

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: 833 9732 8134 Meeting Password: 363033
REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 10, 2020, 6:00PM
Garcia/Kelling 4/0/0 - Director Gipson Absent
Minutes Approved on October 8, 2020

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Director Gipson.

Director Neyman was present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we place Item #16 directly after Item #7, before financial business.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

3. Public Comments - None. Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and five members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that the bank has not changed any of the FPPUD bank account names as requested two weeks ago. She and Director Neyman will need to return to the bank and ask them to make those changes.

JPIA Representative: Absent.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison was on the Zoom meeting when he could be, because he was with the crew on a leak. Director Neyman reported there were two meter changes, one after hours call out, five main line leak repairs, and the crew completed 173 work orders. Director Schoenberg noted that she would like Southern California Edison, or their contractor, to cover at least half the cost of the repairs on water pipes that were damaged when they were replacing utility poles.

a. Discussion/Vote on Application for Water Service.

There were two applications for water service. One was a new request, the other was a resubmission for a previous application that had expired. GM Allison confirmed water could be provided for the address on Illinois Trail. Kern County will determine if the residence needs a ¾" or 1" meter.

Motion: Move that we approve Lot 2 Block 46 Tract 1, 3525 Illinois Trail, APN 260-093-22 for providing water.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

The second request was for 3501 Nebraska Trail. This application was previously approved, but they exceeded the six month time limit for the application to be valid. GM Allison confirmed the District could provide water.

Motion: Move that we issue a Will Serve Letter for the property 3501 Nebraska Trail, for a residential house, and our manager will get the rest of the information on the Lot Block Track and APN number.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

b. Administrative Assistant's Report - No report.

7. Ad Hoc Committee Reports: Local Information Committee; Projects Committee; Rate Study Committee.

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Project Committee.

Directors Neyman and Schoenberg met as part of the ad hoc committee. They will update the Board on the appropriate agenda items.

16. Discussion/Vote on Application for Water Service: APN 255-520-02.

- a. Discussion/Vote on Modifying the District's Sphere of Influence.**
- b. Discussion/Vote on Policy & Procedure for Annexation.**
- c. Discussion/Vote on Moving Forward with an MSR.**
- d. Discussion/Vote on Tentative Letter for Supplying Water.**

Director Schoenberg addressed the LAFCo officer on the call, and asked if it was possible to partition the current Sphere of Influence (SOI) map into two separate maps. One would expand the District's influence to cover potential annexations outside of the Regional Project, the other would include all of the proposed areas that would be covered should the FPPUD move forward with annexation in the Regional Project. Bud Rice confirmed it could be done separately, it would just cost \$500.00 each time the District requests to expand the SOI.

The Board expressed their reservations in regard to providing a Will Serve Letter for the proposed RV park. The first is that the property first be included in the District's SOI. The second is that if Well #5 fails, it would be difficult to provide water to the town as it is now, without the addition of a dozen or more RVs. Well #7 is not expected to be drilled until at least April or May of next year.

The Municipal Service Review (MSR) that LAFCo has currently, covers the total area of the Regional Project, but it doesn't cover the capacities of the District itself. It will need to be amended to include data on where all the water comes from, how much water is coming in, and how much is going out. It also needs a map of the service area.

Director Schoenberg offered, if approved by the Board, for the District to write a letter stating water could be provided once Well #7 is in production. Dee explained that other agencies have written conditional Will Serve Letters, although it could be problematic with the County. The Board expressed they are behind the project, and they would be willing to provide that type of letter, if it is first approved by the District's legal council.

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Motion: Move that we move forward in pursuing writing a letter to the LaFocas addressing the property that they are trying to purchase, and our ability to serve water to them. So that letter, if our attorney gives us the go ahead, would address the obstacles that are in the way right now, by the fact that we're moving forward and trying to address all those obstacles.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

The Board agreed to allow the project ad hoc committee to speak with the attorney, and move forward by starting to address what the letter would entail. This would potentially speed up the process.

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$2,002,756.27. The Revenue/Operating Account has \$124,818.28. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed was \$41,906.70.

There was an invoice for CalPERS which included the \$250.00 annual SSSA Fee, and \$1,200.00 for the cost of the actuarial valuation.

The total due for Frazier Park Lumbar included an invoice for June, and one for August. The July statement was paid last month. Linda expressed that she didn't know why the June invoice wasn't billed before.

The JPIA check for medical insurance included payment for September and October. JPIA sent an email stating that the October invoices were incorrect, and that they would be amended on September 11th.

The invoice for AT&T included a \$9.25 late charge. The check will still be sent, but the Board asked Linda to call them and see why they billed that charge.

RVS sent an account statement that showed a balance of \$445.50, which was past due. It didn't indicate what the charge was for, nor did it include an invoice. This check will be held pending invoice information, and confirmation that it hasn't been paid.

The Board asked that every check cut for the monthly bills include an invoice number in the memo line of the check. It can be hand written if it is not able to be printed. The Board also asked that invoices for purchases have a description of what it is, and what it is being used for.

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Motion: Move that we pay our bills with the exception of the couple that Director Neyman is holding back to make sure they haven't been previously paid.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

After the motion was passed, Director Neyman clarified that only the check for RVS will be held back.

Linda also reported that paperwork for fiscal year 2020 has been boxed and organized. The Quickbooks file is ready to be sent to the auditors. Since the auditors won't be able to start work until October, she will wait until any last invoices for that timeframe have come in, then she will send the file.

She received the Resolution with the updated list of account names. She updated the Quickbooks balance sheet, but did abbreviate one of the accounts because the name was too long.

9. Discussion/Vote on FPPUD Accounts and Expenditures.

The project ad hoc committee prepared a spreadsheet showing a list of projects, the estimated project cost, the FPPUD bank account that will fund the project, the current balance in each account, the balance after the expenditure, and an explanation of why there is an immediate need for the work. No money will be taken out of the General Fund, because that serves as a backup for operations and maintenance should the Revenue account get depleted. The ad hoc has a meeting scheduled for next Thursday with Dave and Dee to go over this worksheet and get documentation on money already spent. Once that information is gathered, a packet will be put together that will be sent to local congressional representatives, the governor, and State representatives. The packet will also be used when the ad hoc approaches the State Water Resources Control Board to ask for help in funding the new well.

10. Discussion/Vote on FP/LOW Consolidation Planning Project.

a. Discussion/Vote/Update on Test Well Sites.

Dee Jaspar gave an update on the test wells. The District has received the signed license agreement from SEA. An updated license agreement was sent to Ms. Wainright and Mr. French, amending the agreement from five years, to two years, as they requested.

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The title reports have been ordered. The report for the Hikmat property was the first to come back, and it was clear.

b. Discussion/Vote/Update on Advertisement for Bids.

The FPPUD and Dee Jaspar had the first pre-bid job walk for the project. Three drilling contractors attended. There will be a second and final meeting on September 15th. Dee discussed that the Hikmat property is a difficult site for many reasons, and may drive the price of the bids higher and above budget. Because this site is optional, Dee recommends awarding the contract based on bids for the first two well sites only. If the Board and legal council approves it, the bid package can be changed with an addendum. Should one of the first two test wells not prove out, the third site could go out to bid in the Spring.

Motion: Move that we go ahead and talk to the attorney, and if everything is ok, that we drop well #3 from the bid packet and we go ahead with bids for test wells #1 and #2.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

11. Discussion/Vote on Well #5 Emergency Replacement Project.

a. Discussion/Vote/Update on Funding Application.

The ad hoc committee is putting together a project spreadsheet and information packet as discussed in Agenda Item #9. The ad hoc will use this to approach the State and see if they would be willing to provide partial funding on the new well.

GM Allison advised the Board that he will be running equipment to work on the current leak, and that Items #12 - #15 can be addressed at the next meeting.

Motion: Move that we table #11b, #12, #13, #14, and #15.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

b. Discussion/Vote on Amended PER - Tabled.

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12. **Discussion/Vote on Repairs to Manita Trail - Tabled.**
13. **Discussion/Vote on Truck Repairs - Tabled.**
14. **Discussion/Vote on Quote for Portable Load Bank for the Generator - Tabled.**
15. **Discussion/Vote on Lending or Renting Portable Generator to Krista Mutual Water Company - Tabled.**
16. **Discussion/Vote on Application for Water Service: APN 255-520-02. (Moved per adjustment of the agenda.)**
 - a. **Discussion/Vote on Modifying the District's Sphere of Influence.**
 - b. **Discussion/Vote on Policy & Procedure for Annexation.**
 - c. **Discussion/Vote on Moving Forward with an MSR.**
 - d. **Discussion/Vote on Tentative Letter for Supplying Water.**

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

Dee Jaspar's firm has taken pictures of the site, and done some pipeline locating. Dee and Curtis will be going there on Monday to begin design work. He is hoping it can be done as an emergency project to save time on going out to bid. Three or four contractors who do work in the area can be contacted for quotes. The contractors will still need to be State minimum wage compliant, and abide by all of the standard rules and regulations. Dee will check with Alan to see if it is possible to do the work as an emergency.

Motion: Move that we extend the meeting to finish our business.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

18. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 19, 2020.

Director Schoenberg wanted to include a policy in the document stating that the District will pay wages for an employee to stay home, if they feel they were exposed to COVID and are awaiting test results. Tiffany will put a policy together that can be voted on at the next meeting.

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Motion: Move that we continue with the modified services and procedures as adopted on March 19, 2020, but add paying the employee for waiting to come back until they get the results of their COVID test.

Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

19. Review and Approve Meeting Minutes for 08/13/2020 and 08/27/2020.

Motion: Move that we table the minutes for 08/13/2020 and 08/27/2020 until our next Planning Meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

20. Discussion/Vote on Future Agenda Items.

Planning Meeting September 24, 2020.

- Carry over the discussion/vote on water service to APN 255-520-02.
- Carry over the discussion/vote on purchasing a portable load bank.
- Carry over the discussion/vote on continuing modified services.
- An agenda item to vote on Claim #5.
- An agenda item to vote on the invoices for Dee Jaspar & Associates.

Regular Meeting October 8, 2020:

- Carry over the discussion/vote on repairs to Manita Trl.
- Carry over the discussion/vote on repairing the trucks.

21. Adjournment.

Motion: Move that we adjourn this meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

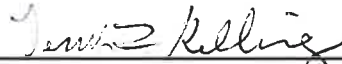
Meeting Adjourned: 9:05pm.

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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: Terry Kelling, Secretary

seal