

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225**  
**Regular Planning Meeting**  
**MINUTES FOR THURSDAY, DECEMBER 28, 2017**  
**6:00 P.M.**  
Gipson/Neyman 4/0/1 - Director Garcia abstain  
Minutes Approved on January 11, 2018

**1. Call to Order: 6:15pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Gipson, Neyman and Schoenberg. Director Garcia absent.  
Director Kelling present as the chairperson.  
Also present: Jonnie Allison and Tiffany Matte.

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

**3. Public Comments - None.** Present: Dee Jaspar, Carlos Bravo, and one member of the public.

**4. Manager's Report.**

General Manager (GM) Jonnie Allison spoke with Antonio Ybarra from the USDA. He will provide the official form, but verbally approved using the Replacement Fund to pay for upgrading the District telemetry. The final piece of information he needs is the annual payment amount for the loan that paid for the system initially. Bookkeeper Linda Sheldon will be contacted to get that figure.

There was another burglary attempt in the FPPUD yard. Someone jumped the fence and triggered the alarm. By the time staff arrived, they had fled. Nothing was taken.

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

Postal rates will increase as of January 1, 2018. The cost for mailing the billing postcards will increase from \$0.34 each to \$0.35.

**5. Discussion/Vote on Application for Grant Funding - Meter Replacement.**

Carlos Bravo confirmed that additional environmental reports will be needed for the project. He will be getting estimates on the cost from Tom Dodson & Associates as well as other firms. The project Work Plan will need to be updated, then sent to the State for approval. Carlos is hoping to have the completed application submitted by April 2018.

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**a. Review/Vote on Preliminary Engineering Report (PER).**

Dee Jaspar provided a revised draft of the PER. Changes were made to the estimated cost of Alternative #2, and to other parts of the document based on input received at the Special Meeting. The final part of the PER, the plans and specs, have not been prepared yet. When they are ready, the Board will review them, then give approval to the PER as a whole.

**Discussion/Possible Vote on FP-LOW Area Annexation Project - Discussion began at 7:17pm.**

**6. Update/Discussion on Regional Project FFAST Planning Application.**

Carlos Bravo emailed Lawrence Sanchez to find out the status of the application. It is still in the review process and will be up for approval in February. If approved, funding will be available starting in March.

**7. Discussion/Possible Vote on Lake of the Woods/Frazier Park Planning, Work Plan, and Pre-Planning Project Task 3 and Task 4 Activities:**

**a. LAFCo Application Packet.**

The application will be submitted in June, along with a letter that asks that annexation work be stopped for one year. Should funding not come through during that year, the District can ask for an extension for one more year. After that, if need be, the application can be withdrawn and resubmitted at a later date.

- **LOW Transfer Agreement/MOU.**

There are still no updates on the transfer agreement. It is currently under review by the attorney for Lake of the Woods.

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**b. Annexation Work Update.**

- **Lake of the Woods Mobile Village.**

Dee Jaspar will contact Ernest Conant and find out the legality of annexing in the Mobile Home Village, but not providing them water.

**c. Discussion/Review of Claims, Payouts, and Requests for Payment.**

**Self-Help Work Plan Tag #5239-B**

- Nave & Cortell, LLP, RFP #1, Invoice #20409, #20421, #20432, #20444, #20453, #20463 and #20477, dated January through July, 2017, in the amount of \$4,100.00, for work related to the annexation agreement.
- Nave & Cortell, LLP, RFP#2, Invoice #20529, dated November 3, 2017, in the amount of \$473.00, for work related to the annexation agreement.
- Nave & Cortell, LLP, RFP#3, Invoice #20543, dated December 3, 2017, in the amount of \$43.00, for work related to the annexation agreement.
- Young Wooldridge, RFP#5, Invoice #39395, dated November 3, 2017, in the amount of \$669.00, for work related to annexation.
- Dee Jaspar & Associates, RFP #8, Invoice #17-11050, in the amount of \$2,577.39, for work on the Hydrology Study.

**Self-Help Work Plan Tag #5406-A**

- Dee Jaspar & Associates, RFP #2-A, Invoice #17-11045, dated November 30, 2017, in the amount of \$7,946.15, for work related to the Water Meter Replacement Program.

**8. Accounts Payable and Financial Information.**

The Board reviewed the invoices and checks to insure accuracy.

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

**Neyman/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.**

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9. Discussion/Vote on Future Agenda Items.

Regular Meeting January 11, 2018:

- A discussion/vote on upgrading the office copy machine.

Regular Planning Meeting January 25, 2017:

- Line items will be added under Item #7b to include the other water systems that will need MOUs.

10. Adjournment.

Motion: Move that we adjourn.

Gipson/Neyman 4/0/0, Motion Passed - Director Garcia absent.

Meeting adjourned: 8:00pm.

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: Lisa Schoenberg, Secretary

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