

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: 812 4317 4237 Meeting Password: 295377
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, MAY 27, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

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

Director Neyman 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 add the special assessment for delinquent accounts to the agenda after #3 and before #4, and approval for the ad in the newspaper. This was added at the last minute due to time restrictions.

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

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

Motion: Move that we put Financial Business directly after the delinquent account discussion.

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

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

Motion: Move that if we do not get Oscar and Carlos on the phone in time, I would like to move the minutes review, which is Item #16, up to directly after financial business.

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

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

3. Public Comments. Present: Oscar Cisneros, and six members of the public.

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

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New Item. Discussion/Vote on the Special Assessment for Delinquent Accounts and Placing an Ad in the Newspaper.

Tiffany Matte provided the Board with a list of parcel numbers and amounts past due for the delinquent accounts. The total amount that is eligible to be placed on the Kern County Tax Roll is \$13,815.34. The District will hold a public hearing so the parcel owners have the opportunity to protest or contest the delinquent charges. A notice of the public hearing along with the list of accounts will be placed in the newspaper for two consecutive weeks. The public hearing is scheduled for June 22, 2021 at 6:00pm via Zoom. The Board reviewed the notice and had no changes.

Motion: Move that we go ahead and ask that Tiffany Matte submit the Notice of Public Hearing, June 22, 2021 6pm for the delinquent accounts with whatever payment it needs to the newspaper.

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

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

Motion: Move that at this time, because Oscar did show up, that we change the two previous motions and go back to our normal order of business from the agenda.

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

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

FP - LOW Area Annexation Planning Project - Discussion began at 6:22pm.

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

a. Discussion/Vote/Update on Test Wells.

At the State update meeting Dee Jaspar informed the attendees that Johnson Drilling is running late on their current project, so they won't be starting the test well drilling until the second week of June.

General Manager (GM) Jonnie Allison delivered the \$5,000 license fee to SEA and received a signed receipt. He is still waiting on a response from Wainright-French to provide that payment.

Dave Warner also notified the attendees of the State meeting that one of the conditions in the funding agreement states that an archaeologist will need to be on site before drilling begins in order to confirm that no cultural resources will be impacted.

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b. Discussion/Update on Contract with Johnson Drilling.

The contract with Johnson Drilling still needs to be approved by Lawrence Sanchez. The State, as well as Dee Jasper & Associates (DJA), still needs to be added as additionally insured. GM Allison will reach out to Dee to see if he has sent the contract to Lawrence.

c. Discussion/Vote on Project Budget Adjustment and Request.

The Board reviewed the adjustment request letter and had no corrections.

Motion: Move that we approve and send the letter that Dave Warner provided to Lawrence from the State which also states all of the budget adjustments.

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

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

Motion: Move that we table #d and #e until the next planning meeting in June because we do not have Dee here to address whether he has worked on the Sphere of Influence Map at all, and the MSR we are waiting on until after the test well is drilled.

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

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

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

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

f. Discussion/Vote on Changing to Monthly Claims.

Motion: Move that we carry this over for one more month to the next planning meeting, because I believe we will be submitting Claim #8 in June or July, and so I think we probably want to carry over the change to monthly until after we submit Claim #8.

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

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

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g. Discussion/Vote/Update on Claims and Payouts.

Claim #7 has been submitted and the District is awaiting payment. Claim #8 will be submitted in June or July.

Self-Help Enterprises (SHE) received the money from the State for Technical Assistance (TA), and mailed a check to Young Wooldridge in the amount of \$4,079.25, asking they forward a check to the District once they have received it. SHE also sent a check to DJA in the amount of \$4,859.98. They will also be sending a check to the District for what has already been paid.

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

5. Discussion/Vote/Update on Frazier Park Public Utility District Meter Replacement Project and Emergency Replacement Well and Water Supply Project.

There has been no update. The State still plans to fund the application by the end of June.

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

Dee Jaspar provided the no-cost change order, signed by the contractor, that clarifies that Bid Item #4 was for installation only, and did not include any costs associated with the purchase of the new pump and motor.

As discussed in the last meeting, upon receiving the change order, the checks for payment of Progress Payments #4 and #5 were signed and mailed.

The final work on the project is the installation of the building and the electrical that goes inside.

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

GM Allison is still waiting to hear back from DJA on their proposal to oversee the bid and construction process. Dee is in contact with the electrical engineer to discuss how to work together.

There was an amendment to the grant award that extended the performance period from October 31, 2021, to March 31, 2022.

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8. Discussion/Vote on Pipeline Replacement Project.

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

DJA submitted a letter with an updated budget which accounts for the increase in construction costs. It did not include any costs for administration or legal work. The District can look for project funding through the American Rescue Plan (ARP), SHE TA funds, and SAFER funds.

9. Discussion/Vote on District Application for American Rescue Plan / Cares Act Funds for Distribution System Water Line Location, Mapping, Design and/or Construction; Well Construction; Meters; Storage Tank Replacement; and Other Work.

Oscar Cisneros updated the Board that Kern County was awarded a significant amount of money under the CARES Act to distribute among communities. He recommended the District contact the Board of Supervisors to let them know that the FPPUD is located in a disadvantaged community and could use the money for current and future projects. GM Allison will work with Tiffany to draft a letter, then bring it to the project ad hoc committee for approval.

Motion: Move that we have Jonnie and Tiffany write a letter to our Supervisor that will be reviewed by our ad hoc committee so that we can get it out.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

10. Review and Approve State Update Meeting Minutes for 05/20/2021.

Motion: Move that we approve the State update meeting minutes for Thursday, May 20, 2021, with the amendment I 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.

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

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

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

Bookkeeper Linda Wilke reported that as of today, the total cash balance in all accounts is \$2,233,851.54. The Revenue/Operating Account has \$219,542.47. Checks were cut for the billed invoices which totaled \$6,907.49, and reviewed by the Board for accuracy. A final payment was made to BHK for the 2020 audit which added up to a total cost of \$16,250.

A check was made out to USA Bluebook, but it left a balance of \$98.99 for tax and freight. Linda will cut an additional check to cover that cost.

Motion: Move that we pay our bills, and we additionally pay a check for \$98.99 to make up the difference that we owe to USA Bluebook.

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

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

12. Discussion/Vote on Book Asset Detail.

Director Schoenberg explained it is critical that the ad hoc committee work on finishing this list in order to have it done in time for RCAC. GM Allison received a request to provide usage information for 50 water accounts. He will work with Tiffany next week to compile this information.

13. Discussion/Vote on Redevelopment of the Pond.

At the State update meeting Jesse Dhaliwal from the State Water Resources Control Board recommended against putting a well in the park to feed the pond because of drought conditions. He suggested looking into non-potable water sources. After the test wells are drilled, Dee Jaspar will be working with Dr. Ken Schmidt to update his estimate of water demands report.

A member of the community was present at the meeting and brought up an option for locating water, and ideas for possible funding sources. The Board agreed to ask the engineer about the satellite technology for locating water, and asked the public to help correct misinformation about the District that is being spread in the community.

14. Discussion/Vote on Quotes from Zito Media for Internet for the District Office.

The office internet from AT&T has been continually slow, and does not have the bandwidth necessary to operate cameras in the office. Zito media is not always reliable, but has much faster speeds.

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GM Allison will do more research on Zito's service quality in the area and report back at the next regular meeting.

15. Discussion/Vote on Quotes for Pest Control for the District Office.

The District office has been swamped with spiders and various insects, including those that are causing damage to the paper blueprints. Johnny Rat Pest Control offered options for a single, quarterly, bi-monthly, or monthly service. The Board agreed to start with the one time treatment which includes a follow up, then evaluate the need after that.

Motion: Move that we ask Johnny Rat Pest Control to come out for a one time spray with a follow up for the \$175.00.

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

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

16. Review and Approve Meeting Minutes for 04/08/2021, and 04/22/2021.

Motion: Move that we approve the regular meeting minutes for Thursday, April 8, 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.

Schoenberg/Gipson 4/0/1, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia

Motion: Move that we approve the regular planning meeting minutes for Thursday, April 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.

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

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

17. Discussion/Vote on Future Agenda Items.

Regular Meeting June 10, 2021:

- Carry over the discussion/vote on changing internet providers.
- An agenda item for continued discussion on cyber security.

Public Hearing June 22, 2021.

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Regular Planning Meeting June 24, 2021.

- Carry over the discussion/vote on the sphere of influence
- Carry over the discussion/vote on the MSR.
- Carry over the discussion/vote on moving to monthly claims.

18. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 7:46pm.

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