

Lost Hills Utility District

Minutes

March 7, 2024

- I. The Meeting was called to order by Board President Carlos Garcia Jr. at 5:00PM. Board Directors in attendance were Rosario Villasana, Ana Martinez, Daisy Garcia and Pioquinto Garza. Also in attendance were Thomas Schroeter, Amando Garza, Alejandro Ruiz, Yuliana Velazquez and Ana Chavez.
- II. Approval of Minutes **February 1, 2024.**
Motion: Rosario Villasana made a motion o Approve Minutes as Submitted. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.
- III. District's Financial Report- **January 2024.**
Sewer Month Profit: \$6,326.05 Year Month Profit: \$27,634.29
Water Month Profit: \$7,138.92 Year Month Profit: \$147,921.70
- IV. Public Time for Non-Agenda Items
None
- V. New Business
 1. Report on State Water Project status
Report only, no action taken.
 2. Cannon Engineers recommendations:
 - (a) Water Treatment Plant Booster Station/Reclaim Water PS (CDBG)
Report only, no action taken.
 - (b) Consideration of Cannon Engineering Services Agreement for revising Specifications, Bidding Assistance and Construction Administration
Report only no action taken.
 3. Report on grant to pay CalTrans loan
Ana Chavez – Funding agency is still working on the financial review, I have submitted all the documents needed and waiting for a response or guidance on the next steps.
 4. Report on responses to District's letters to prospective customers for water service
Customer of address 21315 Badger St.- reached out regarding her letter to pay the difference in connection fees. She came in and said she didn't agree with having to pay because the connection fee had been paid in full. I asked if she wanted to pay on installments or her name be added to the agenda to talk to the Board but she wasn't sure what she wanted to do, and would let me know if she wanted to be on the agenda and I haven't heard back from her.
 5. Report on State Water Board Regulations directing potable reuse of waste water
No action taken.
 6. Report on Formation of the Lost Hills Community Services District
Tom Schroeter- Item is back on the agenda, Lafco will be sending it back to public hearings.
 7. Report on Board of Directors compensation
No action taken.
 8. District Manager Agenda
 - (a) Consideration to authorize Lucille Holt to submit construction application for the WWTP Expansion and approval authorizing resolution or ordinance to authorize District Manager, Ana Chavez as the authorized representative

Motion: Rosario Villasana made a Motion to Authorize Lucille Holt to submit construction application for the WWTP Expansion and Approve Authorizing Resolution to Appoint Ana Chavez as the Authorized Representative. Daisy Garcia seconds the motion. All Board Directors present in favor, Motion carried.

(b) Consideration to submit insurance claim

Alex obtained a quote from Sierra Construction to do the repair on the damages which came out to \$14,500.00. Ana Chavez also obtained a copy of the police report filed by Alex Ruiz to submit it with the claim.

Motion: Rosario Villasana made a Motion to Authorize Ana Chavez to submit claim with the District's insurance. Daisy Garcia seconds the motion. All Board Directors Present in favor, Motion carried.

(c) Consider request from customers to pay on installments

Customer's Requesting: Fermin Diaz, Maricela Patiño, Jose Murillo and Maria Ramirez .

Motion: Rosario Villasana made a Motion to Authorize Customers to Pay Connection Fees on Installments of 12, 18 or 24 months with a 5% interest. Carlos Garcia seconds the motion. All Board Directors Present in favor, Motion carried.

(d) Consider request from Rosario Reyes

No action taken, Ana to look into what she paid back in 2016 and if needed change to multi-family dwelling instead of single family connection. Analyze what the new difference would be and report at the next meeting.

(e) Consideration to approve Work Logic's proposal

Move this item to next month.

(f) Consider 2024-25 District's liability insurance policy

Motion: Rosario Villasana made a Motion to Authorize District's Insurance Policies Renewal. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

(g) Consider approval of District Manager's son performing community service at the District office to satisfy a high school graduation requirement

Motion: Rosario Villasana made a Motion to Authorize Alexander Chavez to perform community service subject to Ana Chavez signing a Release of Liability. Pioquinto Garza seconds the motion. All Board Directors present in favor, Motion carried.

(h) Consider Changing Trash Services with Westside Waste Management

Motion: Rosario Villasana made a Motion to change existing services to a 2 yard container plus gate access fee. Carlos Garcia Jr. seconds the motion. All Board Directors present in favor, Motion carried.

9. Facilities Manager Agenda

(a) Consideration to approve staff to attend California Rural Water Association Expo

Motion: Pioquinto Garza authorized Alejandro Ruiz to attend the Conference, he can drive the work truck to the location, and the District will cover conference registration fees, stay and meals. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

(b) Consideration to approve staff to attend Rural Community Assistance Corporation - CalTAP Fair

Motion: Rosario Villasana made a motion to Authorize Alejandro Ruiz and Wilber Gutierrez to attend CalTAP Fair. Ana Martinez seconds the motion. All Board Directors present in favor, Motion carried.

(c) Consideration to acquire EP Safety services and train staff in First Aid, CPR, and AED
No action taken, Board Director Rosario Villasana shared the LH Park will be offering a free CPR class April 6th.

(d) Report on Wonderful ending Internet access and IT services to the District

Alejandro Ruiz – reported Wonderful will discontinue internet services and will stop IT services on May 1, 2024. They had provided this free service during the moving transition from the old office location to our new location on Woodward to allow the SCADA installation to happen during the moving process.

10. Closed Session:

Conference with Real Property Negotiators

Property: .54 acres on West side of Giddings Road between Badger and Inyo, Lost Hills

Agency Negotiator: District Manager

Negotiating Parties: Sharcine Development Company

Into close session at 6:07PM and out of closed session at 6:10PM.

No reportable action taken during closed session.

11. Date and location of April 2024 meeting

April 4, 2024 at District's office.

12. Staff Reports

Account #6014 has requested to pay BM recovery billing on installments of 1 year.

Motion: Rosario Villasana made a Motion to Approve Request. Ana Martinez seconds the motion. All Board Members present in favor, Motion carried.

13. Customer Request &/ Complaints

Account#2054-Odor complaint – Facilities Manager investigated the report and found the odor to be coming on hot water only from one of the water heaters that had not received any regular maintenance.

Account#1290 - Odor complaints – Facilities Manager investigated the report, customer reports odor of dirt, pipe or metallic smell. Customer is on a dead end line, staff did a flush of the line which helped for about a week and will keep doing follow ups.

14. Delinquency Report

Accounts No. 1008,1067,1073,1135,1148,1200,1212,1223,1225,1262,1267,1269,1272, 1279,1304,1330,1343,1375 & 1391.

VI. Maintenance & Operations Report

Alejandro Ruiz-Wastewater

Report presented to the Board.

Alejandro Ruiz-Water

Report presented to the Board.

VII. Board Members Report - None

VIII. Engineer Report - Amando Garza

Everything covered under regular agenda items.

IX. Next Board Meeting- **April 4, 2024.**

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

Add Marisol Jimenez for translation services.

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

XI. Meeting adjourned at 6:34PM.

Respectfully Submitted by,



Ana I. Chavez
District Manager