

**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: 839 4315 6896 Meeting Password: 402739  
**REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 11, 2021, 6:00PM**  
Schoenberg/Gipson 5/0/0  
Minutes Approved on December 9, 2021

**1. Call to Order: 6:00pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Garcia, Gipson, Neyman, and Schoenberg.

Absent: Kelling.

Director Garcia was present as the chairperson.

Also present: Deborah Angel, and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary - No change.**

**3. Public Comments - None.** Present: Carlos Bravo, Oscar Cisneros, Dee Jaspar, and five members of the public.

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** Absent.

**Treasurer:** Director Schoenberg reported she transferred \$114,171.00 back into the Capital Improvement Reserve Account from the FP/LOW Planning Account. This was for the payment made to Johnson Drilling and reimbursed through Claim #9.

**JPIA Representative:** No report.

**5. Board Member Initiatives - None.**

**6. Manager's Report - No report.**

**a. Administrative Assistant's Report.**

The reports will be given under the related agenda items.

**7. Ad Hoc Committee Reports:**

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**Project Committee.**

The ad hoc will meet with the State next week for the update meeting.

**Financial Committee.**

The committee reviewed the financials with the Bookkeeper. The checks for the final payments to Johnson Drilling and Unified Field Services were released since the final documents were signed.

**Deposit Review Committee.**

This committee will meet beginning in January 2022.

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

Bookkeeper Deborah Angel reported six checks were cut from the FP/LOW Planning for a total of \$28,518.99. The ad hoc committee asked that Deborah provide a monthly report with the credit card reconciliations. This report will be provided at the regular meetings beginning in December. 26 checks were cut from the Revenue/Operating Account for a total of \$32,874.85. The checks were reviewed by the Board for accuracy.

**Motion: Move that we pay our bills.**

**Gipson/Neyman 4/0/0, Motion Passed.**

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

**Absent: Kelling.**

Deborah explained that all of the bank reconciliations have been brought current, and there are two more credit card statements to go through before those are reconciled up to date.

**9. Discussion/Review/Approval of the Bookkeeper Contract.**

The original contract for Deborah Angel was signed for a period of two months so that it could be reevaluated after the initial trial period. The Board expressed that they have been very happy with her services and would like to extend the contract for another year. Deborah Angel stated she is happy with the volume of work and is also interested in continuing to provide bookkeeping services.

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**Motion: Move that per our discussion back when we hired Deborah, that we go ahead and keep the contract as is and extend it until November 2022 at which time we can see how things are going and if any adjustments need to be made.**

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

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

**Absent: Kelling.**

**10. Discussion/Vote on the Book Asset Detail.**

The Book Asset Detail for the Rate Study was provided to David from RCAC. The District is waiting for a spreadsheet from David that will show the projected numbers for the next five years. The FPPUD portion of the Book Asset Detail that will be used by the auditors has not been worked on.

**State Funded Grant Projects - Discussion began at 6:32pm.**

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

**a. Discussion/Vote on a New Budget Request.**

Dee Jaspar & Associates (DJA) has calculated the final payments owed to Johnson Drilling. Once the contractor has signed the document confirming the totals, the District will be able to calculate the budget adjustment for the Test Well drilling.

**b. Discussion/Vote/Update on Claims and Payouts.**

Claim #11 was approved and submitted to the State. Claim #12 will be on the agenda for approval at the November 18th meeting. It will include the final payments to Johnson Drilling.

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

**a. Discussion/Vote/Update on Going Out to Bid for Well #7.**

Curtis from DJA was on site today for the third job walk with potential bidders. Bids are due November 23rd. Dee Jaspar explained that bidders are scarce, but he is hopeful that one or two drillers will respond. There may be issues with availability on pumping equipment so if needed, the parts from Well #5 can be used until the new parts are delivered.

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Dee suggested moving forward as soon as possible with the appraisals and property negotiations with SEA so that if Well #7 is delayed, there is a possibility of moving forward with Wells #7 and #8 at the same time. Grant money may be available at that time to get Well #8 drilled sooner.

**b. Discussion/Vote on Amended Plans and Specifications for Meter Replacement.**

Dee explained that most of the field work is done, but there are a few more things to do before the Plans and Specifications are ready. He still estimates they will take one to two more months to prepare.

**c. Discussion/Vote on Going Out to Bid for Meter Replacement.**

This item will carry over pending completion of the Plans and Specs.

**d. Discussion/Vote on Claims and Payouts.**

Invoices have come in from both DJA and Young Woolridge (YW) for this project. Oscar will prepare the first claim after he clarifies if any costs will be covered by IRWMP.

**13. Discussion/Vote on Pipeline Replacement Project.**

**a. Discussion/Update on Project Funding.**

The District received the letter from the State Water Resources Control Board (SWRCB) stating that they would be providing the funding for this project. They stated that the District would need to fill out an application package, but Lawrence Sanchez said it would not be necessary. The ad hoc committee will address this question at the State Update Meeting next week.

**b. Discussion/Vote on the Project Scope of Work.**

There was no update on this item.

**c. Discussion/Vote on the Technical Assistance Scope of Work.**

Carlos Bravo is working on preparing the Technical Assistance Work Plan to be submitted to the State. Dee Jaspar has provided his Scope of Work but Carlos still needs information from the engineer for Lake of the Woods.

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**d. Discussion/Vote on Potholing and Mapping.**

Once the State approves the Work Plan with Self-Help Enterprises (SHE) the work can begin.

**State Funded Grant Projects - Discussion concluded at 7:11pm.**

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

**a. Discussion/Vote/Update on the Purchase of the Generators.**

PTS Rentals submitted their bid package for approval. Curtis with DJA reviewed those documents and requested changes. Once approved the generators can be ordered. Dee Jaspar anticipates PTS Rentals will require a down payment of up to 30% of the total cost.

**b. Discussion/Vote on Engineering and Design.**

DJA provided a quote of \$2,000 for designing the pads for the generators.

**c. Discussion/Vote on the Project Progress Report for CalOES.**

Once Dee has the figure for the down payment, the report can be filled out using that information.

**15. Discussion/Vote on Community Water System COVID Relief Program.**

Tiffany Matte reported she submitted the application with the State last Thursday. She spoke with a representative from the State to clarify some of the information. The application is now under review.

**16. Discussion/Vote on Well #5 Blending Station and Purchasing a Nitrate Analyzer.**

There was no update. This item will carry over to the next meeting.

**17. Discussion/Vote on Exempt and Non-Exempt Employee Law.**

Director Schoenberg had some questions for the attorney but he was not available for this meeting.

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This item and the next will carry over to the Planning Meeting on November 18th.

**18. Discussion/Vote on the General Manager Contract.**

This topic was covered in the previous discussion.

**19. Discussion/Vote on Alternate Signers for the Board Secretary and President.**

The Board discussed the need for having backup signers if a Board Member was unavailable. They concluded that the Vice President would be the alternate signer for the President, and the JPIA Representative would be the backup signer for the Secretary.

**Motion: Move that we designate alternate signers for the Board Secretary and for the President. The alternate signer for the Secretary will be the JPIA Rep, and then the Vice President as the alternate signer for the President.**

**Schoenberg/Neyman 4/0/0, Motion Passed.**

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

**Absent: Kelling.**

**20. Discussion/Vote on Holiday Activities and Purchases.**

The Board discussed the upcoming holidays and agreed to give the employees either a ham or turkey for Thanksgiving. GM Allison will look for low cost items. For Christmas, there will be a potluck and barbecue at the District office.

**Motion: Move that we have our General Manager go out and buy a turkey or ham for the employees for Thanksgiving, and that we have our barbecue for Christmas and we can discuss with the General Manager what we will be serving and the best way to do it.**

**Gipson/Neyman 4/0/0, Motion Passed.**

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

**Absent: Kelling.**

**21. Review and Approve Meeting Minutes for 09/23/2021 Regular Planning Meeting, 10/14/2021 Regular Meeting, and 10/28/2021 Regular Planning Meeting.**

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**Motion: Move that we approve the minutes for the September 23, 2021 Regular Planning Meeting with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Absent: Kelling.**

**Motion: Move that we approve the minutes for 10/14/2021 Regular Meeting minutes with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

**Schoenberg/Gipson 3/0/1, Motion Passed.**

**Aye: Garcia, Gipson, and Schoenberg.**

**Abstain: Neyman.**

**Absent: Kelling.**

**Motion: Move that we approve the 10/28/2021 Regular Planning Meeting minutes with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

**Schoenberg/Neyman 4/0/0, Motion Passed.**

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

**Absent: Kelling.**

**22. Discussion/Vote on Future Agenda Items.**

Planning Meeting November 18, 2021:

- An agenda item to discuss the Employee Handbook.
- An agenda item to approve the resolution regarding remote meetings.

Regular Meeting December 9, 2021.

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**23. Adjournment.**

**Motion: Move that we adjourn.**

**Gipson/Neyman 4/0/0, Motion Passed.**

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

**Absent: Kelling.**

**Meeting Adjourned: 7:45pm.**

**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: Gerald Garcia, Secretary**

**seal**