

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: 897 1542 2556 Meeting Password: 866864
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, NOVEMBER 19, 2020,
6:00PM

Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on December 17, 2020

1. Call to Order: 6:06pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson, and Kelling.

Director Kelling arrived at 6:12pm.

Director Neyman was present as the chairperson.

Also present: Jonnie Allison, and Tiffany Matte.

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

3. Public Comments - None. Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and three members of the public.

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

a. Discussion/Vote/Update on Test Wells.

Two License Agreements have been signed, the third still needs one more signature from Emilie Wainright. General Manager (GM) Jonnie Allison has left phone messages for her and is still waiting for a call back.

b. Discussion/Vote on District Sphere of Influence Map for the Annexation.

The ad hoc committee was told during the State update meeting that the LaFocas applied for a permit to drill a well on their property, which Kern County approved. The FPPUD wants to dispute the permit. They will ask the County why they would allow a new well so close to the District's boundary, and let them know the property owners were given a Conditional Will Serve Letter. If GM Allison doesn't hear back from the County soon, he will call Supervisor Zack Scrivner's office.

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c. Discussion/Vote/Update on Claims and Payouts.

The District received the check for Claim #5 on November 16th, in the amount of \$12,563.00. It was deposited into the FPPUD/LOW Planning Fund account. Claim #6 will be approved at the December Planning meeting.

Director Kelling joined the meeting at 6:12pm.

5. Discussion/Vote/Update on Meter Replacement and Well #5 Emergency Replacement Projects.

a. Update on State Grant Application.

Oscar Cisneros informed the Board that he uploaded the TMF Assessment and approved resolution to the online grant application. The ad hoc has completed the five year budget projection that was requested by Lawrence. As soon as they move the information into the State's format it will be uploaded to the application.

b. Discussion/Vote on Amended Well Replacement PER.

The ad hoc committee has finished going over the PER. They had some questions on the financial portion which will need to be addressed by the Bookkeeper before the PER is finalized.

Motion: Move that we approve in concept the amended Well Replacement PER, knowing that we are missing some budget items.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

c. Discussion/Vote on Contract with Dee Jaspar & Associates for the Meter Project.

Dee Jaspar is working on the contract and should have it done before the special meeting scheduled for Tuesday, November 24th. It will combine the engineering budget for both the Meter, and Well #5 Replacement Projects. Dee will look into the IRWMP funding to see if there is any money left over that can be used to help pay some of the costs for the Plans & Specs.

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d. Discussion/Vote on Claims and Payouts.

The next project claim will be on the agenda for approval in December.

6. Discussion/Vote/Update on Pipeline Replacement Project.

There was nothing to discuss on this item, but it was included as a project in the PER.

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

Dee notified Unified Field Services Corporation that they were the lowest bidder. He is waiting for the contractor to respond and provide a contract and the required insurance documentation. Dee estimates the construction work will take about 45 to 60 days to finish.

8. Review and Approve State Update Meeting Minutes for 11/19/2020.

Approval of the minutes will carry over to the special meeting.

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

Bookkeeper Linda Sheldon was not present at this meeting.

Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed was \$9,802.27. The balance in the Revenue/Operating Fund after the check run was \$143,463.09.

The original check cut to pay for bee removal was voided because there was an error on the name of the business. The check detail shows there may have been a second voided check. The Board asked GM Allison to make sure only one check was provided as payment.

A check was cut for the annual fee for the US Forest Service Use Permit.

There was a check made out to Dee Jaspar & Associates for attending the regular and special board meetings. The District will cover the cost instead of trying to break it out into the various projects.

Motion: Move that we pay our bills with the one issue addressed which is the multiple checks to the bee company.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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The Board introduced Joseph Carrasquillo who was on the Zoom call. He was a potential candidate for the open Bookkeeping position. Joseph summarized his qualifications, asked questions, and stated he would provide an engagement letter for the Board to read and sign. Approval of the contract will be added to the upcoming special meeting.

10. Discussion/Vote on Five Year Budget Projection.

The ad hoc committee prepared a five year projection and provided it to the Board. They took the same categories as the annual budget, and used them as the basis for the extended projections. While reviewing the numbers for fiscal year 2021, they realized that there were some inconsistencies between those figures, and the monthly financials as of June 30, 2020. The committee will go over those questions when Linda is available. Director Schoenberg reviewed the five year budget projection with the Board line by line. Once approved, this information will be transferred to the form provided by Lawrence Sanchez, then uploaded to the grant application.

Motion: Move that we approve the five year budget.
Kelling/Garcia 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

11. Discussion/Vote on Book Asset Detail.

The ad hoc still needs to meet with Scott from BHK to make sure that the proposed changes are ok with the auditor. Once finalized, the asset list will go to RCAC for the Rate Study. This item will carry over to the next regular meeting.

12. Manager's Report.

GM Allison had no report.

a. Discussion/Vote on Will Serve Application.

While looking through the maps, GM Allison found that when Frank Springer replaced the pipeline in 2003, his company added a 6" line going down West End Trail. Well #6 provides the water for this part of town. Based on that information there is enough water to approve this application.

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Motion: Move that we approve this Application for Water Service Installation that is coming off of Well #6, Lot #13 Block #15 Track #4, on High Trail in Frazier Park, APN 260-022-01.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

13. Discussion/Vote on Future Agenda Items.

Special Meeting November 24, 2020:

- An agenda item to discuss the project PER.
- An agenda item to go over the Plans and Specs for Well #5.
- An agenda item for the contract with the bookkeeper.
- Carry over the quotes for a work truck.
- Carry over the State update meeting minutes.
- An agenda item for an update on the LaFoca well permit.

Regular Meeting December 10, 2020:

- Carry over the Sphere of Influence.
- Carry over amending the MSR.
- Carry over the book asset detail.

14. Adjournment.

Motion: Move that we adjourn.

Kelling/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 8:07pm.

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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