

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, SEPTEMBER 26, 2019
6:00 PM
Gipson/Neyman 4/0/1 - Director Garcia Abstain
Minutes Approved on October 10, 2019

1. Call to Order: 6:07pm.

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: Linda Sheldon and Tiffany Matte.

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

3. Public Comments. Present: Oscar Cisneros (Self-Help Enterprises), and two members of the public.

A public comment was emailed to the Board and read aloud during the comment period. Public comments are limited to five minutes.

4. Manager's Report.

General Manager (GM) Jonnie Allison was not present at this meeting. He was attending the CSDA Annual Conference as approved by the Board.

a. Administrative Assistant's Report.

Tiffany Matte reported she has been forwarding the Board Members a series of seven emails that have short lessons from Robert's Rules of Order. Both new merchant accounts are now operating correctly. The statements generated for the month of September will show the new savings. Tiffany is looking into the laws surrounding ad hoc and standing committees to see which type would be more appropriate for the teleconference meetings held once a month with the State.

5. Accounts Payable and Financial Information.

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was just over \$5,456.86.

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Director Neyman transferred \$79,000.00 from the Operating/Revenue Account into the Emergency Reserve.

There has been an issue with the IRS where they are billing for past due FUTA insurance taxes. As a Special District, the FPPUD is exempt from this tax. Bookkeeper Linda Sheldon drafted a letter to mail to the IRS to resolve the issue.

The principal and interest payment on the USDA loans will need to be transferred into the payment account for payment by October 14th.

A check was cut to Dee Jaspar & Associates, Invoice 19-07014, for work on the PER on the Well #5 replacement. The Board was unsure if this would be covered by Self-Help Enterprises, so the check was held to verify.

Motion: Move that we pay our bills, with the exception of the one for Dee Jaspar & Associates which may be covered by Self-Help Enterprises.

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

****Work on the Well #5 Replacement Project PER will not be covered by Self-Help Enterprises. It is hoped the IRWMP funds will cover the PER costs.**

FP - LOW Area Annexation Planning Project - Discussion began at 6:38pm.

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

a. Update on ad-hoc meeting held September 19, 2019.

Tiffany Matte provided minutes summarizing the teleconference meeting with the State. They also discussed that District staff time spent working on the project is eligible to be reimbursed through the grant.

b. Test Well Site Location & Acquisition Update.

Letters were written and sent to owners of two potential well sites asking permission to do a geophysical survey on their property. Dee will follow up on the letters in about a week. It is estimated the cost of surveying both properties will be around \$3,000.00.

****Minutes amended. This statement was added for clarification.**

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c. Discussion/Vote on Contract with Dee Jaspar.

The Board reviewed the contract and noted corrections for Tiffany to pass on to Dee Jaspar. This contract will carry over until the next meeting.

d. Discussion/Vote on Claim #1.

This claim covers Director's fees for project meetings that occurred after the Pre-Planning funding ended. The total claim amount is \$7,100.00, leaving a balance in that budget line of \$1,900.00.

Motion: Move that we pay Claim #1 for \$7,100.00 for our meeting cost (Board fees and Planning administration) for the FP-LOW Regional Consolidation Planning Project.

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

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

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

Meeting Break: 7:45pm - 7:58pm.

7. Discussion/Vote on New Well Project.

a. Discussion/Vote on New USDA Well Grant/Loan Application.

The final PER, and a contract between Dee Jaspar and Tulare County are needed before the application can be submitted.

b. Discussion/Vote on Project PER.

The PER was handed out at the meeting. The Board and Dave Warner will review the document and have comments ready for the next meeting.

c. IRWMP Application Funding Status.

A contract with Dee Jaspar is needed for funding to be approved.

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8. Discussion/Vote on Meter Replacement Project.

a. Discussion/Vote on Project Application.

Oscar Cisneros provided a draft of the application during the meeting on September 19th. Legal fees will be added for reimbursement in the application. Dee will need to review the original PER to update information and project cost.

b. Discussion/Vote on Resolution FP-20190926-01 : Application for Grant Funding.

A resolution for the application was signed in 2017, but needed to be redrafted in the format required by the State. The document was reviewed by the Board who asked the title to be changed to match the original resolution.

Motion: Move that we adopt, with the amendment for the title, the authorizing resolution, Resolution # FP-20190926-01, authorizing Frazier Park Public Utility District to apply for and enter into an agreement with the State of California regarding water meters.

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

9. Discussion/Vote on Resolution FP-20190926-02: Resolution to Amend the Prop 218 Rate Increase Schedule.

The rate schedule in the resolution was based on the motion introduced by Director Neyman and seconded by Director Schoenberg. After discussion, the Board agreed it would be better not to state what the rates would be in 2021 without knowing what the financial health of the District will look like at that time. This resolution will carry over to the next meeting and an agenda item will be added to allow the previous motion to be dissolved and restated. The new resolution will reflect those changes.

Motion: Move that we carry over Item #9 and add additional wording to allow us to dissolve the previous motion, make a new motion, and then approve the resolution.

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

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10. Discussion/Vote on Future Agenda Items.

Regular Meeting October 10, 2019:

- Carry over discussion/vote on all projects.
- Add an agenda item for each required contract.
- Add an agenda item to vote on the scheduled rate increase.
- Carry over the resolution to amend the rate increase schedule.
- Add an agenda item to discuss standing committees.

Regular Planning Meeting October 24, 2019

11. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:39pm.

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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