

## Lost Hills Utility District

### Minutes

February 1, 2024

- I. The Meeting was called to order by Board President Carlos Garcia Jr. at 5:00PM. Board Directors in attendance were Rosario Villasana, Daisy Garcia and Pioquinto Garza. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez and Ana Chavez.
- II. Approval of Minutes **January 10, 2024.**  
Motion: Rosario Villasana made a Motion to Approve Minutes as submitted. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.
- III. District's Financial Report- **December 2023.**  
Sewer Month Profit: \$17,630.93      Year Profit: \$30,281.27  
Water Month Profit: \$108,029.22      Year Profit: \$131,432.36
- IV. Public Time for Non-Agenda Items  
None
- V. New Business
  1. Presentation by Supervisor Couch of first installment of funding under agreement for public purpose grant for replacement of existing 2 inch mains with new 4 inch water pipelines including interconnections and reconnection of existing water meters  
Supervisor David Couch presented a check of \$650K, which is half of the total grant for the water mains replacement project, which will allow the District to start working on the project. Brian/Meyer Civil Engineers is currently working on updating the plans & designs and estimates to complete the update by the end of this month.
  2. Cannon Engineers recommendations:
    - (a) Well No. 3 – Phase 2 Payment Request by Bakersfield Well and Pump (\$520,046.80);  
Motion: Rosario Villasana made a Motion to Approve Payment Request to Bakersfield Well and Pump in the amount of \$520,046.80 and the difference of Pay Request No.5 for \$17,208.47. Pioquinto Garza seconds the motion. All Board Directors present in favor. Motion carried.
    - (b) Pipeline relocation CalTrans widening – amendment to Cannon Agreement  
Motion: Rosario Villasana made a Motion to Approve amendment to Cannon Contract in the Amount of \$6,206.13. Carlos Garcia Jr. seconds the motion. All Board Directors present in favor, Motion carried.
    - (c) Sewer relocation CalTrans widening –  
Motion: Daisy Garcia made a Motion to Approve Cannon Payment Request for \$958.50. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.
    - (d) Water Treatment Plant Booster Station/Reclaim Water PS (CDBG)  
No action taken.
  3. Request by Balbir Singh for revised will serve letter  
Motion: Rosario Villasana made a Motion to Reapprove Balbir Singh's will serve letter to give him five years instead of one year to complete his hotel project provided he pays each year's increase in connection fees. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.
  4. Consideration of increase in connection fees and sewer rates pursuant to the construction cost index  
Motion: Rosario Villasana made a Motion to Adopt Resolution No.1-2024 to increase all connection fees, sewer rates, construction water rates and construction meter rental fee. Pioquinto Garza seconds

the motion. All Board Directors present in favor, Motion carried.

5. Report on grant to pay CalTrans loan

Report only, no action taken.

6. Report on responses to Districts letters to perspective customers for water service

Accounts No.1060 & 2073 have reached out and requested to keep their account, their request is listed under agenda item no.8c.

7. Report on State Water Board Regulations directing potable reuse of waste water

No action taken, report only

8. District Manager Agenda

(a) Report from Committee on Interview process for Open Vacancy

Rosario reported on the interview and made a recommendation to elect Ana Martinez for the open vacancy.

(b) Consideration to Fill Director Vacancy

Motion: Rosario Villasana made a Motion to Appoint Ana Martinez as the new director. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(c) Request from Account No.1060 & 2073 to Continue Water Service

Motion: Pioquinto Garza made a motion to authorize both accounts to continue their services subject to customer bringing account up to date. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(d) Consideration to Approve CUSI sales agreement & upgrade of office computers to Windows 10 Pro

Ana Chavez - Customer's online payment website will no longer function unless we obtain an SSL Management license which is \$240.00 every 2 years, we will also need to upgrade our computers to Windows 10

Motion: Rosario Villasana made a motion to Authorize President to sign CUSI Agreement and upgrade computers to Windows 10. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.

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

The total cost per meter for commercial account will be \$2,970.64 and \$556.99 for the only residential account. Motion: Rosario Villasana made a Motion to Authorize District Manager to add recovery billing to the BM customers account. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(f) Report on Nominations for the Special District Representative on Kern LAFCo Informational, if anyone is interested in signing up to become a board member for Lafco

No action taken.

(g) Consideration to approve Account Edge Pro monthly subscription

Software update, now requires to paid a monthly subscription of \$30/month.

Motion: Daisy Garcia made a motion to Approve Account Edge Prop subscription. Rosario Villasana seconds the motion. All Board Directors present in favor, Motion carried.

(h) Annual Report to SemiTropic Water Storage District

Report was email to Semitropic January 31, 2024.

(i) Consider Request from Vidal Ballesteros to pay connection fees on Installments

Motion: Pioquinto Garza made a Motion to Approve Request from Vidal Ballesteros to pay the total connection fees due of \$65,025.70 plus interest on installments of 24 months. Rosario Villasana seconds the Motion. All Board Directors present in favor, Motion carried.

(j) Request from California Rural Water Association for Letter of Support

Motion: Rosario Villasana made a Motion to Authorize District Manager to write letter of support. Carlos Garcia Jr., seconds the motion. All Board Directors present in favor, Motion carried.

(k) Consideration to Authorize District Manager & Facilities Manger to attend the 2024 Kern County Water Summit

Motion: Rosario Villasana made a Motion to Authorize District Manager & Facilities Manager to attend the Water Summit. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

#### 9. Facilities Manager Agenda

(a) Consideration to Approve on opening an account with Techno Flow

Motion: Pioquinto Garza made a Motion to Authorize Staff to open an account with Techno Flow. Rosario Villasana seconds the motion. All Board Directors present in favor, Motion carried.

(b) Consideration to Approve Replacement and Relocation of Meters on Production Wells

Motion: Rosario Villasana made a Motion to Approve Replacement, Relocation of Meters and Meter Calibrations for all water treatment plant meter. Carlos Garcia Jr. seconds the motion. All Board Directors present in favor, Motion carried.

(c) Consideration to replace section side manifold piping on Berrenda Mesa/Brown Material Pumping Station

Motion: Pioquinto Garza made a Motion to Approve a \$20,000.00 Budget for the Repair & Replacement. Daisy Garcia seconds the Motion. All Board Directors present in favor, Motion carried.

10. Closed Session: In to close session at 6:05PM and out of closed session at 6:06PM.

(a) Approve Closed Session Minutes for January 10, 2024

Motion: Rosario Villasana made a Motion to Approve Closed Session Minutes. Daisy Garcia seconds the Motion. All Board Directors present in favor, Motion carried.

11. Date and location of March 2024 meeting

March 7, 2024.

12. Staff Reports

None

13. Customer Request &/ Complaints

Lost Hills Travel Center- reported colored water on two days, Facilities Manager Alex Ruiz reported a repair had been done the day prior to the report and some fire hydrants had been flushed to prevent any colored water issues but that side of the area was not flushed. Customer reported colored water only lasted for about 30 minutes on the first water for two days.

14. Delinquency Report

Accounts

No.1025,1093,1118,1135,1146,1152,1226,1260,1269,1271,1275,1278,1280,1304,1308,1330,1343,1350,1365,1394,& 1419.

VI. Maintenance & Operations Report

Alejandro Ruiz/Wastewater-Everything is running good.

Alejandro Ruiz/Water- Reported a hit and run incident on Mc Combs Rd. & Mc Coy on the main 12" line – 2 blow off damage, temporary repair was done. Contractor working with the Gas Company hit one of our water lines which was unmarked, our maps did not show this line where it was hit. The contractor went ahead and did the repair but will be sending the invoice to the District.

VII. Board Members Report – None

VIII. Engineer Report - Amando Garza

Erin / Mayer Engineering – updating maps, the recent upgrades to curves and cutters will be on the way on some areas, are now working on surveying the areas. Design is in progress and should be done in the next or so.

IX. Next Board Meeting- **March 7, 2024.**

X. Approval of Accounts Payable – **January 2024.**

Motion: Rosario Villasana made a Motion to Approve January 2024 Accounts Payable. Daisy Garcia seconds the motion. All Board Directors in favor, Motion carried.

XI. Meeting adjourned at 6:06PM.

Respectfully Submitted by,



Ana I. Chavez  
District Manager