

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: 845 8140 4198 Meeting Password: 121539
REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 13, 2022, 6:00PM
Kelling/Garcia 4/0/0 - Director Neyman Absent
Minutes Approved on February 24, 2022

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

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

Director Gipson was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we place #9 after the Board Member Initiatives #5.

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, David Hossli, and six members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported that he will get together with Director Schoenberg to calculate the transfers for the USDA principal and interest payments, and to make sure all of the transfers have been made for the FP/LOW Planning Project claims.

JPIA Representative: No report.

5. Board Member Initiatives - None.

9. Discussion/Presentation/Vote on the District Rate and Fee Study. (Moved per adjustment of the agenda.)

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David Hossli from Rural Communities Assistance Corporation (RCAC) prepared and gave a presentation of his Water Rate and Fee Study. The Water Rate Study reviews the District's finances and gives a breakdown of what should be charged for monthly rates over the next five years in order to stay solvent, and save money for system improvements and replacements. From the information presented, the Board voted to begin the Prop 218 process to increase water rates 1% in 2022, 2% in 2023, 3% in 2024, and 3% in 2025.

Motion: Move that we accept the plan as presented by David and maintain the last year at the 3% level and that we go forward with the Prop 218.

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

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

David also gave an overview of the District's fees and what should be charged in order to cover the cost of service. There was still some information needed to finalize his report, so the vote on the fees will carry over to the next regular meeting.

6. Manager's Report.

General Manager (GM) Jonnie Allison praised the employees for working hard while he was out of the office.

a. Discussion/Vote on Application for Water Service.

The District is not currently approving new water service installations due to the failing well, but does provide Conditional Will Serve letters. A resident turned in an application and GM Allison informed the Board that the FPPUD can provide water when the conditions in the letter are met.

Motion: Move that we accept the Application for Water Service Installation and provide our Contingent Will Serve Letter for Lot 18, Block 10, Track 2, for 729 San Gabriel Trail, Frazier Park.

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

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

b. Administrative Assistant's Report.

Tiffany Matte informed the Board that the moratorium for water service shut-offs ended on December 31, 2021. The District resumed disconnections for non-payment in accordance with State law.

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7. Ad Hoc Committee Reports:

Project Committee.

Director Garcia explained he is transitioning in as a new member of this committee. The ad hoc reviewed the letter from Dee Jaspar to the State, describing the District's need for funding for Well #8 ahead of the construction phase of the Regional Consolidation Project. They will attend the State Update Meeting next week.

Accounts Payable Committee.

Directors Kelling and Neyman met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

Budget Committee.

This committee will meet beginning in February or March.

Book Asset Detail Committee.

This committee has not met but will meet soon to review assets with the Bookkeeper.

Accounts Receivable Committee.

This committee has not met.

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

Bookkeeper Deborah Angel reported three checks were cut from the FP/LOW Planning Account for a total of \$2,693.50 for Claim #11. 35 checks were cut from the Revenue/Operating Account for a total of \$47,592.13. The checks were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

Motion: Move that we pay our bills.

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

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

Tiffany updated the Board that she called AT&T and had them remove the extra services that were being charged to the UVerse internet bill. She also confirmed with the Board that she will resume posting the financial balance sheet to the District's website.

The FPPUD received a notice from the IRS stating that money is owed for the 2016 Payroll Taxes. This is normally handled through ADP. Deborah Angel will look into why that tax is owed. Deborah is working with the District's auditors and will be sending a backup of Quickbooks for the 2021 audit.

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David Hossli had corrected some figures on his rate increase spreadsheet and asked to return to that item on the agenda.

Motion: Move that we return to Item #9 which was earlier in the agenda.

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

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

9. Discussion/Presentation/Vote on the District Rate and Fee Study.

David presented the updated spreadsheet. There was no change to the motion.

10. Discussion/Vote on the Book Asset Detail.

Motion: Move that we table #10 until we're able to look at it more clearly.

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

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

State Funded Grant Projects - Discussion began at 8:00pm.

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

a. Discussion/Vote on Test Well Property Appraisals and Acquisition.

Valbridge plans to do the property appraisal sometime in January. Dee Jaspar will check with them to get an updated schedule.

b. Discussion/Review/Vote on Letter to the State Describing the District's Funding Need for Well #8.

The Board was provided a copy of the letter that was sent to Lawrence Sanchez. The ad hoc committee will continue discussion on the possibility of funding at the State Update Meeting next week.

c. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

The Board will move forward on this item once the property appraisals come in.

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d. Discussion/Vote on District Sphere of Influence Map for the Annexation.

There was no update on this item.

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

There was no update on this item.

f. Discussion/Vote on a New Budget Request.

There were no new requests.

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

Claim #12 is under review by the State. Carlos has been sending backup documentation as they request it. Claim #13 was just submitted, and Claim #14 will be on the agenda for approval at the next regular meeting.

12. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project.

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

The bids for the well are due at the end of January, but Dee Jaspar recommended pushing that date back to allow more time for interested parties to bid. The ad hoc committee will discuss that at the State Update Meeting scheduled for January 20th.

Motion: Move that we give the ad hoc committee the authority to push the bid back if necessary after the State Update Meeting.

Neyman/Kelling 3/0/2, Motion Passed.

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia and Schoenberg.

b. Discussion/Vote on Site Access Through SEA Property.

GM Allison spoke with the caretaker of the SEA property and received verbal permission to go through their property to access the Well #7 site. Dee suggested following up with a more formal letter of agreement. A permanent easement through that property for Well #8 will be included when Valbridge provides the appraisals.

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

The Plans and Specifications will be ready by the end of the month and will be sent to the Board and State for review.

d. Discussion/Vote on Going Out to bid for Meter Replacement.

Once the Plans and Specifications are approved and finalized the project will go out to bid.

e. Discussion/Vote on Claims and Payouts.

Oscar Cisneros reported that Claim #1 is under review by the State and he is providing the backup documentation they have requested.

The funds budgeted for the Plans and Specifications for this project have run out so Oscar will need to prepare an adjustment request letter to the State. Dee Jaspar will provide an estimate of how much money will be needed to complete this portion of the project.

13. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Project Application.

The application will be submitted when the potholing and mapping is completed.

b. Discussion/Vote on the Technical Assistance Work Plan.

Carlos Bravo explained that the Work Plan is in the hands of the State now for review. They expect to have it approved by the end of February.

c. Discussion/Vote on the Scope of Work.

There was no update on this item.

d. Discussion/Vote on Potholing and Mapping.

This work will begin once the Work Plan is approved.

State Funded Grant Projects - Discussion concluded at 8:46pm.

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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 is still working to provide the specifications on the generators that Dee Jaspar and Associates (DJA) needs in order to confirm the correct product is being ordered. There is still no estimate on the delivery date.

b. Discussion/Vote on Engineering and Design.

Once the District receives the generators DJA will design the pads they will sit on.

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

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

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

Meeting extended at 8:53pm.

Motion: Move that we table the minutes until our next meeting in January.

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

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

Motion: Move that we table the reading and discussion on the Employee Handbook in light of the fact that we need to get the ad hocs straightened out and that's going to take a great deal of time.

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

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

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

Tiffany Matte reported that the District received the check for the Relief Program in December. The two notices that the State required were sent to the customers receiving the funds, and their accounts were credited.

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

The company supplying the analyzer sent a quote for the wrong unit. Curtis from DJA notified them and is waiting for the new quote. He is expecting it will take a few months before it's delivered.

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17. Discussion/Review/Vote on the Employee Handbook - Tabled.

18. Discussion/Vote on Quotes for Purchasing a Backhoe.

GM Allison provided the Board with quotes for purchasing a new District backhoe. The quote from Coastline Equipment for a John Deere was \$113,250.00. The quote from QuinnCat for a Caterpillar was for \$114,585.00 and \$122,000.00, depending on the horsepower. GM Allison will work on getting trade-in credit for the old backhoe.

Motion: Move that we authorize the purchase of a 2022 Model 416 Backhoe Loader with a \$124,000 limit, and that we take the money out of the SLA Account for that item.

Garcia/Schoenberg 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

19. Discussion/Vote on Delineating the Ad Hoc Committee Tasks and Preparing Reports.

The purpose of this discussion was to list the tasks needed, and the ad hoc committees that will be responsible for each item. This was done to ensure that there is no potential for serial meetings. It was also suggested that when the committees meet, they write down what was accomplished so they can give a report at the next meeting.

- **Accounts Receivable Committee - Rebecca Gipson and Terry Kelling.**
 - Review previous check deposits to ensure no errors were made.
- **Project Committee - Gerald Garcia and Lisa Schoenberg.**
 - Regional Consolidation Project.
 - Pipeline Replacement Project.
 - Meter and Well Replacement Project.
 - CalOES Community Power Resilience Project.
 - Well #8 and Well #9 Project.
 - Attends the State Update Meeting.
- **Accounts Payable Committee - Terry Kelling and Brahma Neyman.**
 - Review the bills for accuracy.
 - Ensure charges are classified under the correct item in the chart of accounts.
 - Work with the auditors as needed.

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- **Book Asset Committee - Brahma Neyman and Lisa Schoenberg.**
 - Categorize and give value to previously purchased assets.
 - Work with the Bookkeeper to ensure new purchases were added as assets.
- **Budget Committee - Rebecca Gipson and Lisa Schoenberg.**
 - Create a draft of the proposed annual budget and submit it for approval by the full Board.

Motion: Move that we make a new ad hoc with Director Schoenberg and Director Neyman strictly for you guys to get the transfers from Treasurer to Treasurer.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

- **Treasurer Committee**
 - Review bank transfers needed.
 - Review the Profit and Loss.

20. Review and Approve Meeting Minutes for 12/09/2021 Regular Meeting, 12/16/2021 State Update Meeting, and 12/16/2021 Regular Planning Meeting - Tabled.

21. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting January 27, 2022.

Regular Meeting February 10, 2022.

22. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 9:57pm.

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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)).



Tiffany Matte, Clerk of the Board



Attest: Gerald Garcia, Secretary

seal