

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, FEBRUARY 27, 2020
6:00 PM
Kelling/Schoenberg 3/0/2 - Directors Garcia and Gipson abstain
Minutes Approved on March 26, 2020

1. Call to Order: 6:03pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Kelling, Neyman, and Schoenberg. Director Gipson absent. Director Garcia present as the chairperson.

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

2. Discussion/Vote/Adjust Agenda if Necessary - No change.

3. Public Comments - None. Present: Oscar Cisneros (Self-Help Enterprises), Dee Jasparr, and four members of the public.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported back on the invoice from Coastline that the Board had questions on last meeting. The price was based on the cost for an emergency repair, and working on Caterpillar equipment.

a. Administrative Assistant's Report.

At the last meeting, the Board asked if it were possible to raise the \$25 notice posting charge due to the decrease in revenue from SB 998. Tiffany asked the attorney, who is doing research on the topic. Alan Doud is also reviewing the Bylaws and making any needed changes. Approval of the Bylaws will be added to the agenda for the next regular meeting.

As soon as the discontinuation policy and delinquent notices are back from the attorney, they will be sent for translation into the five languages required by law.

5. Accounts Payable and Financial Information.

Motion: Move that we go on to #6 and proceed through, and return to #5 once Linda appears.

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

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6. Discussion/Vote on 2019 Audited Financial Statements.

Director Schoenberg came in during the week and reviewed the financial statements. She had some amendments that were sent to the auditors, and corrected. After going through the changes, the Board noted two more corrections. Tiffany will send those to the auditors on Monday so the finalized statements can be issued.

Motion: Move that we pass the Frazier Park Public Utility District Financial Statements: June 30, 2019, and 2018 with the amendments mentioned at this meeting.

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

5. Accounts Payable and Financial Information. (Moved per adjustment of the agenda.)

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$11,310.36. Included in these checks were the auditor's fees for January. Bookkeeper Linda Sheldon reported there should be one more invoice, and that should conclude the charges for the audit ending June 30, 2019. The Board will be updated with the total once that is available, along with a report of the charges for the last few years.

Motion: Move that we pay our bills with the questions that I've asked Linda to check, as far as the auditors.

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

Motion: Move that we revisit #4 on the Manager's Report.

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

4. Manager's Report.

GM Allison reported he will be sending Tiffany to a Prop 218 training class with hotel accommodations. No Board Members had any objections.

FP - LOW Area Annexation Planning Project - Discussion began at 6:20pm.

7. Discussion/Vote on FP/LOW Consolidation Planning Project.

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a. Update on Conference Call Held February 20, 2020*.

Tiffany provided minutes summarizing the teleconference meeting with the State. The Board read them out loud and noted any corrections.

The Board clarified they would like two sets of minutes drafted from that meeting. One for the planning meeting update with the State, and a summary of the updates given on the other projects, discussed after the phone call.

b. Vote/Approve State Update Meeting Minutes for 02/20/2020.

Motion: Move that we approve the State update meeting minutes for Thursday, February 20, 2020, with the amendments given, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

c. Discussion/Update on Project Participation - Lake of the Woods Mobile Village.

The owner of Lake of the Woods Mobile Village discussed his concerns about hooking up to the regional system. His first concern is who would pay the cost of running the pipeline from the master meter, to the 4" distribution line. He would also like to know if he is able to use the storage tank he currently has, or if it would need to be bypassed. The District would be responsible for providing the master meter, and water up to and through the backflow prevention device. Mr. Connor would be responsible for everything after that, through his distribution system. Dee Jaspar will talk with the State, to see if they will pay to run a line from the road, to the mobile home park's 4" distribution line.

Oscar Cisneros informed the Board that Dee will be using the District's established rates for new connections in his engineer's report when the time comes in the project. He recommends the Board examine updating those fees for when the State funds the project based on established and adopted rates. The question came up as to whether or not these fees can be increased without a Prop 218 process. Tiffany Matte did some research and found a case brought before the Supreme Court, where the courts ruled that capacity/new connection fees were not subject to Prop 218. The Board favored asking the FPPUD attorney for his recommendation.

***date corrected from original agenda.**

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d. Test Well Site Location & Acquisition Update.

The subsurface surveys at the potential test well site locations have been completed. The bedrock is being mapped out, and Dee will have an update at the next meeting.

e. Discussion/Vote on Contract with Dee Jaspar.

The ad hoc committee reviewed the contract and the board noted minor corrections. It was sent to Lawrence Sanchez but Dee has not heard back yet.

Motion: Move that we approve the contract with Dee Jaspar & Associates for the Frazier Park/Lake of the Woods Regional Consolidation Planning Project, Project No. 1510007-001P, with the corrections stated in the meeting, contingent upon approval from Lawrence at the State.

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

f. Update on Claims, Reimbursements and Payouts.

Technical Assistance funds are running low for legal costs, but can be taken out of the project contingency fund. The District received the check for Claim #2. Claim #3 will be submitted for approval in March.

8. Discussion/Vote on Well 5 Emergency Replacement Project.

a. Update on USDA Grant/Loan Application.

Oscar Cisneros has begun work on the application. He is getting information from the District as needed. Dee will be added to the application as the engineering consultant. Once all of the application roles are identified, Al Coreal from USDA will give authorization.

b. IRWMP Funding and Reimbursement Status.

Dee Jaspar will be submitting an invoice for the District to review. Once approved, it will be forwarded to Tulare County. Once the invoiced claim is paid, Dee Jaspar will issue a reimbursement check to the District.

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c. Discussion/Vote on CEQA/NEPA Environmental Report.

This item was not ready for discussion.

Motion: Move that we table item #8c to the next regular planning meeting.
Schoenberg/Neyman 4/0/0, Motion Passed - Director Gipson absent.

d. Discussion/Vote on Contract with Dee Jaspar.

Director Neyman asked for clarification on items he came across while reviewing the contract. The USDA has not given their official approval yet, so the ad hoc will continue to review the document.

Motion: Move that we approve the contract for Dee Jaspar & Associates for Well #5, contingent upon final approval from the USDA, and any other changes that we may find before that.
Neyman/Schoenberg 4/0/0, Motion Passed - Director Gipson absent.

e. Discussion/Vote on Plans and Specifications.

Dee Jaspar provided the plans and specifications for drilling what will be called Well #7. Dee suggested going out to bid on March 7th, which will make April 7th the deadline for bids to be submitted. Although the grant/loan hasn't been approved, the District will still have 60 days to review and award the contract. If at that time, funding still hasn't been secured, there is no obligation to award the contract, and the project can go out to bid a second time. The lowest bidder can also be asked to extend their bid 30 days to await funding, and it's expected that contractors would not turn down a million dollar project in that circumstance.

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Motion: Move that we go ahead with the plans and specifications submitted by Dee Jaspar & Associates in terms of Frazier Park Public Utility District drilling a municipal water well, Well #5 Replacement Project, and that we go ahead and put this on the street so we can look for bidders, contingent on the Board looking at this for any further issues that might be contained in this document, before the 6th of March.

Schoenberg/Neyman 3/1/0, Motion Passed - Director Gipson absent.

Ayes: Garcia, Neyman and Schoenberg.

No: Kelling.

9. Discussion/Vote on Meter Replacement Project.

a. Discussion/Update on Project Application.

Oscar has begun uploading the attachments to the application. This will carry over to the next planning meeting.

10. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Update on Application for Technical Assistance Funds with Self-Help Enterprises.

The application is still being reviewed by the State and has not received approval.

Motion: Move that we table all of #10 to be discussed at the next regular planning meeting if we have further updates at that point.

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

b. Discussion/Vote on Estimates for Potholing and Mapping. (Tabled)

c. Discussion/Vote on Project Funding - Combining with Regional Project, Separate Project Application, and/or TA Funds from Self-Help Enterprises. (Tabled)

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11. Discussion/Vote on Future Agenda Items.

Regular Meeting March 12, 2020:

- An agenda item for approving the bylaws.

Regular Planning Meeting March 26, 2020:

- Discussion/vote on approving claim #3.
- Discussion/vote on approving the claim to Tulare County.
- Carry over CEQA/NEPA environmental report.
- Carry over the discussion on the Pipeline Replacement Project.

12. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:00pm.

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: Terry Kelling, Secretary

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