I had presented a quote for the repair at the last meeting for \$13,496.00 which was approved and was also able to get the price down to \$12,500.00 but I did not have a price for all the parts needed so I

have a quote today from Core & Main for \$5,883.53. Motion: Daisy Garcia made a Motion to Approve repair at Brown Material Road for a total cost of \$18,383.53. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

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

Design and Planning grant is currently being taken to financial review for a total grant of \$500,000.00 which will cover environmental, engineering cost, and this should begin around October of this year.

11. Report on Will Serve Letters

Ana – Joe Esnoz has paid his connection fees.

12. Report on Cleanup of Booster Pump on Hwy 33

Alex – I was able to get a quote from Maranatha to clean for \$1,100.00 which was around the price we estimated at the last meeting, they are schedule to do the work next week.

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

Ana – Board if you can provide a picture and/or resume so I can send it to Streamline for the setup of the District’s website.

14. Report on Reorganization to a Community Services District

Board- Committee was appointed last month for Vidal and Amanda to meet with Ana to discuss a list of things the District can do to become a Community Services District. Ana- I will set up a time this month.

15. Consideration of Resolution Authorizing District Manager to Expend Funds

Tom- at the last meeting you had a request to reimburse funds spent to fix a problem caused after a water line repair, and the Board also approved to cover up to \$500.00 to pay a plumber to correct this kind of issue if this was to happen again, but this should be put in a resolution to be maintained in the District’s records. Motion: Daisy Garcia made a Motion to Approve Resolution Authorizing District Manager to spend up to \$500.00 where the District Manager determines that the damage to a customer’s service has occurred due to District’s fault. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

16. District Manager/Facilities Manager Agenda Items

(a) Replacement of District’s Truck

Alex – gave a few amounts of what a new truck would cost, but will report at the next meeting more accurate numbers for the 2018 & 2019 rebates that the dealers offer. No action taken.

(b) Consideration to Purchase Excavator

Alex – presented an estimate of a small excavator. Vidal Ballesteros- stay away from rental equipment, and also pay attention to the hours on the equipment. No action taken, will report cost of excavators at the next meeting.

17. Consideration of Purchasing Laptop for District Manager

Ana – it would be very helpful to have a laptop, especially when I’m able to attend a conference and be able to keep in contact with the office. Daisy Garcia- at the last conference we attended most managers had their laptops and I do think it would be very helpful for Ana to have a laptop, and also in the future we might consider tablets or chrome books for the agenda packets to save on paper cost. Motion: Pioquinto Garza made a Motion to Approve Laptop for no more than \$1,000.00. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

18. Closed Session:

(a) Agency designated representative: President

Unrepresented Employees: All Employees Positions

Subject: Employee salary/rate increases

Board went into closed session at 6:27PM and came out of closed session at 6:40PM.

No action taken, will try to have a special meeting this month were all Board Members are present since 1 Board Member is absent today.

19. Date and Location of September Meeting

September 5, 2019 at the District Office.

20. Customer Request &/ Complaints

See attached report.

21. Staff Reports

See Attached Report.

22. Delinquency Reports

Accounts No.: 1020, 1031, 1040, 1095, 1116, 1149, 1169, 1185, 1221, 1224, 1228, 1269, 1317, 1327, 1330, 1343, 1351, 1358, 1387, & 1389.

VI. Maintenance & Operations Report

Alejandro Ruiz- Wastewater

Everything running good.

Alejandro Ruiz – Water

See Attached Report.

VII. Board Members Report

None.

VIII. Engineer Report – Amando Garza

Everything has been covered.

IX. Next Board Meeting- September 5, 2019.

X. Approval of Accounts Payable – July 2019.

Add The Zenith for \$1,209.00 August payment.

Motion: Daisy Garcia made a Motion to Approve July 2019 Accounts Payable. Pioquinto Garza seconds the Motion. All Board Members present in favor, Motion carried.

XI. Meeting Adjourned at 7:00PM.

Respectfully Submitted by,



Ana I. Chavez

District Manager

Lost Hills Utility District

## Customer Request & Complaints

Acct #1354

7/18/2019

Owner requested for their meter be checked again sense bill seem too high for them meter reading 322062 and also check for any possible leaks.

Wilber double checked meter on 7/18/2019 meter seem to be working accurately meter reading 323445 water usage of 13,8030 gal., but did notify customer meter was spinning very slowly which might be an indication of a possible leak inside the property.

Acct#1029

7/18/2019

Owner requested for meter to be checked meter reading seemed to high 195609 and check for any leaks.

Wilber double checked meter on 7/18/2019, meter is reading accurately 196515 water usage of 9,060 gallons but did see a leak inside the property close to the meter box.

Office Staff contacted owner to let them know of the leak.

Acct #1278

Renter requested for meter to be double checked water usage seemed to high 39939 and also check if meter was not spinning

Wilber double checked meter on 7/11/2019 and found meter to be working properly meter reading 40608 gallons used were 6,690 and meter was not spinning

Acct# 1374

Owner ask if District staff could inspect if a Motor Home in the alley right in back of his home was connected to the sewer or water services from the District and if they could help to ask the county to remove it.

Office Staff sent one of our guys to inspect if this Motor Home was connected and if was we would notify county otherwise the property owner will have to report it.

Wilber inspected the Motor Home on 7/11/2019 and it was not connected to the water or sewer. Office staff notified customer so he could contact the county.



## **Staff Reports**

July 2019

Presented:

**1.** Suez in Partnership with the CRWA will be having an Advanced Metering Infrastructure (AMI) Solutions workshop on **August 14, 2019 from 8am-3:30pm** attendees will earn 6 SWRCB water contact hours, this is a free workshop. Alex Ruiz is interested in attending.

**Motion:** Pioquinto Garza made a Motion to Authorize Alex Ruiz to attend workshop. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

**2.** The Zenith Insurance (District's Workers Comp Ins.) will be offering a free First Aid & Adult CPR in Bakersfield on **August 21, 2019**. District Manager and Facilities Manager would like to attend.

**Motion:** Daisy Garcia made a Motion to Authorize Ana Chavez and Alex Ruiz to attend. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried.

**3.** I'm working on the Disadvantaged Community Needs Assessment Survey which is due **August 31<sup>st</sup>**, this is send by Proposition 1 IRWM, I'm just waiting on the 2019-2020 Budget so it can be submitted.

**4.** Kern County Grand Jury has also sent a Survey which I have completed and faxed but I still need to send them the District 2019-2020 Budget.

**5.** Manuel Cantu with Wonderful send an email letting us know Senator Melissa Hurtado will be in Lost Hills on **August 31<sup>st</sup>** at the Blue Center. She will be here specifically to meet with residents to identify needs for her to take back to Sacramento and support for our benefit.

**6.** Board Member, Daisy Garcia and District Manager attended the 2019 Special District Leadership Academy Napa from July 7-10<sup>th</sup>. It was a great experience and great educational course. Took several notes and came back with a list of several ideas we received from this course. They also sell a Sample Policy Handbook for \$225.00, which I would recommend purchasing.

**Motion:** Emma Clifford made a Motion to Authorize Ana Chavez to purchase Sample Policy Handbook with CSDA for \$225.00. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

July 2019

Meeting August 1, 2019

## Wastewater Department

- Nothing to report, everything is running well.

## Water Department

- **Service connections repairs**  
21139 Universal St. Tuesday 2<sup>nd</sup>  
21187 Inyo St. Saturday 13<sup>th</sup>
- **Replace two (2) 4" main Gate valves**  
Universal and Brunning. Thursday 4<sup>th</sup>  
King and Inyo, west of Woodward. Tuesday 30<sup>th</sup>
- **Relocate 2" Blow off.**  
Bridle path Trail. Monday 8<sup>th</sup>
- **Clean lot at HWY 33 cost \$1100**  
Maranatha Landscaping Inc.
- **F150 CEL and AC Repaired.**  
Shafter Smog & Transmission shop Thursday 11<sup>th</sup>
- **Arsenic Lab results**  
Effluent - ND  
Influent - 13  
North W. - 14  
East W. - 7