

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: 736-4154-0289 Meeting Password: 261193
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, APRIL 23, 2020, 6:00PM
Kelling/Garcia 4/0/1 - Director Gipson abstain
Minutes Approved on May 28, 2020

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

In Office: Neyman.

Teleconference: Garcia, Kelling, and Schoenberg.

Absent: Gipson.

Director Neyman was present as the chairperson.

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

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

3. Public Comments - None. Present: Dave Warner, Juan Ramirez, Dee Jaspar, and two members of the public.

4. Manager's Report.

General Manager (GM) Jonnie Allison received a quote of \$49,000 from Santana Plumbing to lay four inches of road base along Elm Trail. Since the cost is so high, the District will only cover pipes like they have done before, and not try to level the road. The Magee water tank was vandalized with spray paint. The sheriff's department is only taking reports through their app, which asked for personal information that GM Allison was not willing to provide. The Board directed GM Allison to get quotes on fencing for both Wolf and Magee tanks.

a. Administrative Assistant's Report - No report.

5. Accounts Payable and Financial Information.

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$8,530.67. Linda Sheldon reported that as of this morning, the Revenue/Operating Account had \$123,027.85.

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Last month there was an issue with the bad debt expense. Linda made a typo when inputting revenue, and accidentally posted income in the bad debt expense line item instead. She has since corrected that mistake and provided a revised financial report. The Board had a question on the payment for the invoice from M&S Security Services. The check was held for Linda to review and correct.

Motion: Move that we pay our bills with the exception of the error in the security bill which Linda is going to review.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

6. Discussion/Review/Vote on Bad Debt Expense.

Covered under the previous agenda item.

FP - LOW Area Annexation Planning Project - Discussion began at 6:21pm

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

a. Update on Conference Call Held April 16, 2020.

Directors Neyman and Schoenberg attended the meeting as an ad hoc committee, along with representatives from the State, Self-Help Enterprises (SHE), and Dee Jaspar. Details of the call were covered in the minutes and summarized for the Board by Director Neyman.

Director Schoenberg noted incorrect lettering under Item #10 on the agenda.

Motion: Move that Item #10 be an "a" and a "b", not a "b" and a "c", and then Item #7b is going to become Item #11, after we discuss all the other items under "unfinished business" which pertain to those meeting minutes.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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b. Vote/Approve State Update Meeting Minutes for 04/16/2020. (Moved per adjustment of the agenda.)

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

Director Neyman read out loud the section of the meeting minutes from April 16th that pertain to this topic.

d. Discussion/Vote/Update on Test Wells.

Dee Jaspar explained that he has written a memorandum that gives an overview of the work completed from 2017 to present. Dee summarized his report for the Board. The License agreements for the test wells have been finalized between the District and the attorney. The property owners will be sent a copy for review, and can suggest amendments if needed. Dee will contact Alan Doud about adding a paragraph to SEA's agreement for the potential buyers.

The environmental contract has been signed by Tom Dodson for work on the test well sites.

e. Discussion/Vote on Quote for Calculating New Connection Fees.

Dee Jaspar provided a quote for calculating new connection fees, which detailed a two step process. The first step will be to research how the fees were originally calculated and adopted. The second is to develop the water availability charges. This entails putting together a number of costs related to the District's existing system. The quote came out to \$20,000, but could change based on the availability of information on how current rates were set. Director Schoenberg suggested incorporating an analysis of the current stand-by fees into this study. Dee recommended he meet with an ad hoc committee to go over the details before moving forward with the study. An agenda item will be added to the next planning meeting to form this committee.

f. Update on Claims and Payouts.

The State has confirmed they received delivery of Claim #3 on April 1st. Dave will double check with Lawrence Sanchez to confirm he is ok with billing the test well site appraisals, the fee for site access to SEA, title reports, and licensing fees to the planning project as Claim #4.

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FP - LOW Area Annexation Planning Project - Discussion concluded at 7:17pm.

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

a. Update on USDA Grant/Loan Application.

Oscar Cisneros is working on the application but was not available for the meeting. He will be reaching out to the District for information he needs for the FFAST application.

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

The environmental work has been completed and uploaded into the application.

c. Discussion/Vote on Claims and Payouts.

Tiffany worked with Kelli from Dee Jaspar's office to get the total amount that will need to be reimbursed to the District. Dee confirmed that the check was signed, and sent in the mail this morning. There is one final invoice to close out the PER portion of the project for \$416.18. Dee's office asked if the FPPUD would be willing to cut a check for the final amount in order to close out the total for the project. This amount was included in the reimbursement check already sent.

Motion: Move that we approve the invoice from Dee Jaspar & Associates, Invoice #19-11013, dated November 30, 2019, in the amount of \$416.18 to close out the total cost of the PER.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

9. Discussion/Vote on Meter Replacement Project.

a. Discussion/Update on Project Application.

Oscar submitted the application for the project this morning. It will take about a year for the State to review the application, and several months after that to get funding.

10. Discussion/Vote on Pipeline Replacement Project.

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a. Discussion/Vote on Estimates for Potholing and Mapping.

Director Schoenberg explained that during the call with the State, Dee estimated it would cost a considerable amount of money to locate all of the steel pipes in the system. He will work with GM Allison to find a more reasonable way to get the information needed. The Board is unwilling to spend any money out of the planning project contingency fund for this work. SAFER funds, available through the State via Self-Help Enterprises, may be available later in the year. Once they have a contract signed, SHE will know how these funds can be distributed.

b. Discussion/Vote on Project Funding.

Covered under Agenda Item #10a.

11. Vote/Approve State Update Meeting Minutes for 04/16/2020. (Moved per adjustment of the agenda.)

Motion: Move that we approve the state update meeting minutes for 04/16/2020 with a couple minor amendments particularly for a few other points that Jesse Dhaliwal made in regards to the Conner inclusion or not.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

12. Discussion/Vote on Cell Phone Reimbursement Contract.

Director Neyman summarized the agreement and read Item #5 out loud to the Board. Director Garcia explained that he met with the employees at an ad hoc meeting. The employees wanted to clarify that the agreement for a monthly reimbursement will be retroactive to when the agreement was made, back in February. GM Allison confirmed this was correct.

Motion: Move that we approve this contract.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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13. Discussion/Vote on Cell Phone Stipend Policy.

Director Neyman read the policy out loud to the Board. There was a question on the line that defines how much the District will reimburse an employee for the insurance deductible, should their phone be damaged or destroyed on the clock. This will be discussed under the next agenda item.

Motion: Move that we approve the Frazier Park Public Utility District Policy for Cell Phone Reimbursement with the amendment mentioned.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

14. Discussion/Vote on Employee Concerns Brought Up at Ad Hoc Meeting.

Director Garcia updated the Board on his ad hoc meeting with the employees. He was invited by the employees to meet in his ad hoc capacity, regarding the cell phone negotiations. The employees asked if the Board would be willing to cover the full deductible under their cell phone carrier's insurance plan, should their phone be damaged on the job. The Board previously agreed to only cover up to \$99. This will be added to the agenda for the next regular meeting. As the conversation progressed, the employees brought up additional questions about general operations of the District. Director Garcia brought these to the Board, so they could decide if they should be added to a future agenda. First, they asked if the Board would consider hazard pay for working during the course of the COVID-19 pandemic. The second was a request for the District to consider purchasing a larger trash pump that could be used to better control the flow of water while trying to repair leaks. The final question addressed was if the District would be willing to hire a fourth employee. Director Garcia explained to the employees that in the future, they should utilize the chain of command to address these types of concerns.

15. Discussion/Vote on Landlord Letter When Tenant Opens an Account.

Tiffany drafted this letter as a way to communicate with property owners when their tenant has opened a new account under the provisions of the new Policy for Discontinuation of Residential Water Service for Non-Payment. Director Neyman read the letter out loud. The Board noted an amendment to add a title to the letter.

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Motion: Move that we approve the document with an amendment to the name. Schoenberg/Kelling 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

16. Discussion/Vote on District Special Assessments.

District Maintenance Forms, confirming the special assessment accounts for 2020-2021 are now due. These accounts are used to collect stand-by fees, and water charges for accounts that are six months or more delinquent.

Motion: Move that we allow Tiffany to move forward with the paperwork for the assessments as we do this every year.
Schoenberg/Garcia 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

17. Discussion/Vote on Future Agenda Items.

Regular Meeting May 14, 2020:

- An agenda item for quotes on fencing tank sites.
- An agenda item to discuss coverage of cell phone deductible.

Regular Planning Meeting May 28, 2020:

- An agenda item to form an ad hoc committee to work with Dee on new connection fees.

18. Adjournment.

Motion: Move that we adjourn.
Kelling/Garcia 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.
Meeting Adjourned: 8:05pm.

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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