

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Teleconference Via: Zoom.com - Phone in +1 (408) 638-0968
Meeting ID: 872 8136 8919 Meeting Password: 854410
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, SEPTEMBER 23, 2021,
6:00PM
Schoenberg/Neyman 4/0/0 - Director Kelling Absent
Minutes Approved on November 11, 2021

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Gipson, Kelling, Neyman and Schoenberg.
Director Garcia was present as the chairperson.
Also present: Jonnie Allison, Deborah Angel and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we put #15 - Discussion/Vote on Upgrading the District Telemetry, to occur right after public comments, between #3 and #4.
Schoenberg/Gipson 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

3. Public Comments. Present: Carlos Bravo, Dee Jaspar, Ness Sanli, and four members of the public.

The public had an opportunity to address the Board. Comments were limited to five minutes.

15. Discussion/Vote on Upgrading the District Telemetry.

General Manager (GM) Jonnie Allison explained there are issues with the District's SCADA system which lead to continual call outs for communication failures, dropped signals, booster failures, and more. Ness Sanli, the District's telemetry technician, came out to review the system and give his recommendations on upgrades. Ness explained his three recommendations and the quotes for the upgrades. The first recommendation was to raise the antenna 15ft higher for increased signal strength. The second was to replace the existing radios at each of the nine sites with industrial radios that are more resilient to temperature variation. They will also communicate with each other and make adjustments so that the signal is not interrupted. The new radios will also help to increase security.

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The final recommendation was to replace the existing SCADA system which runs through an older Windows version that is no longer supported. The new system will use the Windows Enterprise server which will allow all of the regular updates. A GE interface can also be added which allows remote accessibility through an android or apple device. The total proposal for all of the updates was \$38,930.00. The current telemetry system was paid for with a previous USDA loan. The District will reach out to the USDA to see if it is possible to use the Replacement Fund to pay for the improvements. The Board also expressed their desire to resell or repurpose the previous telemetry computer and radios.

Motion: Move that we go forward with the SCADA upgrades which includes the three quotes, one for improving the antenna, one for upgrading the actual computer and server system (the SCADA system, the computer portion of it), and the third for upgrading the radios to all be encompassed as one upgrade, and with the idea that we're also going to potentially use the computer that exists and the radios, either sell them or use them for something else.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

FP - LOW Area Annexation Planning Project - Discussion began at 6:39pm.

4. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.

a. Discussion/Vote on Test Wells.

The Test Wells have been completed. Dee Jasper is working on putting together the final project cost, which should be ready by the next regular meeting.

b. Discussion/Vote on Extending the Project Timeline.

The Board reviewed the draft of the project timeline. They noted an amendment to add the Sphere of Influence (SOI) map, Municipal Service Review (MSR), Memorandum of Understanding (MOU) and LAFCo work under Task 1. They also reviewed and updated the deliverable dates for the Tasks.

Motion: Move that we approve the extended timeline for Agreement No. SWRCB0000000000D180201500, and that we submit it to Lawrence Sanchez and that we get a copy of it to verify it was done correctly.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

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c. Discussion/Vote on District Sphere of Influence for the Annexation: Data Collection; and Mapping.

GM Allison and Dee Jaspar will meet to go over and update the SOI map for the annexation. Director Schoenberg asked to be a part of that discussion.

d. Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.

There was no update.

e. Discussion/Vote on a New Budget Adjustment.

There was no update.

f. Discussion/Vote on Claim #10 and Other Claims and Payouts.

Claim #10 - \$21,072.36

Board and Staff Administration Costs - \$680.63.

Young Wooldridge Invoices for August 2021 - \$97.59

Invoice #80714, dated 08/31/2021, in the amount of \$9.09.

Invoice #80715, dated 08/31/2021, in the amount of \$88.50.

Dee Jaspar & Associates Invoices for August 2021 - \$20,294.14

Invoice #21-08062, dated 08/31/2021, in the amount of \$8,393.68

Invoice #21-08070, dated 08/31/2021, in the amount of \$2,899.75.

Invoice #21-08073, dated 08/31/2021, in the amount of \$3,501.00.

Invoice #21-08071, dated 08/31/2021, in the amount of \$3,717.71.

Invoice #21-08072, dated 08/31/2021, in the amount of \$1,782.00.

Motion: Move that we accept Claim #10 and send that out with all of the invoices that were mentioned.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:58pm.

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5. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project.

a. Discussion/Vote/Update on Going Out to Bid for Well #7.

The plans are going out on the street on Monday September 27th. It calls for bids to be submitted by November 3rd.

b. Discussion/Vote on Amended Plans and Specifications for Meter Replacement.

Dee Jaspar & Associates (DJA) is working on the plans now. Curtis, Dee, and GM Allison will meet to go over the meter installation so there is more information for the bid package.

c. Discussion/Vote on Going Out to Bid for Meter Replacement.

This item will carry over until the Plans and Specifications are complete.

d. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

6. Discussion/Vote on Emergency Repairs to the Wolfe Booster and Tank Site.

a. Discussion/Vote on Retention Payment.

GM Allison filed the Notice of Completion for this project. The retention invoice is not yet ready.

7. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant.

a. Discussion/Vote/Approve the Bid for the Purchase of the Generators.

The bids are due to come in next week. Dee Jaspar expects to have about three or four bidders.

b. Discussion/Vote on the District Paying for the Purchase and Installation of the Generators if the Project Goes Beyond the Deadline.

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This item will carry over until the bids are reviewed and one is accepted.

c. Discussion/Vote on Professional Engineering Cost Proposal: Phase Two and Three.

There is no longer a need for phases two and three since the installations will be accomplished by the District.

d. Discussion/Vote on Engineering and Design.

There was no update on this item.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Update on Project Funding.

The District is waiting to receive letters from the State confirming project funding. Self-Help Enterprises (SHE) is in discussion with the State on putting together a Technical Assistance (TA) Work Plan. Once approved, the potholing and mapping can begin.

b. Discussion/Vote on a Contract with Dee Jaspar & Associates.

Dee Jaspar will put together a contract between DJA and the District for the engineering work.

c. Discussion/Vote on Potholing and Mapping.

Covered in the discussion under Item #8a.

9. Discussion/Vote on Community Water System COVID Relief Program.

The Governor of California signed AB 155 that extended the moratorium on shut-offs until December 31, 2021. Per the terms of the relief program, customers left with a past due balance will be placed onto a payment plan. If they do not wish to be on a payment plan they will have 30 days to object.

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10. Review and Approve State Update Meeting Minutes for 09/16/2021.

Motion: Move that we approve the State Update meeting minutes for Thursday, September 16, 2021, with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

11. Discussion/Vote on Compensation for the General Manager for Work During After Hours Emergencies.

Discussion on this item will carry over to the next regular meeting. The attorney said compensation could be given in the form of a salary increase, increase in vacation time, or in a car allowance.

12. Discussion/Vote on Accounts Payable and Financial Information.

Bookkeeper Deborah Angel reported three checks were cut out of the FP/LOW Planning Account for a total of \$2,673.00. There were 13 checks cut from the Revenue/Operating Fund for a total of \$8,274.93. The checks were read out loud and reviewed by the Board for accuracy.

Motion: Move that we pay our bills.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

Director Schoenberg reported she has set up all of the transfers for the USDA loan principal and interest payments due in October. Just in case the numbers are not correct from the previous schedule, Director Schoenberg asked the Board to approve transferring an additional \$15,000.00 to ensure there is enough when the USDA withdraws the funds. She also set up the transfers for the next year's reserve and replacement requirements based on the numbers used last year.

Motion: Move that we move an extra \$15,000.00 into the USDA account, and move it back if not needed.

Kelling/Gipson 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

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13. Discussion/Vote on a Disputed Water Charge for the Mountain Communities Chamber of Commerce.

The Chamber of Commerce wrote a letter to the Board contesting a water charge due to a miscommunication on service activation for the downtown landscaping. The Board discussed the issue and agreed to waive the charges.

Motion: Move that we wave this one water charge this one time of \$221.96 for the Mountain Communities Chamber of Commerce.

Neyman/Gipson 3/2/0, Motion Passed.

Aye: Garcia, Gipson, and Neyman.

No: Kelling, and Schoenberg.

14. Discussion/Vote on Engineering for a Well #5 Blending Station.

Due to the nitrate violation from Well #5, the State is requiring that the District install a nitrate analyzer as well as an automatic control valve. GM Allison asked Dee Jasper to engineer what that would look like. When it is ready to be installed, P&J Electric will come out and integrate it into the SCADA system. The State also required the District to prepare a Corrective Action Plan that Dee is also working on. A draft of the plan has been turned into the State for approval. Well #6 has exceeded the MCL for Fluoride two quarters in a row and is at the limit for Uranium. The State would like to see the two wells blended in order to mitigate those contaminants as well.

Motion: Move that we extend our meeting until business is done.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

15. Discussion/Vote on Upgrading the District Telemetry. (Moved per adjustment of the agenda.)

16. Discussion/Vote on Uniform Services for the District Employees.

The employee clothing allowance for the field crew has not been enough to cover the pants they need. GM Allison reached out to Aramark for a quote on uniform services. They quoted \$30 per week, per employee. Right now there are three employees who would need uniforms.

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Motion: Move that we switch over to uniforms for the crew.
Schoenberg/Kelling 3/0/2, Motion Passed.
Aye: Garcia, Kelling, and Schoenberg.
Abstain: Gipson, and Neyman.

17. Discussion/Vote on Modified Services Due to COVID-19.

The State extended the moratorium on shut-offs until the end of December. GM Allison recommended closing the office to the public because of the increase in COVID cases. Late fees on delinquent bills will resume in October and customers will resume paying a credit card fee for paying over the phone with the Billing Clerk.

Motion: Move that we reinstate some of our modified services due to COVID-19 and those would be: That we shut the office and continue to revisit it every month; that we waive the credit card fee for online payments; that we continue the late fee; and that we don't shut off for non-payment.
Schoenberg/Neyman 4/0/1, Motion Passed.
Aye: Garcia, Gipson, Neyman, and Schoenberg.
Abstain: Kelling.

18. Discussion/Vote on Whether to Conduct Meetings Remotely Under the Terms of AB 361 or Return to in Person Meetings.

The Governor's Executive Order that suspended the Brown Act requirements for teleconference meetings will expire on September 30th. New legislation was enacted in AB 361 that allows a public board to declare or affirm a local emergency and continue to meet remotely provided the State is under a State of Emergency. The Board discussed the current State of COVID and the concern over opening the meetings to the public to attend in person.

Motion: Move that we continue to meet remotely under the terms of AB 361 due to COVID local emergency issues in that we would not have a Board if all of us contracted COVID.
Schoenberg/Gipson 4/0/1, Motion Passed.
Aye: Garcia, Gipson, Neyman, and Schoenberg.
Abstain: Kelling.

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19. Discussion/Vote on Resolution FP-20210923-01: Authorizing Remote Teleconference Meetings of the Legislative Body for 30 Days Pursuant to Brown Act Provisions.

The Board reviewed the Resolution necessary to meet remotely under the provisions of AB 361.

Motion: Move that we approve Resolution No. FP-20210923-01 In The Matter Of: Proclaiming A Local Emergency, Ratifying The Proclamation Of A State Of Emergency On March 4 2020, And Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of Frazier Park Public Utility District For The Period Of October 1, 2021 Through October 30, 2021 Pursuant To Brown Act Provisions.

Neyman/Schoenberg 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

20. Discussion/Vote on Future Agenda Items.

Regular Meeting October 14, 2021:

- An agenda item to approve a conditional Will-Serve Letter.

Regular Planning Meeting October 28, 2021.

- An agenda item to approve a Resolution to continue to hold Board meetings remotely.

21. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

Meeting Adjourned: 9:34pm.

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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: Terry Kelling, Secretary

seal