

**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: 817 9512 2835      Meeting Password: 528275**  
**REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 13, 2020, 6:00PM**  
Schoenberg/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on September 24, 2020

**1. Call to Order: 6:04pm.**

**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 Sheldon, and Tiffany Matte.

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

**3. Public Comments - None.** Present: Dave Warner, Oscar Cisneros, 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 after the banking resolution is passed, she and Director Neyman will go to the bank to make the changes. She issued a stop payment on the check mailed out to the company that installed the shield on the front office counter. The payment was sent to the wrong address. A new check was issued, and the original did return to the District.

**JPIA Representative:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported he had to issue a Boil Water Notice after two lines were repaired on Manita Trail.

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The potholing has been completed at Wolfe Tank. Now that everything is exposed, Dee Jaspar will do a quick drawing of the piping so Jonnie can get quotes on replacing it. The Board asked that invoices for the potholing work include a location so it can be tracked.

**a. Discussion/Vote on Application for Water Service.**

On the phone was someone who is interested in purchasing property on the east side of Johnson Rd. He wants to put in a 9 - 18 space RV park for senior citizens to rent. He plans to keep natural vegetation, provide private yards to the spaces for a residential feel, and keep water usage to about 50 gallons per unit, per day. He is asking that the FPPUD annex him in, and provide water through a master meter. The buyers have been in contact with the Kern County Planning Department, and confirmed that it is zoned for a recreational park, with a conditional use permit. As a condition for that permit, the County asked for a Will Serve Letter. Jonnie believes that the 6" line that runs down Harriet Trail would have enough capacity for him to connect to, but he would like Dee to take a look at it first and confirm that. The parcels for this property were included in the Municipal Service Review that was done previously for the annexation, but more research is needed to see if it is within the current sphere of influence (SOI). A representative from LAFCo was present at the Zoom meeting. He clarified that the District can provide water to someone outside of the service area, but not to someone outside the sphere of influence. As of right now, the District's service area is coterminous with its sphere of influence. To provide service, the FPPUD would need to request an extension of services, or move ahead with an annexation and SOI amendment. An extension of services would cost \$500, and would only be to temporarily supply water if needed, until the annexation is complete. Moving forward Dee will look at the system to ensure there is enough capacity. If there is, an agenda item will be added to the planning meeting to vote on moving forward with expanding the sphere of influence.

**b. Administrative Assistant's Report.**

Tiffany Matte reported that the in-person CSDA Board Secretary/Clerk conference was canceled and rescheduled as a virtual conference. The registration fee has been refunded to the credit card.

**7. Ad Hoc Committee Reports: Meeting of Local Water Companies; SGMA; Project Committee; Rate Study Committee.**

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**Rate Study Committee.**

Directors Neyman and Schoenberg attended the kick-off meeting. RCAC will contact them when they are ready to meet again. In the meantime, the ad hoc will start looking at the assets.

**a. Discussion/Vote on Dissolving the Budget Ad Hoc.**

The budget has been completed and passed by the Board so the committee was ready to be dissolved.

**Motion: Move that we dissolve the budget ad hoc.**

**Kelling/Garcia 3/0/2, Motion Passed.**

**Aye: Garcia, Kelling, and Neyman.**

**Abstain: Gipson and Schoenberg.**

**b. Discussion/Vote on Combining SGMA and Local Water Company Meeting Ad Hoc Committees.**

The group of local water companies has not met since the beginning of COVID-19 closures. Since Directors Kelling and Schoenberg are on both ad hocs, they wanted to roll it into one committee.

**Motion: Move that we combine the SGMA and Local Water Company ad hoc committees.**

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

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

**Abstain: Kelling and Schoenberg.**

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,969,078.26. The Revenue/Operating Account has \$93,203.51. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed was \$48,560.96.

Three checks cut to PAS & Associates were voided and recut because some initial information was incorrect. The Board asked that Linda write a note to indicate when checks are voided. They also want better notes indicating where expenses are being categorized.

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A check was cut in the amount of \$18,175.00 to HPS Mechanical for potholing on Manita Trail and the Wolfe Tank site. The Revenue/Operating Fund will be reimbursed through a bank transfer from another FPPUD account. That will be determined after the banking resolution is passed.

The electric bill from Southern California Edison was \$6,269.12. It was higher than usual because Well #6 runs almost non-stop, and includes peak critical pricing.

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

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

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

**9. Discussion/Vote on Unclaimed Account Credit.**

While accessing billing accounts, the clerk found an old, closed account with a credit of \$83.89. That payment was made in September 2014. A new account has since been created for that service address under a new owner. The Board discussed a solution and determined that Linda should look up the information on the statute of limitations for this type of account. If it hasn't run out, then work can be done to find the escrow information and possibly the old owner.

**10. Discussion/Vote on Resolution FP-20200813-01: Resolution for Change of Officers of the District/Authorized Banking.**

The draft resolution was provided to the board with the changes highlighted in red. The Board read the document out loud and confirmed the following changes:

- Added a primary and alternate credit card program and treasury management administrator.
- Changed the Capital Replacement Reserve to the Distribution System Emergency Reserve.
- Changed the Emergency Reserve to the Capital Improvement Reserve.
- Changed the Contingency Fund to the Capital Improvement SLA.
- Added the ability to make a stop check/payment request for the General Manager, and removed that ability from the Bookkeeper.

**Motion: Move that we approve Resolution FP-20200813-01 as amended.**

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

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

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Director Schoenberg clarified that with the Resolution approved, she will be transferring money from the Distribution System Emergency Reserve, into the Revenue/Operating Fund to cover the check cut to HPS for potholing.

**11. Discussion/Vote on Establishing a Credit Card Program Administrator for California Bank & Trust.**

The program administrator and alternate were established in the banking resolution. Now the form can be filled out that will remove the prior administrator and establish the new ones. They will be able to address any credit card issues moving forward.

**Motion: Move that we establish a credit card program administrator for California Bank & Trust.**

**Kelling/Gipson 3/0/2, Motion Passed.**

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

**Abstain: Neyman and Schoenberg.**

**12. Discussion/Vote on Authorization to DocuSign Treasury Management Resolution and Agreement for California Bank & Trust.**

The program administrator and alternate were established in the banking resolution for this item as well. This document establishes the Directors that will sign the Treasury Management Resolution. The resolution would then name those authorized to make the remote check deposits.

**Motion: Move that we authorize to docusign the Treasury Management Resolution so that we might eliminate the Board Members that are no longer with us, and replace them with our authorized representatives, and also complete the docusign information.**

**Garcia/Kelling 3/0/2, Motion Passed.**

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

**Abstain: Neyman and Schoenberg.**

**13. Discussion/Vote on 2020 Engagement Letter with BHK for Annual Audit.**

This is the standard letter that is sent annually to contract BHK for the annual audit of the District financials. The cost is estimated to be between \$17,150.00 and \$18,750.00. The Board noted a typo on the year that is printed on the first page of the Governance Letter.

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**Motion: Move that we approve the BHK engagement letter for 2020 with the amendments mentioned.**

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

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

**Motion: Move that we take a 10 minute break.**

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

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

**Meeting Break: 8:33pm. - 8:46pm.**

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

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

There was a meeting with the prospective buyers and their attorney, GM Allison, and Alan Doud. Alan clarified that they will not have rights to the water under their property for developments or resale. They now understand that if they choose to purchase the land, they will need to work with the District. There is a court date scheduled for September 2nd if the license agreement remains unsigned.

GM Allison has still not been able to contact Emilie Wainright. He will continue to try different avenues to make contact. Dave Warner provided the contact information he had on file.

**b. Discussion/Vote on Proceeding with Advertisement for Bids on the Regional Project Test Well Sites.**

The Board expressed concern about going out to bid with only one property license agreement signed. The environmental contractors were supposed to be out this week to look at the sites. Dave will research to see if the Notices of Exemption (NOEs) need to be filed before the project can go out to bid.

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

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

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

**Meeting extended at 9:04pm.**

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**Motion: Move that we take Item #14b and place it further on the agenda, after Item #21.**

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

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

**15. Discussion/Vote on Well #5 Emergency Replacement Project.**

**a. Discussion/Vote/Update on USDA Grant/Loan Application.**

Al Correale sent an email concluding that the project be recommended on a "loan only" basis. Oscar Cisneros prepared a spreadsheet with loan options. The USDA has a current rate of 1.5%. They do ask that the District obtain interim financing to pay for the project, which the USDA can then pay off when the application is approved. GM Allison has reached out to California Bank & Trust, and Dave Warner has reached out to iBank. The District discussed investing part of the Capital Improvement Fund into the well, and financing only the remaining balance. Dave recommended the Board get more information from Al, and also continue to pursue interim financing with iBank, RCAC, and local institutions.

**b. Discussion/Vote on Amended PER.**

Dee amended the PER according to recommendations from Al Correale. He sent the document just before the meeting so the Board did not have a chance to look at it. The District was sent an invoice for \$792.00 for the cost of amending the PER.

**c. Discussion/Vote on Applications for Funding.**

No updates.

**16. Discussion/Vote on Replacing Pipeline on Manita Trail.**

While doing work on Manita Trail, GM Allison discovered 12 houses that are not running off of the PVC. With more investigation, he will find out how to connect those houses and get rid of the old steel pipe. He is hoping the work can be done by the District, and that it won't have to go out for bid, since it would save a lot of money.

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**17. Discussion/Vote on Quote for Portable Load Bank for the Generator.**

The District has not had this service done, so there is no estimated cost available. GM Allison will get together with Pam and find out what it costs to rent a generator, and for an operator to transport and run it. If it is feasible for Krista Mutual to pay the cost, the District can purchase the load bank.

**Motion: Move that we table #17 until the next regular meeting.**

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

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

**18. Discussion/Vote on Lending or Renting Portable Generator to Krista Mutual Water Company.**

It is the desire of the Board to help out the neighboring community. There will be times when PG&E has an outage, and SCE doesn't. The FPPUD's insurance requires an employee to operate the equipment in order to cover damage or loss. Renting the District's generator would only be necessary if rental companies in the area run out of units. Krista's well takes about 4 hours to fill, once per day.

**Motion: Move that we approve this in theory, that we go ahead and say that yes, we are willing to lend the portable generator to Krista, and that we need to work out the pricing.**

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

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

**19. Discussion/Vote on Resolution FP-20200813-02: Resolution to Change Board Member Compensation.**

Since there have been so many projects that ad hoc committees have been working on, certain Board members have been needing to meet and work more than six times in a calendar month. This limit was previously set by the Board through resolution. According to the FPPUD attorney, the Government Code allows for up to 10 days of paid service per month. Tiffany drafted this resolution based on the information from legal council. The Board read the resolution out loud and noted an amendment for a typo. Director Schoenberg stated that since she is the Director most affected by this resolution, she will recuse herself from the vote.



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**Motion: Move that we adopt Resolution FP-20200813-02 with the amendment stated.**

**Garcia/Kelling 4/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**20. Discussion/Vote on Bylaws and Rules and Regulations.**

The Bylaws and Rules and Regulations needed to be amended in the two places that named District accounts, since the names were changed under Resolution FP-20200813-01.

**Motion: Move that we approve the amended Bylaws and Rules and Regulations which will be adopted at this regular meeting, August 13, 2020.**

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

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

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

GM Allison recommended the Board continue with the modified services.

**Motion: Move that we continue our modified services and procedures in response to COVID-19 until the next time we visit this, which is next month.**

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

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

**14. Discussion/Vote on FP/LOW Consolidation Planning Project. (Moved per adjustment of the agenda.)**

**b. Discussion/Vote on Proceeding with Advertisement for Bids on the Regional Project Test Well Sites.**

Dave Warner was able to clarify that the District can go out for bid, but cannot award the project until the NOEs have been filed. He will follow up with Tom Dodson & Associates to confirm that information. The ad hoc committee would still like to review the bid packet one more time to verify the recommended amendments have been made.

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**Motion: Move that the document be available to go out for advertisement, based on two contingencies: One is that the ad hoc committee do a final review on Tuesday the 18th, at 3:00pm; and also based on the information from Dave Warner from the environmental consultant.**

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

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

**22. Review and Approve Meeting Minutes for 07/09/2020, 07/23/2020, and 08/06/2020.**

**Motion: Move that we move approving the minutes for July 9th, July 23rd, and August 6th, until our next planning meeting.**

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

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

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

Planning Meeting August 27, 2020.

- An agenda item to discuss expanding the District's sphere of influence.
- Carry over approval of the meeting minutes.

Regular Meeting September 10, 2020:

- Carry over the discussion/vote on purchasing a portable load bank.
- Carry over the discussion/vote on continuing modified services.

**24. Adjournment.**

**Motion: Move that we adjourn this meeting.**

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

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

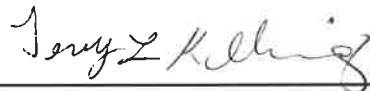
**Meeting Adjourned: 10:23pm.**

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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)).



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**Tiffany Matte, Clerk of the Board**



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**Attest: Terry Kelling, Secretary**

seal