

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Meeting
MINUTES FOR THURSDAY, MARCH 23, 2017
Schoenberg/Gipson 4/0/1 - Director Garcia abstain
Minutes Approved on April 13, 2017

1. Call to Order: 6:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Gipson, Kelling and Schoenberg - Director Garcia absent.
Director Neyman present as the chairperson.
Also present: Jonnie Allison, Tiffany Matte, and Linda Sheldon.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #6 until the next meeting.
Gipson/Kelling 4/0/0, Motion Passed - Director Garcia absent.

Motion: Move that we move #7 to after #12.
Gipson/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.

3. Public Comments - None. Present: Diane Smallwood, Pam Jarecki, Dee Jaspur, Carlos Bravo, William Feliz, Lucy and Austin Mielke.

4. Manager's Report.

The repairs were completed to the pipe running across the creek. Samples of the water were taken, which came back clean. As soon as approval is given from Jesse Dhaliwal, the Boil Water Notice can be canceled. General Manager (GM) Jonnie Allison recommended that the weak spots in the pipe be replaced also. He will work on putting together a plan for the work and pricing. During that repair William Wheeler got a piece of metal in his eye. GM Allison took him to an ophthalmologist, who then removed the metal fragment. He will be off work for one week.

The security cameras all stopped working at the same time. GM Allison discovered it was the power supplies that went bad. The first replacement was ordered and installed, allowing most of the cameras to work again. The final power supply will be ordered so the remaining cameras can be fixed.

Having learned about the importance of employee appreciation at his leadership essentials classes, GM Allison wanted to incorporate this practice in the District. He passed out a copy of the first Employee Appreciation Certificate, issued to Tiffany Matte, for being an exemplary employee who excels at every task.

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a. Admin Assistant's Report.

Work is continuing to be done to get the online bill payment option ready. Tiffany Matte is expecting the soft launch to begin next week.

The Board was also reminded that 700 forms are due on April 1st. Non-Filer notices will be sent if the forms are not returned by the due date.

5. Accounts Payable and Financial Information.

Linda Sheldon reported that in the payables there were a few extra invoices, mainly because of the extra repairs being made to the pipes. There was an extra check cut for petty cash that needed to be voided.

The April 15th deadline is coming soon, so the transfer will need to be made to the USDA loan payment account for the interest payment on the loans.

\$514.82 was transferred from the USDA Account into the General Fund for monies left over from the USDA construction project.

Motion: Move that we pay our bills.

Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

6. Review and Approve Meeting Transcript for 12/8/2016 - Tabled.

7. Discussion/Vote on Resolution FP-20170323-01 - Consolidating to the General Election - Moved per adjustment of the Agenda.

8. Discussion/Vote on Tie-Ins to Waterline for "Wet" Lots in Lake of the Woods.

GM Allison spoke with FPPUD attorney Ernest Conant about this matter. He clarified that, in his opinion, a simple tie-in for a "wet" lot, to the main waterline, would not constitute a new connection. He also felt that the District couldn't dictate to Lake of the Woods what they could, or couldn't do to their waterline, unless it affected the MSR.

In a draft of the agreement with Lake of the Woods, it was decided through the advice of Dee Jaspar, should the moratorium on new connections in Lake of the Woods be lifted by the State Water Resources Control Board, they could install up to 20 new service connections without it affecting the MSR.

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9. Discussion/Vote on Amended Self-Help Enterprises' Contract.

The Contract was voted on and amended at the previous Pre-Planning Meeting. A supplemental claim is being held for a future vote.

10. Update/Discussion on Regional Project FFAST Planning Application.

The application is still under review. If everything goes well, It should be approved no later than September 2017.

11. Discussion/Review of Claims and Payouts.

The contract with Tom Dodson, approved by the Board, was for \$2,000. When the State received invoices under Claims #13 and #14, they removed \$400 from Claim #13, and \$1,100 from Claim #14, stating the cost allowed for work on a Notice of Exemption (NOE) is only \$500. Self-Help Enterprises is working with Lawrence Sanchez, explaining that Mr. Dodson's work was not only on the NOE, but also for work as a consultant on the project. Carlos Bravo will be working on a supplemental claim for the amounts disallowed by the State.

12. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3 and Task 4 Activities:

a. Draft MSR (Municipal Service Review) from Stanley Hoffman.

The most recent draft of the MSR was dated March 3, 2017. Changes were sent to Stanley Hoffman to be included in this most recent draft. The Board reviewed the changes and found additional information that needed to be changed. Dee Jaspar suggested a meeting for all parties involved to review the document. The meeting was tentatively scheduled for April 4th at 10:00am.

b. Annexation Map/District Boundaries.

Dee Jaspar reported that he expects to have a signed copy from the County by the middle of next week.

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c. Annexation Initiation Resolution.

This document is waiting for the final exhibits.

d. LAFCo Application Packet.

Carlos Bravo created a 2nd draft with an update to the figures used to calculate population increase. This draft was emailed to parties involved for any further comments or corrections.

Motion: Move that we take a 10 minute break at 7:12pm.

Kelling/Gipson 4/0/0, Motion Passed - Director Garcia absent.

Return from break: 7:19pm.

e. Annexation Work Update.

No updates.

f. Discussion/Vote on Partial Payment Requests - Claim #15.

Claim #15 - \$2,089.96

- Young Wooldridge Invoice #31617, dated March 2, 2017, in the amount of \$608.00, for Task 3, legal services regarding annexation.
- Dee Jaspar & Assoc. Invoice #17-02015, dated February 28, 2017, in the amount of \$981.86, for professional services related to Task 3.
- FPPUD General Ledger for Directors Fees, for the meeting dated February 23, 2017, in the amount of \$500.00.

Motion: Move that we approve Claim #15.

Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

Claim #14

The amount requested was \$11,687.63. The amount approved was \$10,687.63. There was a reduction of \$1,100.00 for ineligible items.

- Tom Dodson & Assoc. Invoice #FP062 17-2, dated February 17, 2017.

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Claim #13

The amount requested was \$9,032.82. The amount approved was \$7,982.82.
There was a reduction of \$1,050.00 for an ineligible item, and a previous overpayment.

- A deduction of \$650.00 for overpayment to Young Wooldridge.
- A deduction of \$400.00 for Tom Dodson & Assoc. Invoice #FP062 17-1, Dated January 13, 2017.

7. Discussion/Vote on Resolution FP-20170323-01 - Consolidating to the General Election.

This Resolution was originally adopted as Resolution FP-20160623-03. The County asked the District to amend the Resolution to include verbiage that allows for reimbursement to Kern County for the costs to conduct the election. The original Resolution could not be amended due to changes in Directors, so a new Resolution was created.

Motion: Move that we adopt Resolution FP-20170323-01, in the matter of consolidating to the general election.

Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

13. Discussion/Vote on Future Agenda Items.

Regular Meeting April 13, 2017:

- Carry over approval of the Meeting Transcript for 12/08/2016.

Pre-Planning Meeting April 27, 2017:

- Carry over of the discussion/review of claims and payouts.

14. Adjournment.

Motion: Move that we adjourn.

Gipson/Kelling 4/0/0, Motion Passed - Director Garcia absent.

Meeting adjourned: 7:54pm.

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At every regular meeting, the legislative body shall provide the public with an opportunity to directly address the body on any item of interest to the public before or during the legislative body's consideration of the item that is within the subject matter jurisdiction of the legislative body. (Brown Act Code Sec 54954.3(a)).



Tiffany Matte, Clerk of the Board



Attest: Rebecca Gipson, Secretary

seal

