

## Lost Hills Utility District

### Meeting Minutes

March 5, 2020

- I. The meeting was called to order at 5:03PM by Board Director Amanda Rollin. Board Members in attendance were Emma Clifford, Pioquinto Garza, and Daisy Garcia. Also in attendance were Thomas Schoreter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez, Rosario Villasana and Ana Chavez.
- II. Approval of Minutes, January 24, February 6 & 12, 2020.  
Motion: Pioquinto Garza made a motion to Approve Minutes as Submitted. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garcia.
- III. District's Financial Report – January 2020.  
Sewer Month Profit: \$2,419.47 Year Loss: (\$7,554.64)  
Water Month Profit: \$3,230.39 Year Profit: \$178,277.02  
\*Note: This totals do not include connection fees or grant revenue/expenses.
- IV. Public Time for Non-Agenda Items  
None
- V. New Business
  1. Report on sale of District property  
Tom- sale agreement has been signed but needs amendment due to missing closing date and allowing the District to move in 30 days once the offices are ready. Motion: Amanda Rollin made a motion to Approve Amendment to Agreement. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garcia.
  2. Report on Kern County Conditional Use Permit Application for Office Relocation  
Amando- CUP has been approved by the county, Swanson Engineering submitted a preliminary set of plans for the grading of site. Next step will be a detailed design for which Swanson has initial draft already.
  3. Consideration of Resolution confirming posting of SB998 Ordinance  
(a) Report on translation of SB998 Policy  
Tom- contacted a company for translation services the cost would be \$2,000.00 to translate resolution to the requested five languages. But since I'm working with other cities in the same item if the District splits the cost among others, the cost to the District would be \$666.00. Motion: Emma Clifford made a motion to Approve translation cost of \$666.00 and Adopt resolution of posting of Ordinance. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garcia.
  4. Consideration of resolution adopting penalties for taking construction water without permission.  
Motion: Pioquinto Garza made a Motion to Adopt Resolution. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garcia.

5. Highway 46 Expansion and relocation of pipelines through town  
 Water lines- Amando sent a report to Caltrans which shows it would cost more to leave pipe at existing location on Hwy 46 then moving it, due to casing requirements. Ana- since utility agreement has been signed, and per Mark's recommendation we should be requesting pay request for all invoices so those are paid directly by Caltrans and not the District. Motion: Amanda made a Motion to Amend Engineering Services Agreement to reflect payment for services will be process by payment request to Caltrans and Cannon should assign a separate invoice number for this project. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried. Absent- Ballesteros.  
Sewer- segment in Lost Hills where the sewer has parallel lines there's a conflict with the sewer lines on the bridge, and since the lines don't have easement rights then it will be the District's responsibility to pay to relocate 250feet of line, jack and board under freeway which will cost up to \$200K, if they allow directional drill it would be less but I don't know if that's allowed. Additional to that \$46,000 Engineering services. 1980 records where not found at the county so there is no proof of the District having any easements.  
Motion: Emma Clifford made a motion to Approve design work to be done by Cannon which should assign a separate invoice number for this project. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.  
Aloma St. and Hwy 46 did not get an undercrossing on Aloma St. and started leaking and emergency repair was done to temporarily abandon undercrossing. Caltrans has said they will pay the cost of the repair and the cost to do the undercrossing. Tom- Amando needs to request a new agreement to state the additional costs will be covered by Caltrans.  
Motion: Pioquinto Garza made a Motion to Authorize Amando Garza to do the design of the undercrossing of Hwy 46 and Aloma St. once written confirmation has been received that Caltrans will be paying for the cost, and assign a separate project number. Amanda Rollin seconds the motion. All Board Members present, Motion carried. Absent: Ballesteros.
6. Consideration of Request for Service by Lost Hills Mining  
 Lost Hills Mining will be putting a new booster pump, water line, and pay a connection fee of \$83,000 and will also need to annex to the District and pay a deposit of \$7,500.00. They will be charged the Chevron water rate rather than the BM rate. They are requesting the WSL to state a 6 month period to allow them time to process their permits, and have also asked to be reimbursed by those who connect to their water line.  
Motion: Daisy Garcia made a Motion to approve WSL with the extension of 6 months and approve reimbursement agreement. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.
7. Report on Poso IRWMP Application for funding District's third water well  
 Christine and Stephanie with GEI were present and provided a brief detailed schedule of what will be coming next in the process of the new well grant funding application thru Poso IRWMP. GEI is currently working on comments that DWR had on regards to the District's application which should be pretty simple to

address, this comments are due by March 19th. It appears District's project was marked "c" for storm water so that will be easy to address. They also presented a timeline of the project. The notice recently received was a Preliminary funding award notice, and the formal award should be around June or July 2020. Stephanie's recommendations; District should start on the permitting process with SWRCB, Kern County Environmental Health cannot approved permit until the division drinking water approves the permit, so it is very important to do the preliminary permitting to the state so it would speed up the process once the formal award is received. Formal award is to start getting into the agreement process, District is among other five applicants, and the Grantee is North Kern Water District. The District's total project cost is 1.5 million, and preliminary award notice states District should be awarded 1.27 million. Items needed; preliminary permitting, new environmental, Need SEQUA approval, address GSP in which GEI can also assist, supplemental application will require Semitropic to sign off from our well since it's on their District. Also we will need to state how the District will address the high arsenic levels on this new well. Motion: Amanda Rollin made a Motion to Authorize Amando Garza to start working on the permits and environmental requirements needed, and Cannon to assign a separate invoice number for this project. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

8. Consideration of connection fee for fire meters

Fire suppression meter has normally been charged at a ¾" connection fee, County requires a bigger meter but this meter is only there to monitor usage in case of a fire and the event this meter does get used the District can also charge the usage. Motion: Amanda Rollin made a Motion to approve payment of a ¾" conn fee for the fire suppression meter. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

9. Report on Community Development Block Grant Funding

Amando talked to Karen Barker with CDBG and she said the District had been awarded grant funding for its 2018 application (dewatering reclaim, booster pumps upgrade, and backwash rehab) but the District was never notified. They are checking to see what can be done to allocate those funds to the District.

10. Report on State Water Board Review of District's Waste Water Treatment Plant Funding Application

Amando - Daniel with the division of financial assistance had additional questions, which I have already answer, and he said we should soon hear on when an agreement will be ready for the District to sign, but they have been saying this for a while already so we do not know when this will happen.

11. Report on USDA Loan Application

Additional information was requested and has been sent to USDA.

12. Request of Will Serve Letter from James Willhoit on Behalf of Wonderful

County is requiring a water supply assessment report, Amando estimates this to cost about \$9,000.00. Wonderful will need to pay for the cost and bring a deposit of that amount so Amando Garza can start working on it.

Motion: Amanda made a motion to Approve Cannon to work on the study once deposit has been received and Cannon to assign a separate project number. Emma

Clifford seconds the motion. All Board Members present in favor, Motion carried.  
Absent: Ballesteros.

13. District Manager Agenda Items

(a) Consider purchase of automatic table top folder

Ana – is still getting prices, Bree with American Business Machines should be sending a cost for a smaller machine.

(b) Consider receiving ACH/EFT payment services from CUSI

Motion: Amanda Rollin made a Motion to Authorize Ana Chavez to find out how the District can start receiving ACH/EFT payments, receive Credit/Debit payments for Construction Meter Deposits and approving a resolution allowing the District to do both processes. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

(c) Consideration to Appoint Budget Committee

Amanda Rollin and Daisy Garcia volunteered for the budget committee.

(d) Consideration to Adopt Resolution to open 2 additional fund accounts with Kern County Auditor Controller

Motion: Amanda Rollin made a motion to Adopt Resolution which will Authorize District Manager Ana Chavez to open two fund accounts. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

14. Facilities Manager Agenda Items

(a) Consideration to Approve revised cost from Farm Pump and Irrigation for Pilot Wells

Alex – reason that the cost changed was due to an increase in the parts cost, the estimate I had was from last year, and this year parts went up 14%.

Motion: Daisy Garcia made a motion to Approve amendment to their agreement and approve new cost of \$13,180.30. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

15. Date and Location of April Meeting

April 2<sup>nd</sup> 2020

16. Customer Request &/ Complaints

None

17. Staff Reports

Acct#6014 Request to pay 2019 maintenance and repair recovery cost of \$833.85 in partial payments of \$92.65 in the next 9 months with no interest. Motion: Amanda Rollin made a motion to approve request. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

Reporting from the last meeting on the cost for Employee Alejandro Ruiz to attend the 2020 Expo sponsored by CRWA. Cost including class, hotel and Dan's time to cover Alex when he is gone will be \$1,923.64 not including gas or rental car.

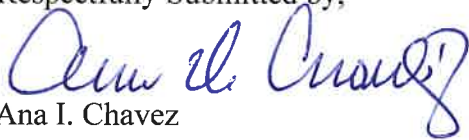
Motion: Amanda Rollin made a motion to Authorize Alejandro Ruiz to attend conference and take company truck or rental car, whichever is more economical. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.

18. Delinquency Report

Accts No.1192, 1221, 1315, 1327, 1350, 1023, 1067, 1091, 1095, 1185, 1200, 1214, 1269, 1272, 1275, 1282, 1361, 1365, 1375, 1387, 1389, and 1391.

- VI. Maintenance & Operations Report  
Alejandro Ruiz-Wastewater  
Everything is running fine, and we have been busy marking sewer lines.  
Alejandro Ruiz-Water  
Found that Storage Tanks at Brown Material Rd are leaking. Board- Alex get a Quote to get those repair, and send the cost to Tom and he will determine if an agreement and if a special meeting is needed.
- VII. Board Members Report- Amanda announced she has been elected to be a DAC representative to the RWMG.
- VIII. Engineer Report - Amando Garza  
Everything has been covered under the agenda.
- IX. Next Board Meeting- **April 2, 2020.**
- X. Approval of Accounts Payable - **February 2020.**  
Motion: Amanda Rollin made a motion to approve accounts payable. Pioquinto Garza seconds the motion. All Board Members present, motion carried. Absent: Ballesteros.
- XI. Adjournment at 6:28PM.

Respectfully Submitted by,



Ana I. Chavez

District Manager

Lost Hills Utility District