

FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
Teleconference Option Via: Zoom.com - Phone in +1 (408) 638-0968
Meeting ID: 895 4860 5616 Meeting Password: 892946
REGULAR MEETING MINUTES FOR THURSDAY, JULY 14, 2022, 6:00PM
Kelling/Neyman 3/0/1 - Director Garcia Abstain, Director Gipson Absent
Minutes Approved on August 25, 2022

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Kelling, Neyman, and Schoenberg.

Teleconference: Garcia and Neyman.

Director Gipson was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Deborah Angel and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Pam Jarecki, and Joan Kotnik.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.
- C&C Elite Properties - Two representatives.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that #11, #12, #13, and #15 are postponed until after 7:30pm, that we table #16, move #23 between #7 and #8, and that we table all of the minutes under #24 until the next planning meeting.

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

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

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported that the bank reversed the \$13.00 charge on the FP-LOW Planning Account. A \$25 Analysis/Service fee was charged to the USDA Payment Fund and will need to be reversed.

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The Treasurer Committee will need to meet and go over the scheduled automatic transfers and see what needs to be set up for the next year.

JPIA Representative: No report.

5. Board Member Initiatives.

Director Gipson asked the Board for approval to help Director Kelling contact JPIA and ask if it is possible for the District to be reimbursed the extra insurance charge that was assessed based on incorrect payroll reporting. The Board gave their consent.

6. Manager's Report.

There was no report since the General Manager (GM) was not in attendance.

a. Administrative Assistant's Report - No report.

7. Ad Hoc Committee Reports:

Project Committee.

This committee is working on the easement for Well #7 which will come up later in the Agenda. Director Schoenberg attended the State Update Meeting and the minutes are included in the Board packet.

The Board discussed changing the members of this committee. The topic will be added to the agenda for the next meeting.

Accounts Payable Committee.

Director Schoenberg filled in for this committee while Director Neyman was ill. Directors Kelling and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

Book Asset Detail Committee.

Further work on the book asset list will need to wait until the budget work is finished. Scott Westall from BHK will be coming to the office to meet with the Bookkeeper and the Budget Ad Hoc Committee to strategize on how to move forward.

Budget Committee.

This committee has been meeting and found some possible mistakes going back a few years that they would like to fix so that the budget and the book asset detail is more accurate.

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These fixes are normally done by the auditor as a journal entry, but only they have the details of the changes. The committee would like to make the changes before the audit is finalized so that the Bookkeeper will have the accurate information. This process will hold up the audit by a few months and carry an additional cost. The Directors gave their approval for the ad hoc to move forward.

Treasurer Committee.

This ad hoc committee will meet to review the automatic transfers and set up the next year.

23. Discussion/Vote on Expanding the Book Asset Detail Ad Hoc Committee. (Moved per adjustment of the agenda.)

The work on the book asset detail and the budget have begun to overlap. There are three different people divided between the two committees, and the Board did not want to create a situation where there would be a serial meeting. Since Director Neyman expressed interest in moving back on the Project Committee, he stated he would be willing to step off the Book Asset Detail Committee and allow Director Gipson to take his place, and the two committees could merge.

Motion: Move that we consolidate the ad hoc committees of the Book Asset and the Budget Committee and remove Director Neyman from the Book Asset Ad Hoc.
Kelling/Garcia 3/0/2, Motion Passed.

Aye: Garcia, Neyman, and Kelling.

Abstain: Gipson and Schoenberg.

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

Bookkeeper Deborah Angel reported that there were 42 checks cut from the Revenue/Operating Account for a total of \$77,545.43. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

The electric bill from Southern California Edison increased another \$1,000.00 over last month. General Manager (GM) Jonnie Allison contacted the District's representative to try and see if there was a way to lower the cost, but there was not.

Motion: Move that we pay our bills.

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

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

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9. Discussion/Vote on Increases and Uses for the Capital Improvement Fund.

Currently, the District transfers \$20,000.00 per month from the Revenue/Operating Account into the Capital Improvement Fund (CIF). With the Board approving the resolution for increased base water rates and administration fees, more money can be allocated to the CIF. This account will be used to replace the old District water tanks when the Board votes to move forward.

Motion: Move that we now start putting \$30,000.00 a month in our Capital Improvement Fund starting in August.

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

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

10. Discussion/Vote on Resolution FP-20220714-01: Establishing Procedures For A Proposition 218 Majority Protest Hearing And Calling For A Majority Protest Hearing On A Proposed Increase In the District's Base Water Rate And Administrative Fees.

The District held a Prop 218 Informational Meeting on June 25th with only two members of the public in attendance. The Prop 218 Public Hearing was held on July 7th. Notices were sent out to every property owner of record. Members of the public were allowed to ask questions and state their concerns. The District received seven written protests.

Motion: Before the Board of the Frazier Park Public Utility District FP-20220714-01: Establishing Procedures For A Proposition 218 Majority Protest Hearing And Calling For A Majority Protest Hearing On A Proposed Increase In the District's Base Water Rate And Administrative Fees. I move that we adopt what was proposed by RCAC and given to us as the Rate Study.

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

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

17. Discussion/Vote on Repair or Replacement of District Water Tanks. (Moved per adjustment of the agenda.)

At least two of the District water tanks are in need of replacement. GM Allison did consider repairs, but the engineer and tank inspector felt that it wasn't feasible.

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Motion: Move that we proceed with quotes and discussion on which tanks we should replace and that we should have the engineer give us an estimate as to his cost for proceeding forward, timeline, and other considerations such as environmental.

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

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

18. Discussion/Vote on the Contract with Resolute HR Services. (Moved per adjustment of the agenda.)

Resolute HR Services acquired PAS, the company the District used for human resources consulting. Most issues needed to be brought to an attorney anyway, so the Board did not feel that renewing the contract would be a good investment.

Motion: Move that we do not renew the contract between the FPPUD and Resolute HR Services.

Kelling/Garcia 5/00, Motion Passed.

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

19. Discussion/Vote on the 2022 Board Election Consolidated with Kern County. (Moved per adjustment of the agenda.)

Tiffany Matte included the information from the County in the board packets. Seats 2, 4, and 5 are up for reelection in 2022. Candidates have until August 12th to submit the required forms.

20. Discussion/Vote on the Biennial Review of the Conflict of Interest Code. (Moved per adjustment of the agenda.)

Tiffany emailed the attorney and provided the most recent copy of the Conflict of Interest Code. There were no changes to District staffing so there were no changes needed to the code.

Motion: Move that we submit our current Conflict of Interest Code to the County with no changes.

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

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

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21. Discussion/Vote on Resolution FP-20220714-02: Resolution Authorizing Kern County to Act as FPPUD's Agent in the Collection of Assessment Taxes for the 2022 - 2023 Tax Year. (Moved per adjustment of the agenda.)

The Board was given a copy of the annual resolution authorizing Kern County to collect the District's Stand-By Fees and outstanding balances for delinquent accounts. The total Stand-By Fees were submitted for a total of around \$6,000.00. The delinquent accounts also came out to just over \$6,000.00.

Motion: Move that we adopt - Before the Board of Directors of the Frazier Park Public Utility District Resolution FP-20220714-02 In The Matter Of: Water Availability Or Standby Charges Assessment; Delinquent Accounts Assessment; Resolution Authorizing Kern County To Act As FPPUD's Agent In The Collection Of Assessment Taxes For The 2022 - 2023 Tax Year.

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

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

Motion: Move that we take a five minutes break.

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

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

Meeting Break: 7:31pm - 7:39pm.

Motion: Move that we adjust the agenda one more time, in the interest of our visitor from C&C and our attorney, adjust the agenda to go to #12. d.

Discussion/Vote on the Access Easement Through SEA Property.

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

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

State Funded Grant Projects - Discussion began at 7:40pm.

12. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project. (Moved per adjustment of the agenda.)

d. Discussion/Vote on the Access Easement Through C&C Property.

Representatives from C&C Elite Properties and the FPPUD attorney were present at this meeting. Dee Jaspar and the Board explained the nature and need for a temporary easement through C&C property to access the drilling location for Well #7. The FPPUD's attorney answered any legal questions that came up. Discussion will continue after C&C speaks to their attorney.

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

- a. Discussion/Vote on Production Well Property Appraisals.**
- b. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Production Well Property or Easement.**
- d. Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.**
- e. Discussion/Vote on Lake of the Woods Projects and Consolidation.**
- f. Discussion/Vote/Update on Claims and Payouts.**

Motion: Move that we table #a, #b, #d, #e, and #f of item #11.

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

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

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

Dee Jaspar explained that he has a draftsman working on the Sphere of Influence (SOI) map. He presented Dee with an outline of what it would look like, and Dee gave his approval to move forward. He expects to have that finished and delivered next week. The ad hoc committee, Dee, and Joan Kotnik will set up another meeting to review the map.

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

a. Discussion/Vote on Amendment #1 to the Funding Agreement.

This amendment to the funding agreement moved funds from the meter portion of the project into the well replacement part of the project. Dee Jaspar will review the agreement to make sure the budget includes the changes that were needed. The signed pages need to be returned to the State by August 1st.

Motion: Move that we allow our Board President to sign this Amendment #1 outside of the board meeting, allowing our engineer Dee Jaspar & Associates to look at Amendment #1 one more time and just make sure everything is okay with them, and if so, then it can be presented to our Board President for signature.

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

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

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b. Discussion/Vote on the Engineering Amendment with Dee Jaspar & Associates.

Dee will send the contract to the District on Monday for review.

c. Discussion/Vote/Update on Drilling Well #7.

The drillers have four or five drilling rigs they use, and the District needs one specific one for this Well. Once the temporary easement is signed, the driller can put the District on his schedule and send this rig when it becomes available.

d. Discussion/Vote on the Access Easement Through C&C Property - Discussed earlier in the agenda.

e. Discussion/Vote on the Meter Project Budget and Requesting Additional Funding.

A letter was sent to the State requesting an additional \$234,000.00 for the meter replacement. Lawrence wanted Well #7 drilled first, then the budget could be reevaluated based on what funds were left. If the project bridge loan is approved, there would be enough funds to move forward with the meters while the State amends the funding agreement.

f. Discussion/Vote on a Bridge Loan for Meter Replacement.

The final document needed for the bridge loan application is the signed engineering agreement with DJA. Once signed, Tiffany will forward the contract to Oscar with Self-Help Enterprises.

g. Discussion/Vote on the Plans and Specifications for the Meter Replacement.

Dee will contact Curtis at his office to get the status of the plans and specifications.

h. Discussion/Vote on Going Out to Bid for Meter Replacement.

There was no update on this item.

i. Discussion/Vote on Claims and Payouts.

Tiffany reported that she sent the FPPUD's charges and DJA's invoices to Oscar for the next claim.

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The attorney's invoices will need to be amended to cite the project name so the State will reimburse them under this project.

13. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

DJA is preparing an agreement with Lyles Construction for the potholing and mapping. It should be signed next week, and work will begin August 1st.

b. Discussion/Vote on the Project Budget.

The first part of the project is being funded through SHE and has a budget of \$291,675.50, plus a contingency of \$43,751.33, which brings the total to \$377,080.83. There is a separate budget for the planning and design.

c. Discussion/Vote on the Draft Project Plans and Specifications.

There was no update on this item.

d. Discussion/Vote on Project Application.

The General Application was submitted at the end of June.

State Funded Grant Projects - Discussion concluded at 8:39pm.

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

a. Discussion/Vote/Update on Purchasing of the Generators.

Dee did not have an update on the generators. He will speak with Curtis and have an update for the next meeting.

b. Discussion/Vote on Engineering and Design.

Once the generators are close to being delivered, DJA will put together a site plan for each of the locations.

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15. Discussion/Vote/Update on the Nitrate Analyzer.

Ness is working on connecting the nitrate analyzer to the telemetry so the results can be seen on the office computer. Once that is set up, the District will take samples from the well to compare them to the readings on the analyzer.

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

17. Discussion/Vote on Repair or Replacement of District Water Tanks. (Moved per adjustment of the agenda.)

18. Discussion/Vote on the Contract with Resolute HR Services. (Moved per adjustment of the agenda.)

19. Discussion/Vote on the 2022 Board Election Consolidated with Kern County. (Moved per adjustment of the agenda.)

20. Discussion/Vote on the Biennial Review of the Conflict of Interest Code. (Moved per adjustment of the agenda.)

21. Discussion/Vote on Resolution FP-20220714-02: Resolution Authorizing Kern County to Act as FPPUD's Agent in the Collection of Assessment Taxes for the 2022 - 2023 Tax Year. (Moved per adjustment of the agenda.)

22. Discussion/Vote on Hybrid Meeting Solutions.

a. Discussion/Vote on Purchasing Additional Equipment (eg: TV, Laptop, etc.).

In order to improve the hybrid meeting technology the Board discussed purchasing a second display, and a camera that could be mounted up high. They also discussed purchasing an additional laptop for office and board member use.

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

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

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

b. Discussion/Vote on Meeting Room Setup and Installation.

Tiffany will contact Bill Bice for his recommendation on a laptop and his help in setting it up.

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23. Discussion/Vote on Expanding the Book Asset Detail Ad Hoc Committee. (Moved per adjustment of the agenda.)

24. Review and Approve Meeting Minutes for 06/09/2022 Regular Meeting, 06/14/2022 Special Meeting, 06/23/2022 Regular State Planning and Project Meeting, and 06/25/2022 Public Information Meeting - Tabled.

25. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting July 28, 2022:

- A new project heading for the tank replacement.
- An agenda item to select an engineer for the tank replacement.
- An agenda item for implementing Prop 218 increases.

Regular Meeting August 11, 2022.

26. Adjournment.

Motion: Move that we adjourn.

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


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

Meeting Adjourned: 9:01pm.

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