

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225
Regular Planning Meeting
MINUTES FOR THURSDAY, JUNE 22, 2017
6:00 P.M.
Schoenberg/Gipson 4/0/0 - Director Garcia absent
Minutes Approved on July 13, 2017

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

- b. Roll Call of Directors:** Garcia, Gipson, Kelling and Schoenberg.
Director Neyman present as the chairperson.
Also present: Jonnie Allison, Tiffany Matte, and Linda Sheldon.

2. Discussion/Vote/Adjust Agenda if Necessary - None.

3. Public Comments - Present: Curtis Skaggs, Carlos Bravo, Pam Jarecki, Patric Hedlund, two members of the Lake of the Woods Board of Directors, and one member of the public.

Members of the public were given the opportunity to address the Board at this time.

4. Managers Report.

The shareholder vote for the transfer of assets in Lake of the Woods has passed. General Manager (GM) Jonnie Allison reported there was a phone conference regarding the grant for the valve and meter replacement project. He was informed the State is going to begin prioritizing grant money for districts with water quality issues. This should not affect funding for annexation because Lake of the Woods has both water quality, and quantity issues.

Well #6 has been having fluctuating results on its MCL in regard to uranium. The State calculated the yearly average and it came in at the limit. Since there was no violation, the well will remain on quarterly monitoring for the next year.

a. Administrative Assistant's Report.

Tiffany Matte updated the Board on how customers were using the new online options. From June 1 to June 22, 142 people created online profiles, 79 have made a payment online, 21 have signed up to pay automatically, and 26 have elected to receive their bills via email.

The Stand-by fees and delinquent accounts have been submitted to the County for collection through the Kern County Tax Assessor's Office.

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5. Accounts Payable and Financial Information

Checks were cut for all of the regular occurring invoices. The invoice came in for the annual LAFCo report. This year it was \$249.00; last year it was \$199.00. A bill has come in for the auditor, for fiscal year ending 2016, in the amount of \$13,000.00. Once final work on the audit has been completed, a final invoice will be sent. For the previous audit, fiscal year ending 2015, the cost was \$18,300.00.

Motion: Move that we pay our bills.

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

6. Discussion/Vote on 2015-2016 Audited Financial Statements.

It is expected the 2016 audit will be ready for the meeting on July 13th.

7. Discussion/Review of Proposed Budget for Fiscal Year 2017-2018.

The Board began reviewing the budget at the last meeting, but ran into questions on some of the line items, including bulk water sales. Linda Sheldon explained bulk sales were previously included in the residential category. She recategorized the line item so it reads separately, and also made adjustments to how other expenses were allocated.

a. Vote on Appointing an Ad Hoc Committee.

Motion: Move to appoint an ad hoc committee to do the budget. That committee will consist of Lisa Schoenberg and Brahma Neyman.

Gipson/Garcia 3/0/2, Motion Passed - Directors Neyman and Schoenberg abstain.

Discussion/Possible Vote on FP - LOW Area Annexation Project - 6:23pm.

8. Update/Discussion on Regional Project FFAST Planning Application.

The State is waiting on the 2016 audit to complete the application.

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9. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3 and Task 4 Activities:

a. LAFCo Application Packet.

- **Indemnification Agreement.**

The agreement was read out loud by the Board. The last page of the document will most likely be signed by all parties who created documents for the application; i.e., Tom Dodson, Stanley Hoffman, and Dee Jaspar. Carlos Bravo will speak to LAFCo to confirm this information.

b. Annexation Work Update.

The residents of Lake of the Woods, as well as members of their Board, were looking for clarification as to how their community would be represented after the annexation; would the Board of Directors increase from five members to seven?

In response, it was explained that once Lake of the Woods is annexed, they would be part of Frazier Park Public Utility. Anyone residing within the new district boundary would be eligible to run for the Board in the general election. The decision as to whether or not to enlarge the Board would be made at a later date, after the project was complete. Should the number of seats increase, all seats would be filled through the election process, so there would be no guarantee that a resident of any one particular area would have representation on the Board.

The Mormon church in Lake of the Woods contacted Pam Jarecki to see if it was still possible for them to be a part of the annexation. Curtis Skaggs shared Dee Jaspar's thoughts that since maps and legal description have already been approved through the County Surveyor and are ready to submit to LAFCo, that process be allowed to finish. After the regional system has been created, a new process can begin to include that church system.

Carlos Bravo explained that when he spoke to Dave Warner, he had mentioned that this could be a way to extend or delay the annexation process, since the Board expressed concern over annexing before construction of the regional system was complete. There would be additional costs incurred as a result of needing to alter the maps and legal description.

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GM Allison and the FPPUD Board discussed the issue, and clarified that even if the church was not annexed until later, it would not prevent them from obtaining water. If the opportunity was given to the church to be added after the deadline, the same opportunity would have to be given to any other parcel that now wanted in. The public was notified multiple times through multiple channels, and a deadline was given. Even so, Dee Jaspar & Associates was asked to look into the cost and time frame so there is more information on which to base a decision.

c. Discussion/Review of Claims and Payouts, and Requests for Payment.

Requests for payment will come in every month as annexation work continues. Approval and payment will be handled by Self-Help Enterprises, through their Prop 1 Workplan. Payments will be for work which includes; a water quality evaluation, a hydrological study, any legal fees, and the final changes to the MSR.

- Dee Jaspar & Associates Invoice #17-04070, dated May 16, 2017, in the amount of \$3,402.00, for work done in April on the water quality study.
- Dee Jaspar & Associates Invoice #17-05039, dated May 31, 2017, in the amount of \$2,958.39, for work done in May on water quality, the hydrological study, and work on annexation.
- Stanley Hoffman & Associates Invoice #1326-FP-1, dated June 12, 2017, in the amount of \$550.00, for final revisions of the MSR.
- Young Wooldridge Invoice #35229, dated June 6, 2017, in the amount of \$34.00, for work related to annexation.

10. Discussion/Vote on LEFA (Legal Entity Formation Assistance) Project Closeout.

Lawrence Sanchez from the State sent an email saying that when the final claim is submitted, it must include project closing documents. The Board read the information out loud, and noted two small changes; one typo, and all signature lines to include "Board President".

Motion: Move that we approve this with changes as specified.
Schoenberg/Kelling 5/0/0, Motion Passed.

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11. Discussion/Vote/Approval of an Engineer for Preliminary Engineering Report (PER) for the Meter and Valve Replacement Project.

Carlos Bravo spoke to Daisy Rios from the Division of Financial Assistance for the State Water Resources Control Board. She explained that if the meters and valves were done under one project, it would require both a planning and a construction phase. This is because there are too many unknowns as far as pipeline and valve locations. If the meters were applied for separately, there would only be the need for a construction application.

The cost for the Preliminary Engineering Report (PER) could be paid through Self-Help Enterprises Prop 1 funding.

Only two engineers have expressed interest: Frank Springer who has submitted a quote and Dee Jaspar who has not. GM Allison recommended to the Board that they approve Dee Jaspar as the engineer, because he has been actively working with the District to sort out all of the aspects of the project, while Springer has made no contact.

Motion: Move we appoint Dee Jaspar for our engineer for the Preliminary Engineering Report for the meter replacement project.
Garcia/Gipson 5/0/0, Motion Passed.

12. Discussion/Vote on Application for Grant Funding - Valve and Meter Replacement.

To begin the application process for meter replacement, Carlos will need to input the cost estimate, send the workplan to the State, then wait for approval. The State maintains concern that any new project not interfere in any way with the consolidation project.

13. Discussion/Vote on Future Agenda Items

Regular Meeting July 13, 2017:

- Carry over discussion/vote on the 2016 audit.
- Carry over discussion/vote on the 2017-2018 proposed budget.

Special Meeting July 20, 2017:

- Discussion/Vote on GSA/GSP
- Discussion/Phone conference regarding SGMA

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Planning Meeting June 27, 2017:

- Carry over discussion on the grant for meter replacement.
- Carry over discussion on the indemnification agreement.
- Lake of the Woods letter for transfer of assets.

14. Adjournment.

Motion: Move that we adjourn.

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

Meeting adjourned: 8:22pm.

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: Rebecca Gipson, Secretary

seal