

## Lost Hills Utility District

### Minutes

January 10, 2024

- I. The Meeting was called to order by Board President Carlos Garcia Jr., at 5:00PM. Board Directors in attendance were Daisy Garcia, Pioquinto Garza, and Rosario Villasana. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, and Ana Chavez.
- II. Approval of Minutes **December 7, 2023.**  
Motion: Pioquinto Garza made a motion to Approve Minutes as Submitted. Daisy Garcia seconds the motion. All Board Members present in favor, Motion carried.
- III. District's Financial Report- **November 2023.**  
Sewer Month Loss: (\$3,207.72)      Year Profit: \$12,624.82  
Water Month Loss: (\$20,094.52)      Year Profit: \$23,301.03
- IV. Public Time for Non-Agenda Items  
Phillip Esnoz – expressed his concerns of the 1 year term to construct stated on the will serve letter. Tom Schroeter- if the construction or permit process has been delayed, come request an extension with the Board.  
Ana Arredondo – expressed concerns of not having a Spanish translator at the monthly meetings.  
Rosario Villasana – we hope to have Marisol back soon to start doing the translations again.  
Jesus- same concerns of translation / maybe budget a translator from out of town
- V. New Business
  1. Report on responses to District's letters to prospective customers for water service  
Ana Chavez – the following accounts did not reply to keep their accounts active; accounts number 2073, 2045,2043,2037,2049,1060,2079,2057 & 1111.
  2. Cannon Engineers recommendations:
    - (a) Well No. 3 – Payment Request by Bakersfield Well and Pump (120,618.23); Payment Request No. 6 - Phase 1 and Payment Request No. 6 - Phase 2  
Amando Garza – the well has been installed and the contractor is now waiting on VFD.  
Motion: Rosario made a motion to approve Pay Request No.6 for Phase 1 for \$53,911.94 and Phase 2 for \$142,958.52. Daisy Garcia seconds the motion. All Board Members in favor, Motion carried.
    - (b) Water Main Replacement (Kern County General Grant) Project (120,618.30)  
Proposal of bidding services for Cannon is \$234,195.00  
Amando Garza – presented Cannon's proposal, this will need to be covered by the District if the Construction funds are fully spend by the construction. Motion: Rosario Villasana made motion to approve Cannon's proposal. Pioquinto Garza seconds the motion. All Board Directors present in favor, motion carried.
    - (c) CDBG Water Treatment Plant Booster Pump/Reclaim Tank (120,618.28)  
Motion: Rosario Villasana made a motion to Approve K.C. Funding Agreement and Authorize President to sign subject to Tom's approval. Daisy Garcia seconds the motion. All Board Directors present in favor, motion carried.
  3. Completed Agreement for Public Purpose Grant from Supervisor Couch for replacement of existing two inch mains with new four inch water pipelines  
Ana Chavez – copy of the fully executed agreement has been received.
  4. Request by Balbir Singh for revised will serve letter  
Tom Schroeter – is recommending granting a 5 year extension subject to payment of the yearly construction cost index fees increase for the 5 years. Motion: Rosario Villasana made a motion to

Approve revised will serve letter granting a 5 year will serve letter subject to payment of yearly connection fee increases. Pioquinto Garza second the motion. All Board Directors present in favor, Motion carried.

5. Request by Wonderful Company for reissuance of February 2, 2022 will serve letter for Tract 7368

Tom Schroeter - Wonderful has requested reissuance of will serve letter for airport property, on this letter the District is requiring the customer to bring its own water.

Motion: Daisy Garcia made a motion to Approve reissuance of Will Serve Letter. Pioquinto Garza seconds the motion. All Board Members present in favor, Motion carried.

6. Report on grant to pay CalTrans loan

Ana Chavez – an email was received recently requesting additional information, it appears the funding agency is still doing the financial review. I will keep sending emails and asking for updates.

7. Report on State Law and State Water Board Regulations directing potable reuse of wastewater

Motion: Rosario Villasana made a motion to Authorize Staff to look into possible funding opportunities. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

8. Report on Cross Connection Agreement with David Wasserman

Agreement has now been signed and executed by both parties and is effective for 1 year.

9. Report on purchase of supplemental water

The West Side Water Authority has advised that the water has now been purchased and will be banked in the Authority's Pioneer Water Bank.

10. District Manager Agenda

(a) Report on Posting of Director Vacancy

Notice of Vacancy for Ballesteros was posted December 8, 2024.

(b) Consideration to Fill Director Vacancy

Received three letters of interest; Jessica Salgado, Rosalina Ballesteros and Ana Martinez Board appointed a committee to conduct interviews and make a recommendation for the next board meeting. Committee: Rosario Villasana and Daisy Garcia.

(c) Consideration to Waive Late Fee for Account 2065

Late Fee of \$48.80

Motion: Rosario Villasana made a Motion to Approve a one-time fee waiver of \$48.80. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.

(d) Consideration to Authorize Board President to Sign Sale of Tax - Defaulted Property Statement

Motion: Rosario Villasana made a motion to Authorize President to sign sale of tax. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(e) Consideration to Authorize District Manager to Add and Delete Authorized Signers on District's Bank Accounts

Motion: Rosario Villasana made a Motion to Authorize District Manager Ana Chavez to update District's US Bank Accounts and Kern County Fund Accounts, to remove Vidal Ballesteros and add new signer Carlos Garcia Jr. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.

(f) Consideration to Authorize District Manager to Bill out Berrenda Mesa Repairs & Maintenance Recovery Billing for 2023

No action taken, total expense report is in progress.

(g) Consideration to Authorize District Staff to attend Free Water Trainings by RCAC

Motion: Rosario Villasana made a motion to Authorize Ana Chavez to attend training and to pay mileage to cover gas expenses. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

11. Facilities Manager Agenda

(a) Consideration to set up an account with Emcor services - Mesa Energy System, Inc.

Motion: Rosario Villasana made a Motion to Approve setting up an account with Emcor Services. Pioquinto Garza seconds the motion. All Board Directors present in favor, motion carried.

(b) Consideration to pot-hole BMPS 12 inch Main

Motion: Pioquinto Garza made a Motion to Authorize Alex & Wilber to do the pot-hole for a total cost of \$800.00. Rosario Villasana seconds the motion. All Board Members present in favor, Motion carried.

(c) Report on state water restrictions

Alejandro Ruiz – gave a report on current restrictions that limit the use of water on landscaping.

12. Closed Session: Board went into closed session at 6:10PM .

(a) Approve Closed Session Minutes for December 7, 2023

Motion: Rosario Villasana made a motion to Approve closed session minutes. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(b) Conference with Labor Negotiators

Agency designated representative: President, Board of Directors

Unrepresented employee: District manager

Board came out of closed session at 6:46PM

During open session and after discussion the Board announced the following action.

Motion: Rosario Villasana made a Motion to Approve an increase in salaries of all employees by the Consumer Price Index of 3.2% and there was also consensus that similar increases will be given at the beginning of each calendar year. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

13. Date and location of February, 2024 meeting

February 1, 2024.

14. Staff Reports

None

15. Customer Request &/ Complaints

None

16. Delinquency Report

Accounts Number

1020,1091,1093,1128,1135,1137,1146,1152,1152,1200,1214,1276,1281,1304,1308,1343,1343, 1361 & 1371.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater – everything is running fine.

Alejandro Ruiz-Water

Reported incident on Mc Combs Rd., a car hit district's water marking poles and caused a leak in the system, the CHP came out and a report was filed. In Town – So Cal Gas hit an unmarked water line and since the lines was not marked it the District's responsibility to cover the repair, they repair has already been done and we are only waiting on the invoice.

VII. Board Members Report

None

VIII. Engineer Report - Amando Garza

None

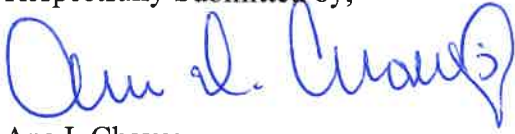
IX. Next Board Meeting- February 1, 2024.

X. Approval of Accounts Payable – December 2023.

Motion: Rosario Villasana made a Motion to Approve Accounts Payable. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

XI. Meeting Adjourned at 6:48PM.

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "Ana I. Chavez". The signature is fluid and cursive, with a large initial "A" and a stylized "C" at the end.

Ana I. Chavez  
District Manager  
Lost Hills Utility District