

# Lost Hills Utility District

## Minutes

April 2, 2026

- I. The meeting was called to order by Board Vice President Rosario Velazquez. Board Directors in attendance were Rigoberto Salto and Pioquinto Garza. Also in attendance were Tom Schroeter, Amando Garza, Ana Chavez and Yuliana Velazquez.
- II. Approval of Minutes **March 5, 2026**  
Motion: Pioquinto Garza made a Motion to Approve Minutes as submitted. Rigoberto Salto seconds the motion. All Board Directors present, Motion carried.
- III. District's Financial Report- **February 2026**  
Sewer Month Profit: \$11,014.95      Year Profit: \$26,705.12  
Water Month Profit: (\$84,698.35)      Year Profit: \$131,801.44
- IV. Public Time for Non-Agenda Items  
None
- V. New Business
  1. Reports from Cannon Engineers
    - (a) Retention Pay Request for WTP Booster pump project by WM Lyles. We are seeking Board approval  
Motion: Pioquinto Garza made a motion to Approve Pay Request No.4 in the amount of \$8,151.00 and the retention amount for \$19,291.32. Rigoberto Salto seconds the motion. All Board Directors present in favor, Motion carried.
    2. Update on Approval of Agreement with Westside Ag for Purchase of SWP Water  
Update only, no action taken.
    3. Consideration of study to determine need and amount of sewer rate increase  
Ana- we are still waiting to hear back from the state regarding if the District will be getting grant funds to pay for the Caltrans loan. This is a very important component to the sewer rate study to determine the amount of the sewer rate increase.
    4. Report on transfer of ownership of district office trailers  
Tom Schroeter - Certificates of Title have now been received, all office trailers are now under the District's name.
    5. Report on sewer and water connection fees for ADUs  
Discussion only, no action taken.
    6. District Manager Agenda
      - (a) Consider Request for Water Services from Blackwell Land Co.  
Leon was present, he expressed his interest in receiving a will serve letter from the District and also wanted to ask how was the process of transferring water rights to the District to serve his project. Tom will find out with Semitropic WSD if they would accept this type of transfers.
      - (b) Consider Request from Acct 1390 to waive late fee  
Motion: Rosario Velazquez made a motion to approve a onetime late fee waiver of \$7.82. Rigoberto Salto seconds the motion. All Board Directors present in favor, Motion carried.
      - (c) Consider Purchase of Magic Jack device for Water Plant  
Motion: Pioquinto Garza made a motion to approve purchase of Magic Jack. Rigoberto Salto seconds the motion. All Board Directors present in favor, motion carried.
      - (d) Report of Budget Committee Meeting  
Ana – this was a review of the current budget, some areas we will be exceeding the set budget for example, maintenance and repairs but other than that from July – February everything look in good standing.
      - (e) Report on Sewer Relocations CalTrans Grant Application

No new updates, their legal team has not review the documents we submitted.

(f) Consideration to Replace 2 Desktop Computers

Ana – we have two desktop computers that are now outdated and no longer supported by Microsoft updates. I will work with Alex and putting a cost together to replace both computers.

(g) Report on Golden Hills IT Services meeting

Discussion of cost of services only, no action taken.

(h) Report on Quote to Update Employee Handbook

ADP provided a quote to update employee handbook and provide basic HR Services for \$73.12 per payroll which would equal to 146.24/month. Discussion only, no action taken.

7. Facilities Manager Agenda

None

8. Date and Location of May 2026 Meeting

May 7, 2026.

9. Staff Reports

Report provided to Board.

10. Customer Request &/ Complaints

Account#2036 – Customer complaint for staff leaving shut off notice at their business.

Account#1146 – Customer complaints for past due charges, two tenants that split the cost of services and are recurring delinquent account, constantly complaint for past due balances and not understanding when last payment was made. Staff recommended only one tenant be in charge of the account to prevent further confusion.

11. Delinquency Report

Account No. 1017,1031,1051,1063,1093,1106,1128,1146,1149,1200,1214,1216,1218,1272,1279,1280, 1281,1313,1317,1325,1349,1350,1356,1368,1383,1393,1406,2029,2031,2034,2037,2071, 2081, 2082, & 2084.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

Report provided to Board.

Alejandro Ruiz-Water

Report provided to Board.

VII. Board Members Report

None

VIII. Engineer Report - Amando Garza

None

IX. Next Board Meeting- **May 7, 2026.**

X. Approval of Accounts Payable – **March 2026.**

Motion: Rigoberto Salto made a motion to approve March 2026 Accounts Payable. Rosario Velazquez seconds the motion. All Board Directors present in favor, motion carried.

XI. Meeting adjourned at 5:38PM.

Respectfully Submitted by,



Ana I. Chavez  
District Manager