

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: 860 5338 5790 Meeting Password: 744850
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, JULY 22, 2021, 6:00PM
Schoenberg/Gipson 5/0/0
Minutes Approved on August 12, 2021

1. Call to Order: 6:00pm.

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, Linda Wilke, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we place all of the financial business, #11, #12, and #13, after #17 and before #18.

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

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

3. Public Comments - None. Present: Dave Warner, Carlos Bravo, Dee Jaspar, and four members of the public.

FP - LOW Area Annexation Planning Project - Discussion began at 6:03pm.

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

a. Discussion/Vote/Update on Test Wells.

Test Well #2 has been completed. The preliminary results from the water quality samples show acceptable contaminant levels, but the full report will be looked at more closely. Dee Jaspar explained that he expects the well will produce about 300 gallons per minute, based on the need to limit interference with the neighboring wells. The drillers began work at the SEA property on Monday. They are down to 170ft. and have been taking water and soil samples as they progress. They hit water at about 50ft. There was a meeting at the SEA drilling site. Representatives from Lake of the Woods, the State Water Resources Control Board, the FPPUD, and Dee Jaspar & Associates (DJA) were all in attendance. There was a short presentation on the aquifer in the area as well as how the test wells are drilled.

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b. Discussion/Vote on Extending the Project Timeline.

Carlos Bravo will get together with Dave Warner in order to put together some estimated dates of completion. They will have that schedule completed for the next State Update Meeting in August.

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

d. Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; and Mapping.

e. Discussion/Vote on Revised FP/LOW Transfer Agreement/MOU.

These items will carry over to the next planning meeting when there is more information from the test wells.

f. Discussion/Vote on New Budget Adjustment.

The District needs an adjustment in the planning budget in order to cover the MSR and the MOU. Stanley Hoffman Associates gave a quote for \$12,420 for their work on updating the MSR. DJA quoted \$16,776 for the engineering work on the MSR and the SOI maps. A letter will be drafted to request a budget adjustment of \$30,000 to be taken out of the contingency.

g. Discussion/Vote on Claims and Payouts.

The District received a reimbursement check from DJA for the Technical Assistance (TA) work paid in advance. Young Wooldridge received the check for \$1,180 from Self-Help Enterprises (SHE) and will reimburse the District for what was paid in advance as soon as those funds clear their bank.

Claim #9 will be on the agenda in August for Board approval. This will include work completed in the months of June and July.

FP - LOW Area Annexation Planning Project - Discussion concluded at 6:39pm.

5. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Replacement Well and Water Supply Project.

a. Discussion/Vote on Project Funding Agreement.

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In order to finalize the funding agreement, the District will need to sign the agreement, provide an Opinion of General Counsel, and pass an authorizing resolution for the agreement and designate its authorized representative by title. Should the District need a little more time, Lawrence Sanchez recommended requesting an extension. In order to draft and approve the required resolution, the Board agreed to call a special meeting.

Motion: Move that we have a special board meeting to approve a resolution, a contract, and an opinion of general counsel on the drinking water construction grant [FPPUD Meter Replacement Project and Emergency Replacement Well and Water Supply Project*], agreement #SWRCB00000000D2002051 for the Frazier Park Public Utility District Meter Replacement Project and Emergency Well Supply Project, Project #1510007-002C. This special meeting should also be able to include any other material we need.

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

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

b. Discussion/Vote on Plans and Specifications for Well #7.

The Plans and Specifications have been distributed for comment. The Board noted an amendment to the title page, and Dave Warner asked his questions about winterizing and having smart meters for the wells. Dee will also add a page behind the cover page that will explain the work that is being done on both the meters and the replacement well.

c. Discussion/Vote/Update on Going Out to Bid for Well #7.

The Board brought up a concern that the project title on the funding agreement doesn't match the title on the NOE. The District would also like to confirm that the Plans and Specs have been approved by the State. Items 5b and 5c will carry over to the special meeting so the amendments can be made and the questions can be answered.

Motion: Move that we place Items b and c on the agenda for our special meeting which is on this Tuesday the 27th, based on the fact that we are going to make the changes that we discussed this evening.

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

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

***Motion amended for clarity.**

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d. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

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

Unified Field Services is waiting on the delivery of the roll-up door. There were no other updates.

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

a. Discussion/Vote on Professional Engineering Cost Proposal: Phase Two and Three.

The cost for generator installation was not included in the engineering proposal. That amount will be proposed by the contractors bidding the project. Dee will put together a cost estimate that will include every site in order to have a maximum amount. The District is still unclear if the grant funding covers the generators only, or the installation as well. In order to clarify what the funding covers, as well as what specific services the electrical engineer will be providing, this item will carry over to the special meeting on Tuesday.

b. Discussion/Vote on Engineering and Design - Carried over.

c. Discussion/Vote on Going Out to Bid - Carried over.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Review of the Pre-Construction Engineering Budget/Scope of Work.

Dave Warner recommended having SHE draft a work plan to use SAFER funds for the Technical Assistance work. The District has a TA request that has been previously submitted that could be updated and resent. The Department of Water Resources (DWR) also has some money that they could contribute to the project. Dave submitted a funding request to the DWR on behalf of the District asking for \$10 million for this project.

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

The State has money set aside to help customers who are behind on their water bills. Carlos provided the forms required by the State in order for the District to be set up in the State's payment system. The State is not ready to distribute funds yet but will send information as the program develops.

10. Review and Approve State Update Meeting Minutes for 07/15/2021.

The minutes were not ready for review. This item will carry over to the regular meeting in August.

14. Discussion/Vote on Reforming and Combining Ad Hoc Committees. (Moved per adjustment of the agenda.)

Director Schoenberg explained that a few of the ad hoc committees composed of her and Director Neyman, have financial work that could overlap with the work of the Budget Committee, which consists of her and Director Garcia. In order to avoid the possibility of a serial meeting as defined in The Brown Act, Director Schoenberg suggested dissolving the Budget Committee and the Book Asset Detail Committee, and forming a Financial Committee that will work on the budget, monthly District financials, the book asset detail, and any other financial work. Directors Neyman and Schoenberg have been reviewing the monthly financials and have not been getting paid for it.

Motion: Move we dissolve the ad hoc for the budget.

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

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia and Schoenberg.

Motion: Move that we dissolve the book asset detail ad hoc.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

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Motion: Move that we create a financial ad hoc consisting of the budget, the book asset, financials, and bookkeeping consisting of Director Schoenberg and Director Neyman.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

15. Discussion/Review of Resolution FP-20200813-02 Re: Board Member Compensation. (Moved per adjustment of the agenda.)

The Board reviewed the resolution in order to confirm the limits on compensation. The Public Utilities Code limits Board Member compensation to \$100 per day of service, with a maximum of 10 days of service per month.

16. Discussion/Vote on Renewing PAS Human Resource Services. (Moved per adjustment of the agenda.)

The District has been using PAS for human resource needs for one year, and the contract is up for renewal. Last year the FPPUD paid for an update to the Employee Handbook but did not finish using that service. GM Allison will ask PAS if there will be any additional charges to finish the handbook this year.

The District will not renew the employee hotline since it is no longer needed, nor has it been used.

The PAS contract indicates that anyone using their business partner Young Wooldridge would get a 15% discount off of services. The District is currently not receiving any discounts but will find out if that would be offered.

Motion: Move that we renew our standard contract with PAS, that we discontinue the additional contract for the employee hotline, and that we verify the handbook information, and also that we look into the Young Wooldridge 15% discount that I don't believe we've ever gotten.

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

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

17. Discussion/Vote on Selling the Old District International 2400a Tractor: Serial #J101180. (Moved per adjustment of the agenda.)

GM Allison has tried for two years to sell the old, broken down tractor sitting in the District yard, but there has been no interest. The asking price was \$500.

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The District recently received a letter offering to purchase the equipment for \$650. The Board directed GM Allison to ask the attorney about the laws and procedures for selling District property, and if there are any laws that prevent the District from selling the tractor to this individual. This item will carry over to the next regular meeting.

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

Bookkeeper Linda Wilke reported the total cash balance in all accounts is \$2,065,820.77. The Revenue/Operating Account has \$223,208.07. The checks were cut for the billed invoices which totaled \$17,523.25, and were read out loud for the Board. The checks were cut during this meeting so the Financial Ad Hoc Committee will review the invoices in detail at a later time.

Motion: Move that we pay our bills with the understanding that if there are any issues once we actually look at them, that we will address that at that point.

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

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

12. Discussion/Vote on Contract for the Bookkeeper.

The bookkeeper did not provide a contract for review at this meeting. The discussion and vote on this item will carry over to the next regular meeting.

13. Discussion/Vote on Book Asset Detail.

The Financial Ad Hoc Committee will continue to work on this document and provide it to RCAC for the Rate Study when it is needed.

Motion: Move that we go ahead and finish business even though its eight minutes short, just in case the [meeting*] minutes take a few minutes longer.

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

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

Meeting extended at 8:52pm.

14. Discussion/Vote on Reforming and Combining Ad Hoc Committees. (Moved per adjustment of the agenda.)

*** Motion amended for clarity.**

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- 15. Discussion/Review of Resolution FP-20200813-02 Re: Board Member Compensation.** (Moved per adjustment of the agenda.)

- 16. Discussion/Vote on Renewing PAS Human Resource Services.** (Moved per adjustment of the agenda.)

- 17. Discussion/Vote on Selling the Old District International 2400a Tractor: Serial #J101180.** (Moved per adjustment of the agenda.)

- 18. Review and Approve Meeting Minutes for 06/22/2021 Special Meeting, 06/24/2021 Planning Meeting, and 06/24/2021 Special Meeting.**

Motion: Move that we approve the minutes for June 22, 2021, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

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

Motion: Move that we approve the special meeting minutes for June 24, 2021, with the amendments mentioned, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Neyman/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Motion: Move that we approve the planning meeting minutes for June 24, 2021, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Neyman/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

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19. Discussion/Vote on Future Agenda Items.

Special Meeting July 27, 2021:

- Carry over all items pertaining to the FPPUD Meter Replacement and Well Supply Project.
- Carry over the CalOES grant project.

Regular Meeting August 12, 2021:

- Carry over approval of the state update meeting minutes.
- Carry over the discussion/vote on selling the District tractor.
- Carry over the discussion/vote on the contract for the bookkeeper.

Regular Planning Meeting August 26, 2021.

- Carry over discussion/vote on extending the planning project timeline.
- An agenda item to approve Claim #9.

20. Adjournment.

Motion: Move that we adjourn.

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


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

Meeting Adjourned: 9:02pm.

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