

LAMONT PUBLIC UTILITY DISTRICT REGULAR MEETING MINUTES

Tuesday, December 19, 2017 6:00 P.M.

Meeting Location:
District Office
8624 Segreue Road
Lamont CA, 93241

1. Call to Order/Roll Call

- a. Board President Cruz called to order the regular board meeting at 6:00 pm on Tuesday, December 19, 2017 at the office of the Lamont Public Utility District. All Board Members were present. Staff present included General Manager/District Secretary Scott Taylor, Finance Officer Wendy Swope and District Counsel Karl Berger.

2. Pledge of Allegiance – Led by President Cruz.

3. Board Member Announcements –

- a. Director Sanchez thanked staff, on behalf of the entire Board, for coordinating the LPUD employee appreciation event indicating it was a pleasant and enjoyable event.

4. Public Comment

- a. None.

5. Staff Announcements – Information Only

- a. None.

6. Consent Agenda

- a. Director Prado motioned for approval for the consent agenda as presented. Seconded by Director Sanchez. Motion passed 5-0. Consent agenda approved.

7. Regular Agenda

- a. Action to Authorize Solicitation of Bids for TCP Treatment Construction at Well #17.
 - i. Information was provided to the Board relative to the progress of the treatment system for well #17 indicating the next step in the process is obtaining bids for the construction of the treatment system.
 - ii. President Cruz commented on the adjacent fence line at the site.
 - iii. Director Sanchez commented on the design of the system in comparison to our existing TCP system at well #18.

- iv. Director Sanchez made a motion to authorize solicitation of bids for TCP treatment. Seconded by Gonzalez. Motion passes 5-0.

b. Action to Adopt Water and Sewer Master Plans.

- i. Staff provided information regarding the water and sewer master plan for future capital improvements and related functions.
- ii. President Cruz commented on the time frame of the master plans of 13 years.
- iii. Board stated it desired more time to review the information within the master plans. Staff was directed to bring the item back to a future board meeting.
- iv. Director Sanchez made a motion to table the master plans and bring them to a future board meeting. Seconded by Gonzalez. Motion passes 5-0.

c. Consideration and Review of proposed Rate Study.

- i. General Manager provided documents and the draft rate study to the Board. Additional information was provided to the Board regarding specific criteria and data relative to the study.
- ii. District Engineer provided a presentation demonstrating the methodology and the need for a rate increase.
- iii. Director Sanchez requested a table showing the projected increase of revenue in percentage and dollar figures obtained from the proposed rates.
- iv. Board members commented on data provided and the rate study will be brought back at a future meeting for review and a public hearing.

d. Action to Establish New Desired Criteria for Hydrant Meter Rental.

- i. General Manager provided information regarding criteria for hydrant meter rentals by other districts.
- ii. Director Prado requested additional language be added to LPUD's rental agreement.
- iii. Director Sanchez commented the form is sufficient in its current form.

- iv. Director Prado made a motion to draft additional language in the rental form. Seconded by President Cruz. Prado, Hernandez, Cruz – Yes. Sanchez, Gonzalez – No. Motion to draft new language passes 3-2.
- e. Action to Provide Direction to Staff Relative to Implementation of 10% Interest on Unpaid Connection Fees.
- i. Director Prado requested implementation of a 10 interest penalty on unpaid connection fees and costs.
 - ii. General Manager provided information indicating that currently LPUD Will Serve Letter requires payment of all fees and costs prior to connection to District services.
 - iii. Board members discussed the need or lack thereof for implementing a 10% interest charge on unpaid fees related to connection to district services.
 - iv. Director Prado made a motion to bring the 10% interest charge matter back to a future meeting. Motion seconded by Hernandez. Pres. Cruz, Hernandez, Prado – Yes. Sanchez, Gonzalez – No. Motion passes 3-2.
- f. Action to Authorize General Manager to Release RFQ for Design/Build of Administration Building.
- i. General Manager provided information regarding the release of an RFQ for Design/Build of the administration building.
 - ii. Information provided indicating this is the first step to acquiring a new building.
 - iii. Director Sanchez made a motion to release the RFQ for the new administration building. Motion seconded by Gonzalez. Motion passes 5-0.
- g. Action to Adopt Informal Bidding Regulations for Public Works Contracts.
- i. General Manager provided information relative to allowing District to utilize an informal process for entering into on-going contracts with various vendors for repeated products and services such as TCP carbon replacement.
 - ii. This process expedites the process for obtaining services from vendors.
 - iii. President Cruz commented on whether this circumvents Board approval. Information provided explained it does not circumvent Board approval, it provides an accelerated procedure for contracts under \$175,000.

iv. Director Sanchez made a motion to approve informal bid process. Motion seconded by Gonzalez. Motion passes 5-0.

h. Action to Authorize General Manager to Retain Professional Services.

- i. General Manager provided information supporting the authorization for the General Manager to execute professional services agreements up to \$25,000 without Board approval. This authority expedites processes and services for the District that are straight forward and in the best interest of the District.
- ii. Any contracts executed by the General Manager would be placed on the next board meeting consent calendar keeping the Board informed in an open and transparent manner.
- iii. Director Gonzalez made a motion to authorizing General Manager to execute contracts up to \$25,000. Motion seconded by Sanchez. Pres. Cruz, Sanchez, Gonzalez – Yes. Prado, Hernandez – No. Motion passes 3-2.

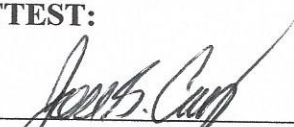
i. Action to Authorize General Manager to Enter into Agreement for Replacement of Carbon at Well #18.

- i. General Manager provided information stating the need to replace carbon for TCP treatment. Request was made to go out to bid and enter into agreement for replacement.
- ii. Director Sanchez made a motion to approve bid process and entering into agreement for carbon replacement. Motion seconded by Gonzalez. Motion passes 5-0.

Adjournment

A motion was made by Director Sanchez and seconded by Director Gonzalez to adjourn the Regular Meeting of the Board of Directors of the Lamont Public Utility District, held on Tuesday, December 19, 2017 at 7:38 pm. Approved. 5-0.

ATTEST:

X 

Jose G. Cruz, President of the Board

X 

Scott Taylor, Secretary/General Manager