

Lost Hills Utility District**Meeting Minutes**

October 3, 2019

- I. The Meeting was called to order by Board Vice President Daisy Garcia at 5:17PM. Board Directors in attendance were Pioquinto Garza, Amanda Rollin, and Emma Clifford. Also in attendance were Thomas Schroeter, Amando Garza, Yuliana Velazquez and Ana Chavez.
 - II. Approval of Minutes, September 5, 2019.
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.
 - III. District's Financial Reports- August 2019.

Sewer Month Profit: \$1,925.36	Sewer Year Profit: \$5,231.98
Water Month Profit: \$31,816.13	Water Year Profit: \$68,391.08
 - IV. Public Time for Agenda & Non-Agenda Items
None
 - V. New Business
 1. Report on USDA Grant/Loan Application and Kern County Conditional Use Permit Application
 - (a) Richards Watson Gershon Invoice

This invoice was to analyze potential conflict of interest of Board Members with regard to negotiations with Wonderful which they have agreed to pay. Motion: Amanda Rollin made a Motion to approve invoice and authorize request for payment from the Wonderful Company. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.
 - (b) Report on Status of USDA Application and CUP

Application for Construction funding has now been approved by the USDA Architect office and now is ready to go to the Environmental Division of USDA for Approval and release of funds. Amando – USDA is requesting Cannon's Engineering Agreement be put using their format and writing. Motion: Amanda Rollin made a motion to Approve existing Engineering Agreement be put in USDA Format as required by USDA subject to Tom and Ana's review. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.
 - (c) Consideration of Office Design

Committee appointed to meet with Architect, Amando and District Staff to review office design. Committee: Daisy Garcia and Amanda Rollin. Amando circulated budget for the planning, design, and construction administration. Report is attached.
 - (d) Consideration of Temporary Office Relocation (Vidal and Pioquinto Must Recuse themselves)

Moved to end of agenda.
 2. Highway 46 Expansion
 - (a) Approve Notice to Owner from Caltrans Regarding Relocation of Waterlines and Standard Encroachment Permit Application

Motion: Amanda Rollin made a Motion to Approve Notice to Owner and Standard Encroachment Permit Application. Pioquinto Garza seconds the Motion. All Board Members present in favor, Motion carried. Absent: Ballesteros.
- Note:** Pioquinto Garza leaves the meeting at 6:02PM.

Amando – presented a letter of the cost of design for the Brown Material Rd widening in the amount of \$332,900.00 this will need to be sent to Caltrans along with a letter to be included in the Caltrans Agreement, Amando will assist Ana with the letter. Motion: Amanda Rollin made a Motion to Approve Cannon Construction Administration cost for the LHUD Pipeline Crossings and Relocation from Brown Material Rd to I-5. Daisy Garcia seconds the Motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

(b) Consideration of Caltrans Appraisal of District Property

County appraisal report has not been received.

3. Lost Hills Mining LLC

(a) Request for Service

Jeremy with LH Mining was present to ask the Board if they could consider a different water rate and connection fee than the Berrenda Mesa rates since they believe where they plan to connect is not the new water line where BM spend over 1 million to replace the line. Tom- I talked with Phil Nixon with BMWD to hear what they thought this new customer water rate and connections should be, since District staff belief it should be BM rates. Tom- Phil Nixon also believes they should pay the BM water rate and connections. Board- Tom and Staff review BM agreement and see how rates were set up, and report at the next meeting.

(b) Request for Grant Funding

Tom- LH Mining is expecting to get a grant from the County for \$500,000.00 and they say the County is requiring a public agency to receive the grant on their behalf so LH Mining would like the District to receive the grant for the construction of the water line. Tom- I would recommend they provide me with a copy of the agreement that the county would want the District to sign and a copy of the agreement that Lost Hills Mining would sign with the District. Motion: Amanda Rollin made a Motion to Authorize Tom Schoeter to check with the County on this and report back to the Board. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Pioquinto.

4. Report on Code Enforcement Issue Relating to Water Tanks

Tom- Eric Johnson with Wonderful is taking care of this final inspection. No action taken, report only.

5. Consideration of Written Plan on Proposed Addition of Zinc Orthophosphate by Division of Drinking Water

Amando- Division of Water Department is asking for a written plan for the Zinc Orthophosphate, I estimate this would cost around \$3,000-\$4,000. Motion: Emma Clifford made a motion to Authorize Amando Garza to work on written plan as requested by Division of Drinking Department. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

6. Consideration of Written Chlorination Plan to Add a Chlorination Station at the Pond Material Road Booster Station

Amando- Division of Drinking water is requesting a written plan for the new chlorine station, again I estimate this to cost around \$3,000-\$4,000. Motion: Daisy Garcia made a Motion to Authorize Amando Garza to develop written plan for new Chlorine Station. Amanda Rollin seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

7. Consideration of Request by Sharcine Development to Transfer Connection Fees for Lot 9 and 10 to Lots 11 and 12

It appears lot 9 & 10 have a title issue and for that reason it will take them about 6 months to resolve this matter, and they are requesting their connection fee be transfer to lots 11 and 12.

Motion: Emma Clifford made a motion to approve the transfer of connection fees to lots 11 and 12. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

8. Approve Ana Chavez, Vidal Ballesteros, and Daisy Garcia as Authorized to be the Contracting Officers and Signers on Union Bank Accounts and Kern County Fund Accounts

Motion: Amanda Rollin made a Motion to Authorize Ana Chavez, Vidal Ballesteros and Daisy Garcia as Contracting Officers and Signers at the Union Bank Accounts ending 272 and 180 for the Lost Hills Utility District as a special government agency with Federal Tax ID number ending 155 and no longer use the name of Lost Hills Utility District Capital Facilities Corporation since this has been dissolved. Emma Clifford seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

9. Report on Water Well Application through Poso Creek IRWMP

Application has been submitted along with several letters of support due to the efforts of Christine, Ana, Amando, and Manuel Cantu with the Wonderful Company.

10. Consideration of Drafting a Mission Statement for the District

No mission statement has been finalized yet. Amanda- I have some edits I would like to make, Ana please email mission statement.

11. Report on Zone Change Requests by Wonderful Company

Tom- this is a report on the public notice for the zoning change on the 49 and 21 housing project from Wonderful.

12. District Manager Agenda Items

(a) Consideration to Purchase Supplies for Breakroom at WTP

I would like to get Board Approval for breakroom supplies at the water plant, I did an inspection and it's in need of a fridge, microwave and other supplies. Motion: Amanda Rollin made a Motion to authorize a budget of \$600.00 to purchase supplies for breakroom at water plant. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

13. Facilities Manager Agenda Items

(a) Consideration to Purchase Corrosion Inhibitor Components

Motion: Amanda Rollin made a Motion to Approve the Quote from USA book of \$997.89. Daisy Garcia second the motion. All Board Members present in favor, Motion carried. Absent: Ballesteros and Garza.

(b) Consideration to Approve Chemical Application at Wastewater Plant

Board- bring two more quotes for the next meeting.

(c) Report on Purchase of New Truck

Ana- Alex and Vidal have been looking but have not been able to find anything yet. Continue item for the next meeting.

14. Closed Session:

- (a) CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Vidal and Pioquinto to recuse themselves)

Property: District Office at 21331 Hwy 46

Agency Negotiator: District Manager

Negotiating Parties: Wonderful Company

Under Negotiation: Price and Terms of Payment

Board went into closed session at 6:41PM. Board Members in closed session; Amanda Rollin, Daisy Garcia and Emma Clifford. Board came out of closed session at 6:51PM. Once in Open Session, Motion: Emma Clifford made a motion to authorize staff to keep negotiating price and terms. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.

Item No.1d

Consideration of Temporary Office Location (Vidal and Pioquinto to recuse themselves)

Vidal and Pioquinto absent.

Tom Schroeter – if the District was to sell property to Wonderful they have offer to relocate District Office at their own expense possibly next to the park. No action taken report only.

15. Date and Location of November Meeting

November 7, 2019.

16. Customer Request &/ Complaints

None

17. Staff Reports

Ana – Presented inspection report at the Water Treatment Plant.

18. Delinquency Report

Accounts No.1023, 1031, 1040, 1076, 1091, 1095, 1193, 1275, 1304, 1308, 1317, 1327, 1341, 1361, 2060 & 2083.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

See Attached Report.

Alejandro Ruiz-Water

See Attached Report.

VII. Board Members Report- None

VIII. Engineer Report-Amando Garza – Everything has been covered on agenda.

IX. Next Board Meeting- **November 7, 2019.**

X. Approval of Accounts Payable- **September 2019.**

Motion: Emma Clifford made a Motion to Approve Accounts Payables. Daisy Garcia 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

Item No. 1c

LHUD New Office Planning, Design and Construction Administration

<u>Preliminary Costs</u>			Status
	COSTS	Comments	
Project Coordination	\$ 9,500.00	By Cannon	completed
USDA Coordination	\$ 5,500.00	By Cannon	completed
CUP Preparation & Follow Up	\$ 8,500.00	By Cannon	CUP done...follow up required
Architectural Layout	\$ 4,125.00	Inland Arch.	completed

\$ 27,625.00

<u>DESIGN for NEW OFFICE BUILDING FOR LHUD</u>			Status
<u>DESIGN</u>	COSTS	Comments	
Project Management	\$ 15,000.00	by Cannon	
ARCHITECTURAL (WITH MEP)	\$ 47,245.00	Inland Architects & Subs	
SURVEY - TOPO + utilities	\$ 7,000.00	by Cannon	completed
Geotechnical (BSK)	\$ 6,930.00	by BSK	completed
STRUCTURAL - design	\$ 19,720.00	by Cannon	
Landscape-design	\$ 4,900.00	by Cannon	
Civil - Site	\$ 25,000.00	by Cannon	
Design Subtotal	\$ 125,795.00		

<u>CONSTRUCTION ADMINISTRATION</u>			Status
Civil - CA	\$ 10,000.00	by Cannon	
Architectural	\$ 9,900.00	by Cannon	
STRUCTURAL - CA	\$ 2,400.00	by Cannon	
Geotech/Soils/Concrete	\$ 800.00	by BSK	
	\$ 23,100.00		

Staff Reports

Month: September 2019

Presented: October 3, 2019

Sept 2nd – Holiday Office Closed.

Sept 4th – Randy with the County came to do office property appraisal.

Sept 6th – Ana, Vidal and Daisy went to Union Bank to add signatures.

Sept 9th – Ana took Emma to Union Bank to authorize adding Vidal and Daisy.

Sept 12th- Ana – Inspection at water treatment plant.

-Caltrans meeting at the Park, Ana and Alex attended but meeting was mainly for business owners who are being affected by the widening of highway 46.

Sept 13- Final shut off notices delivered to businesses who had not responded to backflow testing, final shut off to be done Sept 30th – no shut off's done everyone replied stating backflow test report had been sent to County.

Sept 16th- Golden Labor cleaning solar panels at the Water Treatment Plant.

Sept 17th – Back flow letters sent out for the month of August.

Sept 17 & 18th Golden Labor cleaning around ponds at sewer plant.

Sept 19 – Urgent shut off notices delivered to 3 month delinquent accounts – shut offs scheduled for Sept 23rd.

Sep 24 – Ana & Alex met with Core & Main to discuss what options they had for electronic meters – at this moment their electronic meters do not come with brass fittings and all in one integration of the electronic reading.

Sept 25th - Acct#1159 had a very high usage of 100,570gls, Ana – sent Wilber to close valve on meter and since no one was home a letter was left on customer's gate letting them know they had a leak and their water meter valve had been closed. Customer called Alex in the evening to ask if we could open meter valve, Alex told them they could open it since meter was not locked.

Lost Hills Utility District

September 2019

Meeting October 3, 2019

Wastewater Department

- Remove weeds around pounds. Tuesday 17th

Water Department

- Water Treatment Plant
 - Replace two air control valve solenoids. Monday 2nd
 - Installed new degasify on chlorine pump to keep from air locking. Tuesday 3rd
 - Replace check valve on transfer pump #3. Friday 13th
- Solar field cleaned. Monday 16th
- Replace meters
 - 21179 Badger st. Wednesday 25th
 - 21186 Tulare st. Wednesday 25th
- Arsenic Lab results
 - Effluent – 1.2 ug/L
 - Influent - 8.7 ug/L
 - North W. - 15.9 ug/L
 - East W. - 9.1 ug/L