

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225
Regular Pre-Planning Meeting
MINUTES FOR THURSDAY, APRIL 27, 2017
6:00 P.M.

Gipson/Kelling 5/0/0
Minutes Approved on May 11, 2017

1. Call to Order: 6:16pm.

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, Tiffany Matte, and Linda Sheldon.

2. Discussion/Vote/Adjust Agenda if Necessary - None.

3. Public Comments - Present: Pam Jarecki, Dee Jaspar, Carlos Bravo, William Feliz, Lucy and Austin Mielke, and six additional members of the public.

Members of the public were given the opportunity to address the Board at this time.

4. Manager's Report.

Last week the FPPUD was the victim of a burglary. Thieves broke into the yard adjacent to the office, and stole \$13,438.29 worth of tools and equipment. General Manager Jonnie Allison has since bought and replaced the stolen items, which will be covered by the insurance company.

AT&T came to the office a few weeks ago to do a simple upgrade, but caused technical difficulties with the phone lines. They recently came back to correct the problem so the system is now working correctly.

a. Admin Assistant's Report.

Tiffany Matte reminded the Board to complete their sexual harassment training. The applications for renewal of Director Bonds needed to be completed and turned in. Transaction Warehouse has finished with the coding for integration. They will now conduct final tests to make sure the system is working correctly.

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5. Accounts Payable and Financial Information.

Linda Sheldon reported checks were cut for the regularly occurring invoices. The annual fee for State Water Resources Control Board oversight increased from about \$4,000 to almost \$7,000.

Checks came in from the State for Pre-Planning Claims #13 and #14. \$900 is ready to be transferred back to the FPPUD for reimbursement of Directors' fees.

The current balance in the Operating Fund is \$79,661.

Motion: Move that we pay our bills.

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

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

This planning application cannot be processed without the 2016 audited financial statements. Linda Sheldon reported she gave access to BHK today so they should be able to begin work on the audit.

7. Discussion/Review of Claims and Payouts.

The State approved Claim #15 and Supplemental Claim #16. They disallowed \$250 from Claim #15 for Directors' fees because, based on their review of the meeting minutes, only half of the meeting was devoted to Pre-Planning work.

8. 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.

Dee Jaspar provided the final corrections for the MSR to Stanley Hoffman's office. An updated document has not been received.

b. Annexation Map/District Boundaries.

Dee Jaspar received the approved map from the County and it is ready for submittal to LAFCo.

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c. Annexation Initiation Resolution.

Now that the final annexation and district boundary maps have been approved, they can be attached to the Resolution.

d. LAFCo Application Packet.

Carlos Bravo sent out the packet for review. Included in the application packet will be the MSR, Initiation Resolution, and maps.

e. Annexation Work Update.

Pam Jarecki gave an update on the annexation process in Lake of the Woods. They held a meeting for a vote on transferring assets. In order for it to go through, they needed 51% shareholder approval, but only received 25%. After conferring with their attorney, they decided to work on getting more information out to the shareholders, send out a new proxy letter, and have another meeting for a vote on June 1st.

Carlos Bravo reported, a few months ago a work plan was created for annexation. There was a conference call with Jesse Dhaliwal, who explained a water quality assessment needed to be added to that work plan. This assessment will be conducted by Dee Jaspar, and will be used to ensure the FPPUD will be able to supply quality water to Lake of the Woods.

f. Discussion/Vote on Partial Payment Requests - Claim #17.

Claim #17 - \$4,169.09

- Young Wooldridge Invoice #32342, dated April 4, 2017, in the amount of \$2,448.00, for Task 3, legal services regarding annexation.
- Dee Jaspar & Assoc. Invoice #17-03018, dated March 31, 2017, in the amount of \$1,321.09, for professional services related to Task 3.
- FPPUD General Ledger for Directors Fees, for the meeting dated March 23, 2017, in the amount of \$400.00.

Motion: Move that we approve Claim #17.
Schoenberg/Garcia 5/0/0, Motion Passed.

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Claim #15 - \$250 was deducted as discussed under Agenda Item # 7.

9. Discussion/Vote on Moving Forward to the Planning Phase of the Project.

This was the final meeting under the Pre-Planning funding. Going forward, meetings held on the fourth Thursday of the month will be classified as a Regular Planning Meeting.

Motion: Move to take a 10 minute break at 7:39pm.

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

Return from break: 7:59pm.

10. Vote/Approve Self-Help Enterprises to Proceed with Grants.

Motion: Move that we approve Self-Help Enterprises, via Carlos Bravo, to move forward on trying to acquire grants for smart meters, valves, and any other money that we can get.

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

11. Discussion/Vote on Resolution FP-20170427-01 - Application for Grant Funding.

The Board read aloud the draft of the Resolution to apply for grant funding, and made the following corrections:

- In the heading, change the word "Company" to "District".
- Remove any instance of the word "the" preceding Frazier Park Public Utility District.
- Change paragraph one to read, Frazier Park "Public" Utility District.
- Add "with Board approval", in paragraphs four and five, after "is designated to...".

Motion: Move that we approve Resolution FP-20170427-01, in the matter of this Resolution with the State of California with the amendments as listed in the minutes.

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

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12. Discussion/Vote on Quotes for District Security:

a. Security/Alarm System.

GM Allison provided the Board with quotes from two different companies for securing the yard. The first company, Kern Security and Fire Systems, would put in cameras with motion detection that would alert the company of any movement.

M&S Security Services gave a quote that was more expensive for installation, but less expensive for monthly monitoring. This company would install beams that would trigger an alert when broken.

GM Allison asked the Board to approve a spending limit so he can continue to search for the best deal.

Motion: Move that we give an allotment of \$8,000, not to exceed.

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

These companies also provided quotes for the cost of alarming the office building. M&S Security Services included an opportunity for a panic button, should the front desk clerk feel threatened.

Motion: Move that we approve Jonnie for the office security system, up to \$1,000.

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

Motion: Move to direct Jonnie to purchase two additional cameras, up to \$1,600.

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

b. C-Train for Secure Storage.

GM Allison proposed the FPPUD purchase two 40' shipping containers to store equipment securely. The quote provided offered cost for both a refurbished and a non-refurbished container. He will continue to shop around for the best price, and look for containers in the best condition.

Motion: Move that we allocate funds equal to the two refurbished shipping containers (\$3,380/unit + tax) for Jonnie's purchase.

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

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13. Discussion/Vote on 2017 Special District Assessments.

It is the time of year when Special District Assessments need to be submitted to the County. The first form due is the District Maintenance Information sheet for each fund that will be collected. Fund 42622 is the \$5/year Stand-By Fee, Fund 42623 is for accounts delinquent six months or more.

Motion: Move that we approve the District Maintenance Information for Kern County in order to allow us to collect Stand-By Fees, and delinquent account fees using the Kern County Tax Assessor.

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

14. Discussion/Vote on Future Agenda Items.

Regular Meeting May 11, 2017:

- Carry over approval of the MSR.
- Add an agenda item for discussion of the 2016 audit.

Planning Meeting May 25, 2017:

- Carry over Pre-Planning work that has not been completed.
- Add an item for updates on grant funding.

15. Adjournment.

Motion: Move that we adjourn.

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

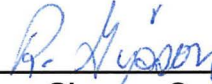
Meeting adjourned: 8:54pm.

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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

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