

## Lost Hills Utility District

Meeting Minutes

April 7, 2022

I. The Meeting was called to order by Vidal Ballesteros at 5:00PM. Board Members in attendance were Daisy Garcia, 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, March 3, 2022.

Motion: Daisy Garcia made a motion to Approve Minutes as submitted. Carlos Garcia Jr. seconds the motion. All other members present in favor, Motion carried. Absent-Garza arrived shortly after motion made.

III. District's Financial Report – February 2022.

Sewer Month Profit: \$3,167.66      Year Profit: \$17,388.25

Water Month Profit: \$10,952.57      Year Profit: \$195,526.78

IV. Public Time for Non-Agenda Items

None

V. New Business

1. Consideration of appointment to fill vacancy on Board of Directors

April 21st will be the deadline to receive more applications and to have the final decision at a special meeting.

2. Adoption of resolution confirming posting of ordinance

Ana posted the resolution on March 28<sup>th</sup>.

Motion: Carlos Garcia Jr made a motion to adopt the Resolution confirming the posting of the Ordinance. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

3. Report on Proposition 218 notices for adoption of construction cost index for water rates

Hearing notice went out April 1<sup>st</sup> along with the billing.

4. Cannon Engineers Agenda Items

(a) Consideration of contractor outstanding payment request for townsite water pipeline relocation

Amando Garza - Contractor submitted 71k invoice, the District is waiting for payment from Caltrans. Remaining work is on the bridge. Until Amendment of utility agreement has been received Caltrans won't issue additional payments for the construction agreement.

(b) Consideration of Agreement with Bakersfield Well and Pump to complete the second component of the Well No. 3 Project

Contractor has not been able to provide a cost for this component

(c) Upcoming remaining work for piping through the bridge for the townsite water pipeline relocation

Remaining work is on the bridge which is scheduled for October of this year.

(d) Water Treatment Plant Improvements Project (CDBG Project)

Amando has an internal plan set ready, he will share this with Alex Ruiz.

(e) Wastewater Treatment Plant/Pipeline funding pursuits

Motion: Carlos Garcia Jr. made a motion to authorize filing fees of \$2,598.00 to the County Clerk's office for the fish and wildlife fees required to file the Notice of Determination. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

5. Report on approval of funding for the remainder of Well No. 3 and consideration of Agreement with Energy Systems on computer integration and instrumentation

Agreement is for the upgrades to the scada system to bring the new well into the scada system. Construction cost is \$36,043.00. Motion: Pioquinto Garza made a motion to Approve Agreement. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

6. Report on annexation No. 20

Tom Schroeter - We have sent a letter to Wonderful stating the District might not have the water to service their development, Annexation has been filed.

7. Report on Purchase of Property at County Treasurer's Delinquent Parcel Sale

Unfortunately parcel has already been sold.

8. Report on acceptance and irrevocable offer of dedication for improvements

Wonderful hasn't submitted the letter of dedication of the water & sewer lines, so as of right now Wonderful is responsible to maintain these lines.

9. Report on sewer relocation cost funding

This item has already been covered under another item.

10. Report on transfer of trailer registrations

Trailer registrations have not been received yet.

11. Report on Opioid settlement

District has registered for this settlement.

12. District Manager Agenda

(a) Consideration to fill cleaning services position

Board members will be doing interviews April 21<sup>st</sup>.

(b) Consideration to waive leak charges for Account Number 1143

Motion: Daisy Garcia made a motion to revise bill to customer's normal water usage. Carlos Garcia Jr. seconds the motion. All Board Members present in favor, Motion carried.

(c) Consideration to hire GEI to apply for grant funding with Poso Creek IRWMP

Initial interest application has been submitted, Ana will find out with GEI if they could get us a cost to assist the District in the formal application process.

(d) Consideration to authorize staff to develop a detail infrastructure needs list with Wonderful' assistance

Wonderful has offered their help to put a more detail infrastructure list together, they would also like the Board to know they would be willing to loan the project money to the district at a 0% interest to upfront the cost and once the District gets the grant funds pay Wonderful. Ana try to get a cost from GEI and see if Wonderful would be willing to help by sponsoring the grant process fees.

(e) Consideration to Renew District Insurance Policies for 2022-2023

Motion: Carlos Garcia Jr. made a motion to approve all policies for the term of 2022-2023. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

(f) Consideration to Purchase additional license for UMS Billing Software

The electronic software to read the new 21 sonata meters has been installed but yet not connected to the District's billing system. In order to add this new configuration the District needs to pay \$3,000.00 license fee. Motion: Pioquinto Garza made a motion to Approve purchase of additional license. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

(g) Consideration to stop second trailer charges for account no.1095

Motion: Daisy Garcia made a motion to stop second trailer charges on account and waive this month's charges. Carlos Garcia Jr. seconds the motion. All Board Members present in favor, Motion carried.

13. Facilities Manager Agenda

Board Member Daisy Garcia left to another meeting at 6PM.

(a) Consideration of approval to purchase handheld tablet for meter readings

Motion: Pioquinto Garza made a motion to authorize a budget of \$1,600 for the purchase of the tablet.

Carlos Garcia Jr., seconds the motion. All Board Members present in favor, Motion carried.

14. CLOSED SESSION:

1. Conference with Legal Counsel regarding initiation of litigation pursuant to paragraph (4) of Subdivision (d) of Section 54956.9: One potential case

Board went into closed session at 6:25PM and came out of closed session at 6:28PM.

No Action taken.

15. Date and location of May 2022 meeting

May 11<sup>th</sup>

16. Staff Reports

Lafco Elections

Pioquinto Garza made a Motion to vote for Carlos Chavira as special districts representative. Carlos Garcia Jr. seconds the motion. All Board Members present in favor, Motion carried.

17. Customer Request &/ Complaints

None

18. Delinquency Report

Board – Directed Staff to send Final Shut off Notice on Monday. Customers should be asked to bring at least half of their past due balance by April 30<sup>th</sup> and the remaining half by May 31<sup>st</sup> to avoid a shut off, they will also be asked to sign a payment agreement with a payment schedule.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

Pump 1 is out of service

Alejandro Ruiz-Water

Service repairs, water plant – leak on water valves, BM had 5 leaks, repair at union tank station, both trucks got service, F-150 motor mount felt, repairs had to be done to get it running.

VII. Board Members Report

None

VIII. Engineer Report - Amando Garza

None

IX. Next Board Meeting- **May 11, 2022.**

X. Approval of Accounts Payable – **March 2022.**

Motion: Pioquinto Garza made a motion to Approve March 2022 Accounts Payable. Carlos Garcia Jr. seconds the motion. All Board Members present in favor, Motion carried.

XI. Meeting adjourned at 6:35PM.

Respectfully Submitted by,



Ana I. Chavez

District Manager

Lost Hills Utility District