

Lost Hills Utility District
Meeting Minutes
March 4, 2020

- I. The meeting was called to Order by Director Amanda Rollin at 5:03PM. Board Members in attendance were Pioquinto Garza, and Carlos Garcia Jr. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez and Ana Chavez.
- II. Approval of Minutes February 4, 2020.
Motion: Pioquinto Garza made a motion to Approve Minutes as submitted. Carlos Garcia Jr., seconds the motion. All Board Members present in favor, motion carried.
- III. District's Financial Report – December 2020 & January 2021.
- | | | |
|----------------------|---------------------------------|---------------------------|
| <u>December 2020</u> | Sewer month profit: \$6,050.59 | Year Profit: \$21,224.41 |
| | Water month profit: \$46,210.64 | Year Profit: \$225,159.94 |
| <u>January 2021</u> | Sewer month profit: \$6,397.04 | Year Profit: \$27,621.45 |
| | Water month profit: \$41,371.87 | Year Profit: \$266,531.81 |
- IV. Public Time for Non-Agenda Items
None
- V. New Business
1. Completion of new offices and sale of old office property.
No action taken.
2. Consideration of increase in sewer and water rates and fees pursuant to the construction cost index.
Consider a 2.2% Increase
Motion: Amanda Rollin made a motion to approve a 2.2% increase on all rates as well as connection fees, Pioquinto Garza seconds the motion all Board Members present in favor, Motion carried.
Vidal Ballesteros- trying to connect, connection failed.
Amanda Rollin would like to set up a committee to discuss District's expenses.
Committee appointed: Amanda and Daisy to meet with Ana. Amando work on putting information regarding the sewer rates data for next meeting.
3. Report from Cannon Engineers.
(a) Consideration of request from CalTrans to add 1200 linear feet of pipe to be relocated on the West end of the Townsite Pipeline Relocation Project.
Change order 13 and 14 portion of main lateral that goes out to DWR crossing, 13 deletion 33,000 actual work 45,000 Change order 15 far east on powers there was electrical lines not identified cost \$7,500
- (b) Consideration of Payment Request from Specialty Construction
Amando Garza –presented Pay Application No.5 in the amount of \$293,221.24 (\$30,319.31 – Caltrans funds and \$262,901.93 LHUD Funds for the portion Omni to Martin 7 laterals, lower main line and connection of new line). Total 293,221.24. Motion: Pioquinto Garza made a motion to approve change orders No.13 & 14 and pay request no. 5 Carlos Garcia Jr seconds the motion. All Board Member present in favor, Motion carried. Amando Garza – regarding the sewer laterals relocation the 262K is not part of the initial estimate of \$161K, this segment is still pending to complete.
4. Consideration of hiring GEI Consultants to draft project quarterly reports, project amendments, and project completion reports for funding of new water well.
GEI sent task order proposal to complete monthly reports and reporting for \$14,500.00, this could be counted as to the portion that the District has to pay but not the construction cost itself. State requires monthly reports to be filed with them. Well project is being advertised on the local newspaper. Motion: Carlos Garcia Jr., made a motion to Approve GEI Services for \$14,500.00. Pioquinto Garza seconds the motion. All Board Members present in favor, motion carried.
5. District manager agenda items
(a) Consider hiring a gardener for new offices

Maranatha would charge \$560 per month coming once a week. Mendoza gardening service \$900 a month, coming once a week. No action taken, wait until Wonderful gardening services stop doing the gardening services and then bring this item back for Board consideration.

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

Currently paying \$350.00 a month for cleaning the old office, Board would like to see job description and consider increase to clean new offices at the next meeting, and do retroactive payment for 2 months.

(c) Consider installation of outdoor cameras

Our customers keep having trouble finding the reception at our new location, and since we have no view of the parking lot, we can't see when they're just standing outside and not ringing the doorbell or coming close to the building, having an outdoor camera would help us see outside to guide them to the right building.

Budget \$1,500.00. Motion: Daisy Garcia made a motion to approve Budget \$1,500.00 Daisy, Carlos Garcia Jr., seconds the motion. All Board Member present in favor, motion carried.

Amanda – left meeting 6:22PM.

(d) Consider upgrading trash container to commercial bin

Currently pay \$50.87 a month for a 95 gallon residential size container, if we wanted to upgrade to a 300 gallon container to be picked up 2x week the monthly cost would be \$191.16. Ana-will request another price for pickup of once a week but if for any reason they can't do once a week, Board instructed to go ahead and upgrade it anyway. Motion: Carlos Garcia Jr, made a motion to approve upgrading trash container. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(e) Consider interior upgrades to break room and reception

Consider adding countertop to the reception desk and top cabinets for the breakroom. Alex – will get quotes and present at the next meeting.

(f) Consider renewal of district insurances

Renewal application was sent to Janice with Lyons Insurance on Feb 26th waiting on cost.

(g) Report on Oaths of Office for Ballesteros, Rollin, and Garcia

Amanda, Carlos, and Vidal came to take their Oath of Office this week and oaths were mailed to Elections Department. We received the oaths Mid December but couldn't get those sign since I was out due to sickness and just returned.

6. Facilities manager agenda items

(a) Consider revisions to sewer lateral ordinance

Alex looked into this and in two cities he checked they have the same policy that it is the owner's responsibility to correct any issues on the sewer laterals. No action taken.

(b) Consider installation of gravel at office equipment yard

Alejandro- presented two quotes from Maranatha for \$5,000 and from Specialty Construction \$6,561.00 No action taken, Carlos Garcia Jr, would like to wait on this item.

(c) Consider purchase of laptop for employee

Board- Alex to get a cost for Laptop and cost for the hot spot internet or allowance amount to present at the next meeting.

7. Date and Location of April meeting

April 1, 2021

8. Customer Request &/ Complaints

None

9. Staff Reports

None

10. Delinquency Report

Presented by Yuliana Velazquez.

VI. Maintenance & Operations Report

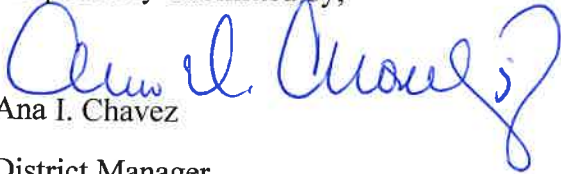
Alejandro Ruiz-Wastewater

Report sent along with Board Member packet.

Alejandro Ruiz-Water

- Report sent along with Board Member packet.
- VII. Board Members Report – None
 - VIII. Engineer Report - Amando Garza – Everything has been covered.
 - IX. Next Board Meeting- **April 1, 2021.**
 - X. Approval of Accounts Payable - **February 2021.**
Revised Accounts Payable report displayed on screen adding last invoices received after packet went out. Motion: Pioquinto Garza made a motion to Approve February 2021 Accounts Payable. Carlos Garcia Jr., seconds the motion. All Board Members present in favor, Motion carried.
 - XI. Meeting Adjourned at 6:52pm.

Respectfully Submitted by,



Ana I. Chavez

District Manager

Lost Hills Utility District