

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225
Regular Planning Meeting
MINUTES FOR THURSDAY, OCTOBER 26, 2017
6:00 P.M.
Schoenberg/Gipson 4/0/0 - Director Neyman absent
Minutes Approved on November 9, 2017

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, Kelling and Schoenberg.

Director Neyman present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move to table #4a until the next Regular Meeting in November.

Schoenberg/Gipson 5/0/0, Motion Passed.

3. Public Comments - None. Present: Dee Jaspar, Carlos Bravo, Pam Jarecki, a member of Lake of the Woods Board, and his wife.

4. Manager's Report.

General Manager (GM) Jonnie Allison updated the Board on the process of downsizing the water meter at Frazier Park School. Today he met with the contractor and Superintendent Wallace's secretary. The previous attempt at separating the fire hydrant from the domestic water was unsuccessful. The next step will be to have an engineer recommend the correct size meter and install a new service. This new meter would be for regular water use, and the original meter would only be used for fire suppression. It is expected the engineer will recommend a 3" or 4" meter, but the District does not currently have pricing for a new service installation of that size. An item will be added to the next Agenda for the Board to set the fee.

a. Continue Discussion/Vote on Repairs and/or Replacement of the Leak and Dump Trucks - Tabled per adjustment of the agenda.

b. Discussion/Vote on Mainline Extension on Lomita Trail.

An update was given on the mainline extension for Lomita Trl. Dee Jaspar will be going over the plans a final time, then the customer will be ready to obtain the bonds needed for the project.

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The crew started to explore replacing the mainline in front of the office as discussed in the October 12th meeting. The 8" pipe in the ground that they originally planned to tap into, turned out to be an abandoned line. Instead they will use a line inside the District's yard that is known to be in use and purchase the correct size saddle. Work will begin again next week.

c. Administrative Assistant's Report.

Tiffany Matte reported she attended the CSDA Board Secretary/Clerk Conference this week. The main topic at the conference was parliamentary procedure. There was a lot of good information that she looks forward to sharing with the Board. An item will be added to the Agenda for learning a piece of this information each month.

5. Accounts Payable and Financial Information.

Checks were cut for the regular occurring invoices. The annual dues for the Association of California Water Agencies came due in the amount of \$5,155.00. This is down \$260 from last year. The attorney sent invoices for services rendered in the last fiscal year. The checks were cut and copies were given to the auditors.

It was discovered last week that credit card fees collected from online payments were dropping off before payments were posting to the RVS billing system. Tiffany Matte is working with Transaction Warehouse and RVS to get those fees included on RVS' account audits and reports. The transactions that occurred in the 2017 fiscal year were given to the auditors.

Bookkeeper Linda Sheldon confirmed there are no checks for the Pipeline/System Reserve Account. Expenses applied to that account for payment to Ferguson were paid from the Operating/Revenue Account. A transfer will need to be made from the Pipeline to the Operating fund.

Motion: Move that we pay and transfer that money as paying off the check that was already cut, however, both amounts to come out of the pipeline. The total is \$12,537.12.

Schoenberg/Gipson 5/0/0, Motion Passed.

Motion: Move that we pay our bills.

Schoenberg/Kelling 5/0/0, Motion Passed.

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Discussion/Possible Vote on FP - LOW Area Annexation Project - Discussion began at 6:24pm.

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

There have been no updates from the State. Funding is expected to come in January 2018.

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

a. LAFCo Application Packet.

- **LOW Transfer Agreement/MOU.**

FPPUD attorney Ernest Conant has been in contact with the attorney from Lake of the Woods clarifying information and making changes to the draft document. An MOU will be needed for all entities included in the annexation.

b. Hydrogeology Study.

Dee Jaspar is still waiting on the results of the hard rock survey. It is expected to be completed by the end of the month and included as an appendix to this study and the water quality report.

c. Water Quality Report - Updated under item b.

d. Annexation Work Update.

There are still questions as to how the Lake of the Woods Mobile Village will be included in the annexation. There will be further discussion between the parties involved in order to come to a better understanding.

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e. Discussion/Review of Claims, Payouts, and Requests for Payment.

Self-Help Work Plan Tag #5406-A

- Dee Jaspar & Associates Invoice #17-09042, dated October 11, 2017, in the amount of \$189.00, for work related to the Water Meter Replacement Program.

Self-Help Work Plan Tag #5239-B

- Dee Jaspar & Associates Invoice #17-09041, dated October 11, 2017, in the amount of \$4,626.89, for work related to the Frazier Park-LOW Regional Project hydrogeological study.
- Young Wooldridge Invoice #38443, dated October 4, 2017, in the amount of \$597.00, for work related to annexation.

8. Discussion/Vote on Application for Grant Funding - Meter Replacement.

The application is about 80% complete. Carlos Bravo is working with District staff to complete the TMF Assessment Form.

Pam Jarecki has been working on getting a list of meters that works with the RVS billing system as well as getting bids on pricing. The top three meter brands recommended by RVS are Hersey, RG3, and Neptune.

The timeline for Self-Help Enterprises' Work Plan shows the PER and funding application to be completed by the end of November. It takes six to nine months to hear back from the State, unless there is a delay.

9. Discussion/Vote on Future Agenda Items.

Regular Meeting November 9, 2017:

- Carry over discussion/vote on repairing the dump and leak trucks.
- A discussion/vote on setting the new connection fee price for 3" and 4" meters.
- An item for learning about parliamentary procedure.

Planning Meeting November 23, 2017:

- Carry over meeting agenda to next month.
- Add a discussion item under #7d for discussion of the LOW Mobile Village.

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10. Adjournment.

Motion: Move that we adjourn.

Gipson/Garcia 5/0/0, Motion Passed.

Meeting adjourned: 7:23pm.

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