

**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: 881 2273 1444 Meeting Password: 080616  
**REGULAR MEETING MINUTES FOR THURSDAY, MARCH 10, 2022, 6:00PM**  
Schoenberg/Neyman 3/0/1 - Director Gipson Abstain, Director Garcia Absent  
Minutes Approved on April 14, 2022

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Teleconference: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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 move #21 up to under #8.**

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

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

**Absent: Gipson.**

**3. Public Comments.** Present: Carlos Bravo, Oscar Cisneros, Dee Jaspar, and three members of the public.

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

**4. Report of Officers:**

**President:** Absent.

**Vice-President:** Director Schoenberg reported she filled in for Director Neyman on the Accounts Payable Ad Hoc Committee. After the checks are approved she will be delivering payments to the bank and to Ace Hardware.

**Secretary:** No report.

**Treasurer:** No report.

**JPIA Representative:** No report.

**5. Board Member Initiatives - None.**

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**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that last month there were nine after hours call outs. They were mainly for the leak on Alcot Trail and residential plumbing issues.

The leak on Alcot Trail was reported on February 18th. It wasn't bad at that time, and the gas company was not available to be on site until the following Tuesday. They were required to be there because of a 4" high pressure line in close proximity to the water leak. GM Allison scheduled a time when both the gas company and a vac truck were available, but it was snowing and they couldn't get to the location. The work was rescheduled to Friday and the leak was fixed.

**a. Administrative Assistant's Report.**

Tiffany Matte reported she finished the reporting requirements for the COVID Arrearage Program. She also updated the staff information on the District's website. All other updates will be given under the associated agenda items.

**7. Ad Hoc Committee Reports:**

**Project Committee.**

Director Schoenberg reported she attended the State Update Meeting in February and brought up the questions she had for Lawrence. All other updates will be given under the associated agenda items.

**Accounts Payable Committee.**

Directors Kelling and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

**Book Asset Detail Committee.**

This committee was supposed to meet last Wednesday but was unable to since Director Schoenberg was standing in for the Accounts Payable Committee. They will reschedule a meeting with the Bookkeeper soon.

**Treasurer Committee.**

This committee has not met yet but Director Schoenberg is working on reconciling the FP-LOW Planning Account.

**Accounts Receivable Committee.**

The committee's report will be discussed under the item later on the agenda.

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

Bookkeeper Deborah Angel reported that 28 checks were cut from the Revenue/Operating Account for a total of \$43,334.40. The checks were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

**Motion: Move that we pay our bills.**

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

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

**Absent: Gipson.**

**21. Discussion/Vote on Accounts Receivable Ad Hoc Committee Work.**

This ad hoc was created after a check was duplicated while using the scanner for remote deposits. Directors Gipson and Kelling met in the District Office to review past deposits and ensure no mistakes were made on check transactions run through the remote deposit system. As they were working they agreed that the process was redundant and not a good use of their time. They suggested that the Bookkeeper review daily deposits for errors moving forward.

**Motion: Move that we disband the Accounts Receivable Committee.**

**Neyman/Schoenberg 3/0/1, Motion Passed.**

**Aye: Garcia, Neyman, and Schoenberg.**

**Abstain: Kelling.**

**Absent: Gipson.**

**9. Discussion/Vote on Billboard Lease Agreement with the Mountain Communities Chamber of Commerce.**

At the last board meeting BJ Saidi provided a letter to the Board asking for a few changes to the lease agreement. Those changes were made, then forwarded to BJ for review. He approved the agreement as written.

**Motion: Move that we adopt the lease agreement with the Mountain Communities Chamber of Commerce.**

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

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

**Absent: Gipson.**

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**10. Discussion/Vote on Proposals for the Stand-By Fee Increase.**

Tiffany Matte reported she contacted several agencies to get a quote for preparing the necessary requirements for increasing the District's Stand-By Fee. Only one company called NBS responded, and provided a quote for both the study, and public outreach. The Board discussed the issue and decided to wait until the consolidation with Lake of the Woods since the study would have to be done again at that time.

**Motion: Move that we drop the Stand-By Fee increase investigation and subsequent increase until such time as the consolidation with Lake of the Woods goes through, if it does, at that time we can investigate further.**

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

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

**Absent: Gipson.**

**11. Discussion/Vote on the District Rate and Fee Study, and the Prop 218 Public Hearing.**

RCAC is still working on the rate study. The District can't proceed until the document is prepared. David Hossli had a question about service connections that will need to be answered.

**Motion: Move that we ask Jonnie to please answer that question and that we table this until that actual rate study information is sent to us.**

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

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

**Absent: Gipson.**

**12. Discussion/Vote on the Book Asset Detail.**

This ad hoc committee has not been able to meet due to various reasons.

**Motion: Move that we table this until the first regular meeting in May.**

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

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

**Absent: Gipson.**

**State Funded Grant Projects - Discussion began at 6:37pm.**

**13. Discussion/Vote on FP/LOW Consolidation Planning Project.**

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**a. Discussion/Vote on Test Well Property Appraisals.**

The District is holding off on the actual property appraisals until the appraisal for the easement to drill Well #7 has been completed.

**b. Discussion/Vote on Well #8 Funding and Property Acquisition.**

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

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

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

**Motion: Move that we table #b, #c, #d, and #e until we're ready to discuss those.**

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

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

**Absent: Gipson.**

**f. Discussion/Vote on Claims and Payouts.**

The draft of Claim #16 will be submitted for review at the State Update Meeting next week. The District has submitted Claims #12, #13, #14, and #15 and is still waiting to receive payment.

**14. 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.**

Dee Jaspar sent the bid summary and recommendation to the State. There has been no response yet from Jesse Dhaliwal or Lawrence Sanchez. Dee will follow up with them next week.

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

The attorney and the Project Ad Hoc Committee reviewed the letter to SEA notifying them of the appraisal. It was then sent off by Valbridge.

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

GM Allison explained he just had a meeting with Dee Jaspar and Curtis Skaggs to go over some of the details on the meters. It will be another few weeks before the plans and specs are completed.

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

The project can not go out to bid until the plans and specs are approved.

**e. Discussion/Vote/Update on the Budget Adjustment.**

Tiffany Matte sent out the budget adjustment request to Lawrence Sanchez. He has not approved the request nor asked for any additional information. Oscar Cisneros will send a follow up email asking for the status of that request.

**f. Discussion/Vote on Claims and Payouts.**

Claims #1 and #2 were sent to the State. The District has not yet received the reimbursement checks.

**15. Discussion/Vote on Pipeline Replacement Project.**

**a. Discussion/Vote on the Technical Assistance Work Plan.**

Carlos Bravo had a meeting with the State last Tuesday. The Work Plan is still waiting for approval by the State.

**b. Discussion/Vote on the Project Budget.**

**c. Discussion/Vote on the Draft Project Plans and Specifications.**

**d. Discussion/Vote on Potholing and Mapping.**

**e. Discussion/Vote on Project Application.**

**Motion: Move that we table #b, #c, #d, and #e because none of that can move forward until we have the TA Work Plan.**

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

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

**Absent: Gipson.**

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

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

The generators were supposed to be ordered last month. Curtis Skaggs has been pushing to try to get the information needed so the engineers can verify there won't be any potential for wet stacking. GM Allison set up a meeting with PTS Rentals, Dee, Curtis and himself to find out what is holding up the order. They discovered that there wasn't enough specific information on the generators to give any guarantees. Instead, Dee asked for a letter for each generator stating that it would run in the specified parameters, and would provide enough power to run the booster and well pumps. PTS Rentals agreed that if there are any issues within the two year warranty period, they will provide a free rental generator while the maintenance is being performed.

**b. Discussion/Vote on Engineering and Design.**

This was covered in the previous discussion.

**17. Discussion/Vote on Well #5 Blending Station and Installing the Nitrate Analyzer.**

The nitrate analyzer was ordered by P&J Electric, but they have still not received it. Once it comes in, it will take another two weeks to install it.

**18. Discussion/Review/Vote on the Employee Handbook.**

This item will carry over to the next meeting when all of the Board Members are present.

**19. Discussion/Vote on the Lead Operator Wage and Incentive.**

GM Allison suggested the Board provide a wage increase incentive for the Lead Operator to work hard and perform well in that position. This incentive and title could be taken back if the individual is not performing as they should. GM Allison will update the job description to include the incentive and a signature line, and will send it to the attorney for approval. The Board agreed to \$3.00 more an hour for the Lead Operator.

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**Motion: Move that we authorize Jonnie to give the Lead Operator a \$3.00 raise that's able to be rescinded if the person does not live up to expectations contingent upon the approval from the attorney.**  
**Neyman/Schoenberg 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

**20. Discussion/Vote on the Federal LIHWAP Program.**

Tiffany Matte attended a webinar to learn about this new program with the California Community Service Department. This program would allow customers with past due water bills to apply with the State for a one time payment of their charges. This program funding is limited, and would only run through August of 2023. The customer would have to meet income guidelines. In order to offer this option to customers, the District would need to apply and enter into an agreement with the State. This program funding is limited, and would only run through August of 2023.

**Motion: Move that we allow Tiffany to go forward and submit, once they have it available, what she needs to submit for us to get the ball rolling on this program.**  
**Schoenberg/Neyman 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

**21. Discussion/Vote on Accounts Receivable Ad Hoc Committee Work. (Moved per adjustment of the agenda.)**

**22. Review and Approve Meeting Minutes for 02/10/2022 Regular Meeting, 02/17/2022 State Update Meeting, and 02/24/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we table all of these minutes until the next planning meeting in March.**  
**Schoenberg/Kelling 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**



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**23. Discussion/Vote on Future Agenda Items.**

Regular State Planning and Project Meeting March 24, 2022.

- An agenda item to renew remote meetings for the month of April.

Regular Meeting April 14, 2022.

**24. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Gipson.**

**Meeting Adjourned: 7:36pm.**

**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



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Attest: Gerald Garcia, Secretary

seal