

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: 844 6714 1728 Meeting Password: 368727
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 16, 2021, 6:00PM
Schoenberg/Neyman 4/0/0 - Director Garcia Absent
Minutes Approved on January 27, 2022

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 - No change.

3. Public Comments - None. Present: Carlos Bravo, Oscar Cisneros, and four members of the public.

4. Discussion/Vote on Telemetry Payment Requests from Sanli Engineering.

There were two invoices prepared for upgrades to the telemetry. The first invoice was for \$1,350.00 for the new 40 ft. antenna pole. The other invoice asked for a \$10,000.00 deposit for connecting the new radios. The total cost of that portion of the upgrade will be \$23,400.00.

General Manager (GM) Jonnie Allison will write a letter to the USDA to ask if the money can be taken out of the USDA Project Replacement Fund.

Motion: Move that we approve these two payments for Sanli Engineering.

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

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

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

Deborah Angel reported that for this meeting nine checks were cut out of the Revenue/Operating Account for a total of \$24,762.56 which included the two checks for Sanli Engineering. The checks were reviewed by the Board for accuracy.

Motion: Move that we pay our bills.

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

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

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Director Schoenberg reported she spoke with the bank and had the monthly service fees reversed on the two new project bank accounts. She also had the \$35 service fee for the remote check deposit moved from the General Fund to the Revenue/Operating Account. Money was transferred back into the General Fund to cover those fees.

6. Discussion/Vote/Approve a New District Credit Card.

The Board discussed the credit card option that was presented and felt it was not a good option for the District. Since it was not a pressing issue the FPPUD can wait for a better option.

State Funded Grant Projects - Discussion began at 6:17pm.

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

a. Discussion/Vote on Test Well Property Appraisals and Acquisition.

Dee Jasper said previously that it would be a few weeks before the appraisers were ready to begin the work.

b. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

No update. This item will carry over to the next regular meeting.

c. Discussion/Vote on the Quote from Dee Jasper to Write a Description of Project Needs for the State.

No update. This item will carry over to the next regular meeting.

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

No update. This item will carry over to the next regular meeting.

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

No update. This item will carry over to the next regular meeting.

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f. Discussion/Vote on a New Budget Adjustment.

The ad hoc committee spoke to Lawrence Sanchez about the proposed adjustment that will move money from the budget line item for contingency into the line item for appraisals. Carlos Bravo provided a copy of that letter which will be signed by the Board President, then sent to Lawrence in an email. The Board noted an amendment for capitalization, and asked the signature line to be changed to the new Board President.

Motion: Move we approve the budget letter to Lawrence Sanchez with the mentioned amendments to the letter.

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

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

g. Discussion/Vote on Claim #13 and Other Claims and Payouts.

Claim #13 - \$1,862.25.

Board and Staff Administration Costs - \$575.25.

Dee Jaspar & Associates Invoices for November 2021 - \$1,287.00.

Invoice #21-12014, dated 11/30/2021, in the amount of \$891.00.

Invoice #21-12015, dated 11/30/2021, in the amount of \$396.00.

Motion: Move that we approve the claim for submittal.

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

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

8. 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.

At the last meeting the Board approved changing the drilling method and getting the project back out on the street. There has been no update from Dee Jaspar.

b. Discussion/Vote on Site Access Through SEA Property.

The District will proceed with the property appraisals which will include an appraisal for an easement for site access.

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c. Discussion/Vote on the Plans and Specifications for the Meter Replacement.

No update. This item will carry over to the next regular meeting.

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

No update. This item will carry over to the next regular meeting.

e. Discussion/Vote on Claims and Payouts.

Claim #1 - \$18,705.00.

Dee Jaspar & Associates Invoices for October - November 2021 - \$1,287.00.

Invoice #21-12019, dated 11/30/2021, in the amount of \$8,442.50.

Invoice #21-10016, dated 10/30/2021, in the amount of \$9,688.75.

Young Wooldridge Invoice for July 2021 - \$574.00.

Invoice #79608, dated 07/31/2021, in the amount of \$574.00.

Director Schoenberg left the meeting at 6:35pm due to technical difficulties.

Motion: Move that we approve Claim #1 for the Frazier Park Public Utility District Meter Replacement Project and Emergency Well Supply Project Funding Agreement SWRCB0000000000D2002051 for July through November 2021.

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

Aye: Garcia, Gipson, Kelling, and Neyman.

Absent: Schoenberg.

Director Schoenberg rejoined the meeting at 6:38pm.

9. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Update on Project Application.

No update. This item will carry over to the next regular meeting.

b. Discussion/Vote on the Technical Assistance Work Plan.

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The Work Plan application has been sent to the State and should be funded in February. Carlos Bravo will find out if it is possible to begin work before it is officially approved.

c. Discussion/Vote on the Scope of Work.

No update. This item will carry over to the next regular meeting.

d. Discussion/Vote on Potholing and Mapping.

No update. This item will carry over to the next regular meeting.

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

a. Discussion/Vote/Update on Purchasing of the Generators.

GM Allison hand delivered the deposit check for the generators to PTS Rentals. They still expect to receive delivery in February.

b. Discussion/Vote on Engineering and Design.

No update. This item will carry over to the next regular meeting.

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

There has been no update from the State on whether the application has been approved. This item will carry over to the next regular meeting.

12. Discussion/Vote on Well #5 Blending Station and Purchasing a Nitrate Analyzer.

The State is still insistent that the District install a nitrate analyzer. Curtis Skaggs from Dee Jaspar & Associates (DJA) put together specifications on the analyzer. The District is now waiting for a quote on what it will cost.

13. Discussion/Review/Vote on the Employee Handbook.

The Board continued to read out loud from the Employee Handbook and noted any questions or changes to be made.

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14. Discussion/Vote on Establishing and Reforming the Ad Hoc Committees.

With the rotation of Board Member positions at the last meeting, the Board decided to discuss the reforming of the ad hoc committees.

This would allow them to learn aspects of the different positions. The new committees were formed with the following motions:

Motion: Move that we dissolve the Project and Financial Ad Hocs.

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

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

Motion: Move that we create a Budget Ad Hoc to include Director Schoenberg and Director Gipson.

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

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

Motion: Move that we create an Accounts Payable Ad Hoc and I would recommend Director Neyman and Director Kelling be on that.

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

Aye: Garcia, Gipson, and Schoenberg.

Abstain: Kelling and Neyman.

Motion: Move that we create the Project Ad Hoc that includes the State Update Meeting, and I propose that Director Schoenberg and Director Garcia be on that.

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

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia and Schoenberg.

Motion: Move that we change the name of the Audit Committee for Director Gipson and Director Kelling to Accounts Receivable Audit Ad Hoc.

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

Aye: Garcia, Neyman, and Schoenberg.

Abstain: Gipson and Kelling.

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Motion: Move that we create a Book Asset/Prop 218 Ad Hoc with Director Neyman and Director Schoenberg.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

15. Discussion/Vote on Renewing the Cross Connection Control Agreement.

This is the annual agreement with David Wasserman to oversee the District's Cross Connection Control Program. GM Allison recommended the Board approve the contract as written.

Motion: Move that we accept the agreement for implementation of the Cross Connection Control Program with CCSS.

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

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

16. Discussion/Vote on Modified Services in Response to COVID-19.

The Board reviewed the current modifications and did not see any changes needed.

Motion: Move that we continue with the Modified Services in Response to COVID-19.

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

Aye: Garcia, Gipson, and Neyman.

Abstain: Kelling and Schoenberg.

17. Discussion/Vote on Resolution FP-20211216-01: Renewing Use of Remote Teleconference Meetings Under AB 361.

Tiffany Matte informed the Board that the California State of Emergency for COVID-19 has been extended through March 31, 2022. This allows the Board to continue to meet remotely through March if they choose to do so. The Board agreed to adopt the Resolution and continue to meet remotely for the month of January.

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Motion: Move that we adopt Resolution FP-20211216-01: Renewing Use of Remote Teleconference Meetings Under AB 361.
Schoenberg/Gipson 3/0/2, Motion Passed.
Aye: Garcia, Gipson, and Schoenberg.
Abstain: Kelling and Neyman.

18. Discussion/Vote on District Holiday Plans.

Due to concerns over the spread of COVID-19, GM Allison recommended that individual plates of food be ordered for employees and Board Members who are available. The Board agreed and Directed GM Allison to do as he suggested.

19. Discussion/Vote on Future Agenda Items.

Regular Meeting January 13, 2022.

Regular State Planning & Project Meeting January 27, 2022.

20. Adjournment.

Motion: Move that we adjourn.
Neyman/Kelling 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.
Meeting Adjourned: 8:18pm.

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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: Gerald Garcia, Secretary

seal