

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: 810 9462 4828 Meeting Password: 343792
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 8, 2021, 6:00PM
Schoenberg/Gipson 4/0/1 - Director Garcia Abstain
Minutes Approved on May 27, 2021

1. Call to Order: 6:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Director Neyman was present as the chairperson.

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

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move all of the discussion with Dee Jaspar starting with #11 and going through #15, to right after the Report of Officers.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we table #19 (the minutes) until the next meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

3. Public Comments. Present: Dave Warner, Dee Jaspar, and six members of the public.

The public was given the opportunity to address the Board. Public comments are limited to five minutes.

Two letters submitted as public comment were read aloud by the Board.

4. Report of Officers:

President: Absent.

Vice-President: No report.

Secretary: No report.

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Treasurer: Director Schoenberg reported that the credit card statements were changed so that they will be printed and mailed.

She still needs to complete the transfers for the USDA interest payments, Dee Jaspar & Associates (DJA), and Wolfe Tank.

JPIA Representative: No report.

FP - LOW Area Annexation Planning Project - Discussion began at 6:33pm.

11. Discussion/Vote on FP/LOW Consolidation Planning Project. (Moved per adjustment of the agenda.)

a. Discussion/Vote on Test Wells.

Dee Jaspar explained that he was putting the contract package together to send to Alan Doud, then realized that neither the State of California nor DJA were named as additionally insured. Johnson Drilling will be reissuing the insurance certificate next week.

b. Discussion/Vote on Contract with Johnson Drilling.

Covered in the previous discussion.

c. Discussion/Vote on Engineering Planning Contract Amendment.

Dee Jaspar provided an updated contract amendment with the changes requested by the Board. They asked that this item carry over to the next meeting so they have a chance to review it.

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

The Board was provided with a memorandum from DJA which included a budget for updating the engineering components of the Municipal Service Review (MSR). Dee reviewed the document and explained his portion of the work. His cost estimate came out to \$16,776.00.

The District has an estimate for the Sphere of Influence (SOI), Dee's portion of the MSR, and Stanley Hoffman Associates' portion of the MSR.

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The ad hoc committee can now approach Lawrence Sanchez at the next State Update Meeting and ask for line items for these items, funded through transfers from the contingency portion of the budget.

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

Covered in the previous discussion.

f. Discussion/Vote on Memorandum of Understanding (MOU).

The District needs a cost estimate for the legal portion of the MOU so it can be covered with project funding. Dave Warner explained that Self-Help Enterprises (SHE) is trying to get this project moved into SAFER funding with the State. Should that happen, SHE would have a significant amount of funds to pay consultants for items like the MOU.

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

The FPPUD has received the check for Claim #6. Claim #7 was approved and received by the State.

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:12pm.

12. Discussion/Vote/Update on Frazier Park Public Utility District Meter Replacement Project and Emergency Replacement Well and Water Supply Project. (Moved per adjustment of the agenda.)

- a. Update on State Grant Application.**
- b. Discussion/Vote on a Bridge Loan to Expedite the Project.**
- c. Discussion/Vote on Claims and Payouts.**

There were no updates on these items.

13. Discussion/Vote on Pipeline Replacement Project. (Moved per adjustment of the agenda.)

Funding for this project could potentially come from the proposed bill for infrastructure. There were no other updates.

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14. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant. (Moved per adjustment of the agenda.)

General Manager (GM) Jonnie Allison reached out to the electrical engineer recommended by Dee Jasper. He indicated he has worked on similar projects and would be happy to work with the FPPUD. GM Allison is gathering information that was requested by the engineer, in order to get a cost estimate for drafting plans and specs for the generators. The District originally proposed installing propane generators, but they are a lot larger and more costly than diesel generators. GM Allison reached out to CalOES to ask if the District could opt to purchase tier 4 compliant diesel generators instead. The answer from CalOES was vague, so he will reach out again for a definitive answer.

15. Discussion/Vote on Emergency Repairs to the Wolfe Booster and Tank Site.
(Moved per adjustment of the agenda.)

a. Discussion/Vote/Update on Project.

The project is continuing to progress. Both of the newly built 6" and 8" pipelines have been tied into the system. The boil notice is still in effect from the latest tie-in, but the BacT samples are being tested in the lab, and should allow the notice to be lifted on Friday. P&J will be coming out to install the booster pump at its permanent location.

b. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

5. Board Member Initiatives - None.

6. Manager's Report.

GM Allison reported that one of the field crew was injured while using a digging bar to remove a meter box lid. He required stitches but has returned to full duty. There were two mainline breaks and five after hours call outs. Ness, who installed the District's telemetry, bought a piece of equipment that can tell why the radio frequencies aren't connecting the way they should. When he has time he will come to analyze the District's system.

There is a new water service application for a property on Texas Trl. GM Allison will investigate to see if the District can supply water. Two new service installations were fully paid for and those meters will be installed.

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There was a previous application for water service that required a mainline extension. There is a house being built at that location with a water tank for construction use. Tiffany has not been able to find the documentation that states you must use FPPUD's water within the District's boundary. GM Allison will consult with the attorney.

a. Administrative Assistant's Report.

Tiffany Matte reported she sent in the second reimbursement request to Kern County for COVID-19 related expenses. The District received the check in the amount of \$1,506.47.

7. Ad Hoc Committee Reports:

Local Information Committee.

No report.

Project Committee.

This ad hoc committee will meet with the State next week.

Rate Study Committee.

GM Allison will reach out to David from RCAC for an update.

Budget Committee.

This committee will meet again soon as the new fiscal year approaches.

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

Bookkeeper Linda Wilke reported the total cash balance in all accounts is \$1,962,892.24. The Revenue/Operating Account has \$249,674.22. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed from the Revenue/Operating Account was \$115,897.00.

USDA loan interest payments should be transferred into the payment account by April 10th. Linda will send the information sheet with the amounts that need to be transferred to Director Schoenberg so she can transfer the full amount.

- Loan 3 - \$6,703.12
- Loan 4 - \$17,000.00
- Loan 6 - \$23,086.87
- Total \$46,789.99**

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There was leftover money in the USDA payment account from the last payment made in October. The balance that remains in the account after the USDA makes their April withdrawal will be transferred back into the Revenue/Operating Account.

A check was cut for \$80,391.90 for the purchase of a mini excavator. This amount will be transferred into the Revenue/Operating Account from the Capital Improvement SLA Account.

Checks were cut for BC Laboratories and RVS Software for the amounts listed on their statements, but invoices were not included. These checks will be held until Linda contacts them, receives copies of the invoices, and verifies that they have not been previously paid.

The Board reviewed corrections to the budget line items under which some invoices were categorized.

Motion: Move that we pay our bills with the exception of the couple [BC Laboratories and RVS Software*] that are sitting on your [the bookkeeper's*] desk waiting for invoices.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Linda Wilke asked the Board for permission to access the bookkeeping computer remotely from her home office, so that she is able to spend more time on FPPUD work. She would not be taking any paperwork to her house. The Board approved her request but asked that she clear her cache and history after working, and that she be careful with District information so that nothing is compromised. They also explained that the FPPUD would not pay extra for any supplies that are already provided at the District office.

9. Discussion/Vote on Treasury Management Resolution and Authorization.

California Bank & Trust Treasury Management Department did not have the required paperwork, although the ad hoc committee filled out and signed paperwork at the local branch. This paperwork is needed to allow the Billing Clerk to log in and deposit checks remotely. Directors Neyman and Schoenberg will follow up with the bank to find out why access was not set up.

***Motion amended for clarity.**

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10. Discussion/Vote on Book Asset Detail.

There was no update.

11. Discussion/Vote on FP/LOW Consolidation Planning Project. (Moved per adjustment of the agenda.)

12. Discussion/Vote/Update on Frazier Park Public Utility District Meter Replacement Project and Emergency Replacement Well and Water Supply Project. (Moved per adjustment of the agenda.)

13. Discussion/Vote on Pipeline Replacement Project. (Moved per adjustment of the agenda.)

14. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant. (Moved per adjustment of the agenda.)

15. Discussion/Vote on Emergency Repairs to the Wolfe Booster and Tank Site. (Moved per adjustment of the agenda.)

16. Discussion/Vote on Fourth Amendment to Communications Site Lease Agreement.

The Board approved the agreement at a previous meeting, but T-Mobile made an additional amendment to the paragraph about the lease terms. The Board did not have a chance to review the agreement so they voted to table it until the planning meeting.

Motion: Move that we table the Discussion/Vote on Fourth Amendment to the Communications Site Lease Agreement until the planning meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we extend the meeting if we hit the 9:00 mark until we finish business.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting extended at 8:43pm.

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17. Discussion/Vote on Annual Special Assessments.

Tiffany provided the Board a list of past due accounts that could potentially be submitted to Kern County for collections. Previously, accounts were locked off for non-payment before being submitted. Due to the COVID-19 moratorium on shut-offs there are active accounts that are more than six months delinquent. The Board asked Tiffany to contact Alan Doud, as well as the County, to see if there are any new laws in place that would prevent turning accounts over for collection. This item will be tabled until the next regular meeting.

Motion: Move that we table this until the next planning meeting and to direct Tiffany and Jonnie to get some additional information both from our attorney and from the Kern County Tax Collector, and then also from an association that we're a part of.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

18. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 19, 2020.

The Board discussed the modified services and agreed to open the District and to reinstate credit card fees for those who pay in person with the Billing Clerk. Those who are not comfortable paying in person can still utilize the online system without incurring a fee. Customers will be notified of the change on the District's website and on the office door.

Motion: Move that we make some changes to our modified services. First, we reopen the office so that customers can come into the office, but we keep it to a limited amount of customers at a time, and they must wear a face mask. Secondly, that we reinstate our credit card fees for in person transactions and that we not increase the fees for online services (that stay at no charge), and also that we post both on the door, on our website, and anywhere else that we can post without additional charge.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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19. Review and Approve Meeting Minutes for 03/11/2021, and 03/25/2021 - Tabled.

20. Discussion/Vote on Future Agenda Items.

Planning Meeting April 22, 2021.

- Carry over the discussion/vote on the planning contract amendment with Dee Jasper.
- Carry over approval of the contract with Johnson Drilling.
- Carry over the discussion/vote on the lease agreement with T-Mobile.
- Carry over the discussion/vote on special assessments.

Regular Meeting May 13, 2021.

- An agenda item to discuss a policy for customers who waste water.
- An agenda item to discuss the billboard contract with the MCCOC.

21. Adjournment.

Motion: Move that we adjourn this meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

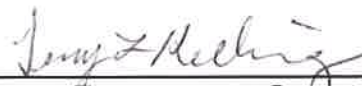
Absent: Garcia.

Meeting Adjourned: 9:06pm.

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