

Lost Hills Utility District

Minutes

July 10, 2024

- I. The Meeting was called to Order by Board President Carlos Garcia Jr. at 5:06PM. Board directors in attendance were Rosario Villasana, Ana Martinez, Pioquinto Garza, and Daisy Garcia. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez and Ana Chavez.
- II. Approval of Minutes **June 6, 2024.**
Motion: Rosario Villasana made a Motion to Approve the Minutes as Submitted. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.
- III. District's Financial Report- **May 2024.**
Sewer Month Profit: \$7,042.17 Year Profit: \$79,685.00
Water Month Profit: \$57.54 Year Profit: \$239,626.72
- IV. Public Time for Non-Agenda Items
None
- V. New Business
 1. Cannon Engineers recommendations:
(a) Kern County Water Line Replacement Project: Amendment No. 2 for Meyer Civil Engineering.
Amando- now that Meyer has almost finished the update of the plans, we know that the project will need to be broken down into two phases, the District received a grant for \$1.3M but now that total project cost is looking at 2.3M. Meyer Engineering is requesting an amendment to their agreement of \$11,312.00 to complete the review. Motion: Rosario Villasana made a Motion to Approve Amendment No.2 to Meyer Civil Engineering and Authorize District Engineer Amando Garza to put a letter together to Supervisor David Couch to provide an update of the project. Ana Martinez seconds the Motion. All Board Directors present in favor, Motion carried.
 2. Consider revisions to Conflict of Interest Code
Tom – I found a copy of an Ordinance of back in 1979 and an amendment in 2004 and I'm recommending the Board updates it. Motion: Ana Martinez made a Motion to Approve Resolution to Adopt Conflict of Interest Code. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.
 3. Consideration of extension to Tesla will serve letter
Motion: Rosario Villasana made a Motion to approve extension subject to full payment of yearly connection fee increases. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.
 4. Report on Lost Hills Community Services District formation
Report only.
 5. Report on update of existing and projected water reserves
Report only, no action taken.
 6. Consider revision of WSL for those bringing their own water
Tom- existing WSL requires customers to construct and begin using the water within one year, this has been a standard since the District began to avoid allowing customers to reserve water allocation for an unknown period of time while others come along and want to use the water immediately but for those who will be bringing their own water this doesn't apply since no one else can use that water. Motion: Rosario Villasana made a Motion to Adopt Resolution revising WSL's for those bringing their own water. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.
 7. Consideration of secretary of the Board executing documents
Motion: Rosario Villasana made a Motion to Adopt a Resolution paying the President for coming to the District office to sign documents and allowing Secretary/District Manager to execute certain documents

which would otherwise be signed by the President. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

8. Waiver of incompatibility doctrine for Rosario Velasquez

Tom Schroeter- Rosario is a candidate to serve for the LHCS D, under the current doctrine of Incompatibility of Offices, it is incompatible for a Director to serve on both the LHUD and LHCS D, however pursuant to an Attorney General's opinion each District can waive the incompatibility to allow a Director to serve on both. Motion: Carlos Garcia made a Motion to Adopt Ordinance waiving the incompatibility of Rosario Velasquez if she is elected to both the LHUD Board of Directors and the LHCS D Board of Directors. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

9. District Manager Agenda

(a) Consideration to Amend Silvestre Gonzalez WSL & Consider Payment Installments for Connection Fees

Motion: Rosario Villasana made a Motion to Approve payment installments for one water & sewer connection fee and recommends he gets his name on the list for the 2nd connection. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(b) Consider Request from Rosario Reyes to Pay Connection Fees on Installments

Motion: Ana Martinez made a Motion to Approve connection fees on installments. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(c) Consideration to Adopt Board Director Policies & Procedures Policy and Resolution

Motion: Rosario Villasana made a Motion to Adopt Board Director Policies and Procedures and add director compensation per day for approved learning conferences and trainings except the required Ethics & Sexual Harassment Prevention trainings. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(d) Consideration to Approve Workplace Violence Prevention Plan SB553 & Training for all Employees

Motion: Ana Martinez made a Motion to Approve trainings and Workplace Violence Prevention Plan, Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(e) Consideration to Authorize District Manager to Begin Audit Process with Albert & Associates

Motion: Rosario Villasana made a Motion to Authorize District Manager to begin the process of the Audit with Albert & Associates. Carlos Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(f) Consideration to Approve 401K Employer End Match

Moved to next agenda.

(g) Consideration to open a Gas Credit Card Account with Pilot

Motion: Pioquinto Garza made a Motion to Approve new gas card account with Pilot Travel Center. Rosario Villasana seconds the motion. All Board Directors present in favor, Motion carried.

(h) Consider the Report to Semi-tropic Water Storage District

Nothing to report.

(i) Consideration to Approve CCAC MOU for Purple Monitor

Nothing to report.

(j) Report on 2024 Local Agency Biennial Notice

Motion: Rosario Villasana made a Motion to Approve complete biennial notice subject to Tom's review and approval. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

(k) Report on Federal Tax ID Issue

Nothing new to report.

(l) Report on Bank Account Claim

Nothing new to report.

(m) Report on Meetings with CA Water Board Staff - WTP Improvements

Report only, no action taken.

(n) Report on Notice of Elective Offices to be filled

The following Board Directors will be up for re-election; Carlos Garcia Jr., Ana Martinez and Pioquinto Garza.

(o) Report and Consider Director/Staff Training Conferences with CSDA

Motion: Rosario Villasana made a Motion to Authorize District Manager and Director's attendance to CSDA Annual Conference. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(p) Report on Lead & Copper Testing and Letters to Customers who Participated

Testing has been completed for the first 6 months of the year, and customers have been notified Of the results, the next sample will be collected between July – December of 2024.

(q) Consideration to Re-Open Services to Account #1192

Motion: Rosario Villasana made a Motion to deny request until customer can show proof of ownership and pay the full balance due. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

10. Facilities Manager Agenda

(a) Consideration to replenish filter media.

No action taken, Alex is still waiting on the quote from Filtronics.

(b) Consideration to repair/replace filter #1.

No action taken.

(c) Consideration to acquire phone and internet services for the office.

Motion: Rosario Villasana made a motion to Approve new phone and internet service provider. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(d) Consideration to acquire phone, data, or radio connectivity for SCADA.

Motion: Rosario Villasana made a Motion to Approve Radio connectivity and internet for SCADA. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

(e) Report on new super duty fleet truck.

Alex Ruiz - Maintenance truck has been received.

11. Closed Session:

(a) Public Employment Performance Evaluation: Title (Office Secretary)

(b) Conference with labor negotiators:

Agency negotiators: Board of Directors

Unrepresented employee: Office Secretary

Board went into closed session at 6:55PM and came out at 7PM.

12. Date and location of August, 2024 meeting

August 1, 2024.

13. Staff Reports

None

14. Customer Request &/ Complaints

Account #1083 Low water pressure – Alex reported customer had a leak on the meter, after it was repaired customer complaint of low water pressure, H & A plumbing was called out to make sure customer's line weren't plugged after the repair. No issues were found and customer had good water pressure.

16. Delinquency Report

Accounts No.1073,1087,1093,1135,1152,1200,1218,1223,1240,1262,1269,1271,1272,1276,1304,1343, 1350 & 1394.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

Report presented.

Alejandro Ruiz-Water

Report presented.

- VII. Board Members Report
None
- VIII. Engineer Report - Amando Garza
None
- IX. Next Board Meeting- **August 1, 2024.**
- X. Approval of Accounts Payable – **June 2024.**
Motion: Rosario Villasana made a Motion to Approve June 2024 Accounts Payable. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.
- XI. Meeting Adjourned at 7:01PM.

Respectfully Submitted by,



Ana I. Chavez
District Manager