

**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 8487 9476 Meeting Password: 733642  
**REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 12, 2021, 6:00PM**  
Kelling/Gipson 5/0/0  
Minutes Approved on September 9, 2021

**1. Call to Order: 6:05pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

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

Director Garcia was present as the chairperson.

Also present: Jonnie Allison, Linda Wilke (left the meeting at 6:58pm), and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we add an item to the agenda due to the need to take immediate action, and that the need for action came to the attention of the local agency subsequent to the agenda being posted. A closed session pursuant to Government Code Section 554957: Conference with Legal Counsel - Anticipated Litigation. Government Code Section 54956.9(b) 2 items to be discussed, placed after #3.**

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

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

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

**Oral Announcement Prior to Closed Session. Gov't Code §54957.7(a): A representative of the legislative body to orally announce the items to be discussed in closed session prior to any closed session meeting.**

**Conference with Legal Counsel - Anticipated Litigation. Gov't. Code §54956.9(b): 2 items.**

**New Item: CLOSED SESSION pursuant to Gov't Code §54957.**

**Conference with Legal Counsel - Anticipated Litigation. Gov't. Code §54956.9(b): 2 items.**

**Director Garcia announced the closed session at 6:12pm.**

**Returned from closed session at 6:58pm.**

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**Actions in Closed Session Pursuant to Gov't Code §54957.1(a), §54957.7(b).**  
Director Garcia reported that in closed session the Board made the following motion:

**Move that we terminate the agreement of services with Linda Wilke & Associates for bookkeeping services and pay the additional \$1,000.00 to Linda Wilke & Associates for work done in July 2021.**

**The vote was a 5/0/0 unanimous decision.**

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Schoenberg reported she will be transferring the funds out of the Capital Improvement Reserve into the Revenue/Operating account for the invoices related to the Wolfe Project.

**JPIA Representative:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported there were three mainline repairs. There were 17 after hours call outs for system alarms, emergency shut-offs, and communication errors in the telemetry system. Ness Stanley, the telemetry technician, came and used an expensive piece of equipment to detect the radio signals and see why the errors were occurring. He will submit a proposal for upgrading the SCADA system in order to fix the errors and improve the security.

The Wolfe project is complete and the final claim has been submitted. There will be a final invoice to cover the retention portion of the invoices.

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

Tiffany Matte reported that JPIA sent the new rates for health insurance that will take effect in 2022. The medical insurance portion will decrease 5% which will be about \$6,300.00 in savings over the year.

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She also reported she will be attending two webinars next week. The first will explain how to fill out the CalOES progress report for the generator project, and the second will explain how to fill out the survey for the Community Water System COVID Relief Program.

**7. Ad Hoc Committee Reports:**

**Local Information Committee.**

These meetings of the local water companies have not resumed since the pandemic. Pam Jarecki from Lake of the Woods is reaching out to the local agencies to see if there is still interest in having these meetings.

**Project Committee.**

The ad hoc will be attending the meeting with the State next week. The other updates will be given under the agenda items.

**Financial Committee.**

The committee met briefly with David from RCAC and gave him a copy of the Book Asset Detail as updated. David will be able to categorize some of the large projects as grants so they will not reflect on the water rates. The ad hoc will begin going through the past year to add any purchases to the asset list.

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

Director Neyman reported the total cash balance in all accounts is \$2,066,795.18. The Revenue/Operating Account has \$224,182.48. Checks were cut for the billed invoices but a total was not available for the meeting.

A check was cut for the final Progress Payment on the Wolfe Project. There was a charge of about \$6,000 on the GM's credit card for the chlorine deliveries.

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

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

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

**9. Discussion/Vote on Compensation and Contract for Bookkeeping Services.**

This item was addressed earlier and will be carried over to the next meeting agenda.

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

Discussed under the Financial Committee ad hoc report.

**FP - LOW Area Annexation Planning Project - Discussion began at 7:14pm.**

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

**a. Discussion/Vote/Update on Test Wells.**

The test wells have been completed and that portion of the project was successful. New information on the aquifer was discovered as a result of the work that will affect how Well #7 will be drilled.

The aquifer in the area of the SEA property was more shallow than originally thought, and measured around 330 ft deep. Dr. Ken Schmidt is reviewing all of the well data so a final report is not yet available. In Dee Jaspas's opinion the water quality at the site is good, and the well should yield about 500 gpm.

The aquifer at the Wainright-French test well site showed a depth of about 300 ft. The water quality was good, but shallower water showed higher levels of nitrates. This site will produce about 250 gpm but will be dependent on the effect it has on the neighboring wells.

Because the test wells were not dug as deep as was estimated, the total cost for drilling the test wells will come out to around \$195,000.00. The original budget based on the bids was for about \$257,000.00.

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

Carlos Bravo provided a draft of the new budget request that will include line items for consolidation engineering in the amount of \$17,000.00, and the MSR in the amount of \$13,000.00. The total of \$30,000.00 will be taken out of the budget line item for contingency.

**Motion: Move that we approve the budget request for the amount of \$30,000.00 to be moved from the contingency. \$17,000.00 for engineering and \$13,000.00 for consolidation MSR, and that we approve this letter contingent upon Lawrence saying it is okay to move the money in our budget and create these line items. Neyman/Gipson 5/0/0, Motion Passed.**

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

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

Claim #9 will be prepared for approval at the next planning meeting. Included in that claim will be the progress payment to Johnson Drilling for their work on the test wells. The District will transfer funds to cover this payment in order to make sure the contractor is paid in a reasonable time.

Last month the Board mistakenly motioned to submit claims monthly beginning in August. Monthly claims are not scheduled to begin until September.

**FP - LOW Area Annexation Planning Project - Discussion concluded at 7:49pm.**

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

Dee Jaspar and Curtis will meet with GM Allison next week to update the Meter Project Specifications with as much detail as possible. This is to limit the amount of change orders that will occur as the project progresses.

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

The Specifications will need to be revised based on the information obtained while drilling the test wells. Dr. Ken Schmidt will determine if a mud rotary, or casing hammer method for drilling will work the best.

**b. Discussion/Vote on Opening a Project Bank Account.**

Due to the amount of projects that the District is currently working on, Director Schoenberg recommended the Board open up two new bank accounts. One will be for the Meter and Well Replacement Project, the other for the Pipeline Replacement Project.

**Motion: Move that we have Tiffany prepare a new resolution including two new bank accounts.**

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

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

**c. Discussion/Vote on Submitting Monthly or Quarterly Claims.**

Once work begins the District will need to submit monthly claims in order to not fall behind on any contractor payments.

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**Motion: Move that we submit our bills monthly on the Frazier Park Public Utility District Meter Replacement Project and Emergency Well Supply Project.**  
**Neyman/Schoenberg 4/0/1, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Abstain: Gipson.**

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

Project invoices were submitted by Young Wooldridge but they didn't specify the project. The Board asked that the attorney be contacted and asked to include a project reference since these invoices will be submitted to the State.

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

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

The preliminary work like potholing and mapping was included in the \$9.8 million awarded to the District.

Should the District need a bridge loan to start up work on the project, loan origination fees would be eligible for reimbursement from the State.

**b. Discussion/Vote on the Commitment Letter for the DWR Grant.**

The State Department of Water Resources sent an email asking GM Allison to sign for acceptance of the grant through DocuSign. It was signed this week.

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

**a. Discussion/Vote on Professional Engineering Cost Proposal: Phase Two and Three.**

Dee Jaspas spoke with Alan Doud to see if the District could purchase the generators as a District without going through a formal bidding process. DJA will put together a specification package just for the generators. It would be sent out to selected generator suppliers, and the District would then purchase the generators from the lowest responsive bidder. Doing it this way would save money on the markup if they were purchased from the contractor. Once the generators are purchased, the contractors will bid on the installation of the equipment.

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- b. Discussion/Vote on Engineering and Design.**
- c. Discussion/Vote on Going Out to Bid.**

Discussion will carry over to the next planning meeting.

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

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

All of the work on this project has been completed and the final bill was submitted to the District. The engineers along with GM Allison will do a final walkthrough before a Notice of Completion is issued. There will be one final invoice for what was held back in retention.

**b. Discussion/Vote on Progress Payment #8.**

Progress Payment #8 is for \$30,336.35. This covers work for the month of July.

**Motion: Move that we approve Progress Payment #8 in the amount of \$30,336.35 which is the conclusion of the Wolfe Project. The last bill that will be coming is the retention after that.**

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

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

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

The agency form was filled out, signed, and sent to the State who confirmed they received it. There is a program survey that will need to be filled out by September 10th so the State knows how much need there is among the agencies. Tiffany Matte will be attending a webinar next Thursday to get more information on filling out the survey. Once the surveys are submitted, the State will determine the details of the funding program. The District will receive an application and have about 30 days to turn it in to be eligible to receive funding.

**17. Discussion/Vote on Selling the District Tractor.**

GM Allison contacted the attorney to find out if there are any laws that dictate how the District should sell property. The attorney responded by saying that unless the District has a specific policy, the PUD Act allows the company to dispose of property as the Board chooses.

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A letter was submitted to the FPPUD offering \$650 for the old tractor sitting in the yard.

**Motion: Move that we sell the District tractor for the offer that was made and dispose of the tractor since it no longer operates properly or is worth fixing.**

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

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

**18. Discussion/Vote on the List of Rates and Fees.**

David from RCAC noticed that the District did not include the rate for the ¾" business meter in the List of Rates and Fees. The list was amended to include this as well as clarification to the service abandonment fee.

**Motion: Move that we accept the amendments to the List of Rates and Fees.**  
**Schoenberg/Kelling 5/0/0, Motion Passed.**

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

**19. Discussion/Vote on Possible Waterline Connection with Tejon-Castac Water District.**

Several years ago the FPPUD was approached by Tejon to apply for a grant to upsize the pipeline from the aqueduct to the treatment plant being installed behind the freeway rest area, and to run that pipe up to the boundary of Frazier Park. This pipe would create an emergency supply of water to the District should there ever be a need. Due to the return of the drought and other system issues, GM Allison believed it would be a good time to resume talks with the Tejon-Castac Water District. Dee contacted Tejon to see if they were still open to the possibility, and they indicated that they were.

**Motion: Move that we investigate the possibility of a waterline connection with Tejon-Castac Water District that had been discussed a few years back, that we reopen those discussions and see what possibilities might come from it.**

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

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

**20. Discussion/Vote on the End of Modified Services.**

**a. Discussion/Vote on Fee Changes.**

With the end of the moratorium on service lock-offs for non-payment, the District will be reinstating the 10% late fee as previously adopted.



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The District will not be reinstating the credit card fee for online payments but will review the possibility at a later date.

**Motion: Move that on October 1, 2021 that we resume charging late fees in accordance with our Bylaws and Rules and Regulations, unless the governor changes the pandemic related suspensions.**

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

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

**b. Discussion/Vote on Hybrid Meetings.**

Previous to the pandemic, the Board Members, contractors, Lake of the Woods representatives, etc. all met at the District office for public meetings. On September 30, 2021 the moratorium on The Brown Act Requirements for teleconference meetings will end, and the Board Members will be required to meet in person. Tiffany asked the Board if they would be interested in a hybrid meeting style so that anyone who wishes to participate remotely, could still do so via Zoom. She would need Bill Bice to look at the current camera system to see if it will work or if more equipment is necessary.

**Motion: Move that we do hybrid meetings, but that we invite Bill Bice in first to take a look at our system and see what we might need to implement that.**

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

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

**c. Discussion/Vote on the Letter to Customers.**

Tiffany drafted a letter to customers to provide notice of the end of modified services. This letter was given to the Board for review.

**Motion: Move that we approve the letter for: Notice to Customers Regarding the End of Modified Services, with the possibility of amendments or changes for typos or errors.**

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

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

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

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

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

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- 21. Review and Approve Meeting Minutes for 07/08/2021 Regular Meeting, 07/15/2021 State Update Meeting, 07/22/2021 Planning Meeting, and 07/27/2021 Special Meeting.**

**Motion: Move that we approve the regular meeting minutes for Thursday, July 8, 2021, with the amendments mentioned, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

**Schoenberg/Gipson 4/0/1, Motion Passed.**

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

**Abstain: Neyman.**

**Motion: Move that we approve the State Update meeting minutes for Thursday, July 15, 2021, with the amendments mentioned, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Motion: Move that we approve the regular planning meeting minutes for Thursday, July 22, 2021, with the amendments mentioned, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Motion: Move that we approve the special meeting minutes for Tuesday, July 27, 2021, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Oral Announcement Prior to Closed Session. Gov't Code §54957.7(a): A representative of the legislative body to orally announce the items to be discussed in closed session prior to any closed session meeting.**

**(54954.5(e)) Public Employee Performance Evaluation.**

**Title: Administrative Assistant/Clerk of the Board.**

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- 22. CLOSED SESSION pursuant to Gov't Code Section (54957).  
(54954.5(e)) Public Employee Performance Evaluation.  
Title: Administrative Assistant/Clerk of the Board.**

Director Garcia announced the closed session at 9:04pm.  
Returned from closed session at 9:18pm.

**Actions in Closed Session Pursuant to Gov't Code §54957.1(a), §54957.7(b).**  
Director Garcia reported that in closed session the Board directed the General Manager to increase the pay rate for one of the employees.

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

Planning Meeting August 26, 2021:

- An agenda item to review the specifications for purchasing generators.

Regular Meeting September 9, 2021:

- An agenda item to dissolve the ad hoc for local information.

- 24. Adjournment.**

**Motion: Move that we adjourn.  
Gipson/Neyman 5/0/0, Motion Passed.  
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.  
Meeting Adjourned: 9:23pm.**

**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