

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225
Regular Planning Meeting
MINUTES FOR THURSDAY, MAY 25, 2017
6:00 P.M.
Gipson/Garcia 4/0/0 - Director Kelling absent
Minutes Approved on June 8, 2017

1. Call to Order: 6:09pm.

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: Dee Jaspar, Dave Warner, Pam Jarecki, Austin Mielke, and five additional members of the public.

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

4. Manager's Report.

Friday will be the one year inspection on Well #6. General Manager (GM) Jonnie Allison, the USDA, and a representative from Dee Jaspar's office will be there. They will inspect to make sure everything is working correctly.

M&S Security has been working on the new alarm system in the yard all week, and will continue to work on installation through the upcoming week.

a. Admin Assistant's Report.

Tiffany Matte reported she has been in contact with Jessica Carroll from Lebec County Water District regarding a GSA/GSP meeting. Lebec is currently in talks with Tejon-Castac Water District regarding this topic, but will confirm with the Board as to whether or not they are interested in a meeting with the FPPUD.

5. Accounts Payable and Financial Information.

Checks were cut for the regular occurring invoices, as well as payments for Pre-Planning Claims #15 and #16.

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Meetings held on the fourth Thursday of the month are now being classified as Planning Meetings. Linda Sheldon clarified with Dave Warner that a new checking account will need to be opened for that grant.

Motion: Move that we create another bank account, that will be a Planning Fund, only use the Pre-Planning Fund for Pre-Planning, and then at some point we can change the Pre-Planning over to the Construction Fund, should that happen. Schoenberg/Gipson 5/0/0, Motion Passed.

Motion: Move that we pay our bills. Kelling/Garcia 5/0/0, Motion Passed.

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

The auditors came into the office and conducted their in-house review. Information that is being requested is being sent very quickly, in order to keep the process moving forward. BHK is hoping to have the audit ready for review at the June 8th meeting.

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

A preliminary Proposed Budget for the 2017-2018 fiscal year was passed out for the Board to review. Discussion will carry over to the next Regular Meeting.

Discussion/Possible Vote on FP - LOW Area Annexation Project - 6:36pm.

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

The only thing needed to complete the application is the 2016 audit. The State is going through the application now, and is hopeful they can have a funding agreement by September.

The Board revisited the Motion under Agenda Item #5 so that it occurred in a more appropriate place on the Agenda.

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Motion: Move that we open up a Planning checking account in anticipation of our application hopefully going through, and us receiving Planning Funding. Also, to give direction for me as the Treasurer, and a second Board Member, who is also a signer, to go down and open up another checking account.
Schoenberg/Gipson 5/0/0, Motion Passed.

9. Discussion/Review of Pre-Planning Claims and Payouts.

Director Schoenberg went over Claim # 15 and verified the payout amounts.

Claim #16

Motion: Move that we go ahead and pay Tom Dodson for the amended amounts:

Claim #13 - \$400

Claim #15 - \$1,100

And pay Self-Help Enterprises Invoice #FRZPRK-0317, dated February 2017, in the amount of \$1,924.16.

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

The checks for Claim #15 and #16 were passed around for signatures.

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

a. MSR (Municipal Service Review) from Stanley Hoffman

- **Reallocated Budget Adjustment Request.**
- **Approve Invoice #1311-8.**

The final copy of the MSR was received, and all the corrections were made. This document was approved at the previous Pre-Planning Meeting on April 27th. Stanley Hoffman requested a reallocation of budgeted funds to cover the extra \$1,500 (Invoice #1311-8) for making changes and corrections to the MSR as requested by Dee Jaspar and the Board.

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Motion: Move that we reallocate the funds that were requested for Stanley Hoffman in a letter dated April 28, 2017, regarding our letter of contract dated July 14, 2016, which amends our Task 1 balance for the MSR. Schoenberg/Kelling 5/0/0, Motion Passed.

Motion: Move that we approve Stanley Hoffman Invoice #1311-8, dated May 5, 2017, in the amount of \$1,500, for work related to the MSR. Schoenberg/Kelling 5/0/0, Motion Passed.

b. Annexation Initiation Resolution.

The completed Resolution was given to Dave Warner for submittal with the LAFCo Application Packet.

c. LAFCo Application Packet.

For inclusion in the packet, Kern County LAFCo requires an indemnification agreement. A copy was passed out and read aloud. The Board had a question on the last page because it stated, "To my knowledge no other person or firm participated in the drafting of these documents", when in reality there were multiple agencies that had a part in drafting documents. Dave Warner recommending conferring with an attorney about whether or not all parties that participated need to be acknowledged. Discussion of this item will be carried over to the next Planning Meeting.

Director Neyman wished to express on the record his concern that submitting the Application Packet to LAFCo for annexation, before finishing the Planning process and before securing Construction funding, was putting the cart before the horse. He also explained that the annexation will not be able to continue, should Lake of the Woods not receive approval from 51% of their shareholders to turn over assets.

d. Annexation Work Update.

No further updates.

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e. Discussion/Vote on Partial Payment Requests - Claim #18.

Claim #18 - \$3,635.54

- Young Wooldridge Invoice #33460, dated May 2, 2017, in the amount of \$110.00, for Task 3, legal services regarding annexation.
- Dee Jaspar & Assoc. Invoice #17-04020, dated April 30, 2017, in the amount of \$1,525.54, for professional services related to Task 3.
- Stanley Hoffman Invoice #1311-8, dated May 4, 2017, in the amount of \$1,500.00, for work related to the MSR. (Previously approved on Agenda Item #10a.)
- FPPUD General Ledger for Directors Fees, for the meeting dated April 27, 2017, in the amount of \$500.00.

Motion: Move that we approve Claim #18.
Schoenberg/Gipson 5/0/0, Motion passed.

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

GM Allison met with Dee Jaspar to come up with a gameplan for how to map out the valves needed in the system. To date, he is the only engineer who has responded to the District's request for proposals.

Dave Warner recommended asking for mainline replacement through a separate grant because it is a much larger project than valves and meters. He also suggested contacting Cal Rural Water for assistance with leak detection, because they have been doing this for other local water companies free of charge.

12. Discussion/Vote on Future Agenda Items.

Regular Meeting June 8, 2017:

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

Planning Meeting June 22, 2017:

- An agenda item for discussion/vote on the indemnification agreement.

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13. Adjournment.

Motion: Move that we adjourn.

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

Meeting adjourned: 7:57pm.

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