

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: 823 7649 1370 Meeting Password: 686055
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

1. Call to Order: 6:02pm.

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 table Item #13 until next month's planning meeting, and that we move Item #15 - Discussion/Vote on Renewing the Billboard Lease Agreement with the Mountain Communities Chamber of Commerce to after Item #7.

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

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

3. Public Comments - None. Present: Scott Westall (BHK), Danhira Millan (BHK), Bj Saidi (Chamber of Commerce), Kathleen Weinstein (Chamber of Commerce), Dave Warner, Oscar Cisneros, Dee Jaspas, and four members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that she made an error in one of the transfers. She accidentally moved the amount for the Wolfe Progress Payment #1 twice. She will be correcting the transfer.

JPIA Representative: No report.

5. Board Member Initiatives - None.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

6. Manager's Report.

General Manager (GM) Jonnie Allison reported that last month there were 243 work orders completed. There were 26 after hours call outs, most of which were communication issues and power failures at the well and tank sites. GM Allison reached out to the SCADA technician, who is working remotely on the communication issue. Southern California Edison (SCE) denied the District's claim for the short circuit at Pine 1. GM Allison is looking into whether there is an appeal process.

The District received a letter from the IRS stating a Board Member complained about not receiving their 1099 tax form. Linda Wilke will fill out the notice with an explanation as to why the forms were not sent out on time.

GM Allison has been working on getting a grant for backup batteries for the booster sites through a company that is funded through an SCE program. They should be sending a presentation as well as the paperwork that will need to be signed. Directors Neyman and Garcia volunteered to review the information before the next regular board meeting.

a. Administrative Assistant's Report.

Tiffany Matte reported she received the new 2021 forms for Kern County's COVID-19 expenditure reimbursement. The new claim in the amount of \$1,506.47 has been put together and will be submitted when it is signed by the Board President.

7. Ad Hoc Committee Reports:

Local Information Committee.

No report.

Project Committee.

Director Schoenberg reported that the ad hoc committee met with Bravish from Stanley Hoffman Associates to ask questions about the annexation, and to clarify what the District needs in terms of the Municipal Service Review (MSR). He will be providing an updated quote for his work.

Rate Study Committee.

No report.

Budget Committee.

No report.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

15. Discussion/Vote on Renewing the Billboard Lease Agreement with the Mountain Communities Chamber of Commerce. (Moved per adjustment of the agenda.)

Bj Saidi and Kathleen Weinstein attended the meeting as representatives of the Mountain Communities Chamber of Commerce. The Board noted that street lights were out and in need of replacement. The billboards have signs that are peeling, including the one for the FPPUD. Bj explained that it is expensive to rent a boom truck to be able to conduct repairs, and that finances are low due to COVID-19. When they have enough tasks to warrant the expense, they do them all at once to save money. The Board expressed concern that the town and billboards have needed maintenance for over a year, and that it was a condition of the contract renewal. Bj assured the Board the work will be done, but he can't guarantee it will be in the next year. It was agreed that the contract will be renewed for one year, at which time the required maintenance and agreement will be reevaluated.

Motion: Move that we renew the billboard Lease Agreement with the Mountain Communities Chamber of Commerce for one year, and we will look at it again at that time and see if things have been taken care of as directed in the contract. Gipson/Kelling 5/0/0, Motion Passed.

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

8. Discussion/Vote on Audited Financial Statements for FYE June 30, 2020, and Other Financial Questions.

The representatives from BHK presented the draft audited financial statements to the Board and identified it as a clean audit report. The auditors were not able to go over the Management Discussion and Analysis portion of the statements before this meeting's presentation. They asked GM Allison to provide any updates or changes before the audit is finalized. The Board noted an amendment to the list of rates and fees on page 26. Wording will also be added stating that the COVID-19 pandemic may have a negative impact on the company's operations.

Motion: Move to approve this [Audited Financial Statements for FYE June 30, 2020*] pending some extra language that Jonnie needs to put in for the management discussion, and with the other amendments that we talked about. Schoenberg/Garcia 5/0/0, Motion Passed.

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

* Motion amended for clarity.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

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

Bookkeeper Linda Wilke reported the total cash balance in all accounts is \$1,918,036.11. The Revenue/Operating Account has \$185,588.97. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed from the Operating/Revenue Account was \$66,038.34.

The following checks needed corrections:

- #14556 to Westair Gasses - Check was voided and will be recut in the correct amount.
- #14561 to BC Labs - Check was voided because the invoice was already paid.
- #14564 to Ferguson Ent. - Check was voided because the invoice was already paid.
- #14590 to California Bank & Trust - Check was voided and will be recut in the correct amount.

The AT&T U Verse bill will need to go on credit card auto pay so it does not accrue a late fee every month.

The Board noted corrections to several of the budget line items that the invoices were attributed to.

Sheldon & Associates submitted an invoice for the month of February. The Board asked that a discussion/vote on this invoice be added to the next meeting's agenda so they could make a decision on how it will be paid.

Motion: Move that we pay all of our bills with the exception of the extra voided checks that Director Neyman did and discussed, and with the exception of the payment to Linda Sheldon which we will hold and adjust at the next meeting, and the checks that Linda Wilke will cut for California Bank & Trust and Westair Gas. Schoenberg/Kelling 5/0/0, Motion Passed.

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

10. Discussion/Vote on Book Asset Detail.

There was no update.

FP - LOW Area Annexation Planning Project - Discussion began at 8:23pm.

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

Dave Warner announced that he will be retiring in July, and that Carlos Bravo will be taking over this project for the District.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

a. Discussion/Vote on Test Wells: Construction Documents and Schedule.

Dee has the signed contract with Johnson Drilling. He has also received the bonds and is reviewing the insurance information. If there are no corrections, they will be submitted to the District's lawyer, Alan Doud, for review.

b. Discussion/Vote on Engineering Planning Contract Amendment.

At the last meeting the Board asked that some corrections be made to the engineering contract. They also asked that charges be broken out into more detail so that the Board can track the costs through the budget. Line items also needed to be added for the cost of work on the MSR and MOU. The ad hoc committee and project group will speak with Lawrence Sanchez next week during the monthly call. Dee can then make changes to his contract based on the new information.

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

Dee Jaspar shared the original version of the Sphere of Influence (SOI) map from 2017 and noted the property that was and was not included. This map will need to be amended first for the proposed SOI expansion, then for the regional annexation.

Motion: Move that we continue the meeting until business is finished.

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

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

Meeting extended at 9:00pm.

The Board discussed working on the map, but waiting to file the SOI with LAFCo until after the test wells are completed. Dee will meet with GM Allison at the District office and draw some preliminary boundaries on the map to present to the Board.

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

The ad hoc committee had a phone meeting with Bravish from Stanley Hoffman Associates. The ad hoc explained the need for only one MSR and went through what needed to be updated. This report was originally drafted five years ago but never finished. Bravish will provide an updated quote for the MSR that will include all of the updates. He estimates it will be somewhere around \$12,000.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

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

Dave Warner reported he received the District's claim information from Tiffany. He will prepare Claim #7 and have it ready for approval at the next meeting.

FP - LOW Area Annexation Planning Project - Discussion concluded at 9:14pm.

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

a. Update on State Grant Application.

Lawrence Sanchez sent an email that included Jesse Dhaliwal and Ryan Icenhower from the Division of Drinking Water. Lawrence asked them to provide information on how to apply for a permit for the replacement well.

The application has been given to Lawrence's supervisors, and he expects the funding agreement to be approved by the end of June. He did advise the District to look into interim financing while the State finishes their process and can reimburse claims.

DJA is still working on the Plans and Specs for the Well #5 replacement. They have requested an additional \$20,000 from IRWMP to complete this work.

b. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

13. Discussion/Vote on Pipeline Replacement Work - Tabled.

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

a. Discussion/Vote/Update on Project.

GM Allison reached out to the Superintendent from Unified Field Services, and he was not able to provide a date for when work on the project will resume.

b. Discussion/Vote on Progress Payment #3 and Other Claims and Payouts.

The District received an invoice for Progress Payment #3 for Unified Field Services for the amount of \$36,120.90. They also provided a change order to increase the total project cost by \$5,025.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

Motion: Move that we approve payment #3 to Unified Field Corp in the amount of \$36,120.90.

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

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

Motion: Move that we approve the change order for the adjustments in the number of lines going from Wolfe Tank in the amount of \$5,025.

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

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

Motion: Move that we carry over the review and approval of the minutes for 02/11 and 02/25 until the next meeting.

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

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

15. Discussion/Vote on Renewing the Billboard Lease Agreement with the Mountain Communities Chamber of Commerce - Moved per adjustment of the agenda.

16. Discussion/Vote on Quote for Repairs for the Backhoe.

The District's backhoe was purchased as a used piece of equipment more than 13 years ago, and has cost a lot of money over the years in repairs. The heater has now failed, and will cost more than \$12,000 to repair. GM Allison recommends the Board approve the purchase of a new mini excavator to do the work of the backhoe, and eliminate the need to rent a mini excavator for potholing. GM Allison has already received two quotes for the replacement, and both were about \$80,000. The backhoe can still be used intermittently as needed. Approval of the purchase of a new mini excavator will be added to the agenda for the next meeting.

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

The Board agreed that the FPPUD office will open when Kern County moves into the red tier.

18. Review and Approve Meeting Minutes for 02/11/2021, and 02/25/2021 - Tabled.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 11, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on April 22, 2021

19. Discussion/Vote on Future Agenda Items.

Planning Meeting March 25, 2021.

- Carry over the discussion/vote on the planning contract amendment with Dee Jasper.
- An agenda item to approve Claim #7
- Carry over the review and approval of the meeting minutes.
- An agenda item to approve the purchase of a mini excavator.

Regular Meeting April 8, 2021.

- An agenda item to review information on the solar battery program.

20. Adjournment.

Motion: Move that we adjourn this meeting.

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

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

Meeting Adjourned: 9:47pm.

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