

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: 837 0900 3041 Meeting Password: 086212
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, JUNE 25, 2020, 6:00PM
Gipson/Garcia 4/0/1 - Director Schoenberg abstain
Minutes Approved on July 9, 2020

1. Call to Order: 6:05pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

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

Director Neyman was present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

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

3. Public Comments - None. Present: Dave Warner, Oscar Cisneros, and two members of the public.

FP - LOW Area Annexation Planning Project - Discussion began at 6:07pm.

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 - Potential Litigation. Gov't Code §54956.9: 1 item.

4. CLOSED SESSION pursuant to Gov't Code §54957.

Conference with Legal Counsel - Potential Litigation. Gov't Code §54956.9: 1 item.

Director Neyman announced the closed session at 6:08pm.

Returned from closed session at 6:57pm.

Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):

Director Neyman announced that in the closed session there was nothing to report.

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

a. Update on Conference Call Held June 18, 2020.

The Board Members were given the minutes for this conference call.

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The ad hoc committee attended this meeting. One of the big issues discussed was that the District has not received any signed license agreements for the test well sites.

b. Discussion/Vote/Update on Test Wells.

There has been no contact from SEA on the license agreement. General Manager (GM) Jonnie Allison was able to contact Ms. Wainright, who apologized, and said she just got the agreement due to computer issues. She has forwarded it to her attorney. Ms. Hikmat asked that the purchase clause on the property be lowered from five years, to two years.

Motion: Move that we adjust the timeline with regards to the test well on the Hikmat property, down to two years, that they requested.

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

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

c. Discussion/Vote/Approve the Test Well Plans and Specifications.

The Plans and Specifications have been completed, unless there are any additional comments from the State. The Board asked to carry this over until the next meeting so they can review any changes the State makes before they vote to approve it.

Motion: Move that we table the vote to approve the test well plans and specifications until our first regular meeting in July.

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

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

d. Discussion/Vote on Addendum to Contract with Dee Jaspar & Associates.

The person who writes the documents for Dee Jaspar & Associates will not be at work for the next week or two. She can draft this addendum when she comes back, or Dee would be willing to sign if the District writes up the changes. This addendum to the contract is to allow Dee to contract directly with the company providing the property appraisals and title reports for the test well sites. GM Allison will follow up with Dee on Monday.

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e. Discussion/Vote on Application for New Connection Fee and Fee Review Study.

Dave Warner received an email from the State letting him know they are processing the application, and asked if Self-Help Enterprises (SHE) wanted to do the study.

Dave clarified that since RCAC did the first Rate Study, the District would like to work with them again on this fee study.

f. Discussion/Update on Project Participation - Lake of the Woods Mobile Village.

The State sent an email with the plumbing plans for the mobile village. There are no other updates.

g. Discussion/Vote on State Intended Use Plan for Incentive Projects.

The Intended Use Plan was passed by the State, and will carry over while they spend the next year making amendments and changes. For consolidation projects, the State increased the capacity fee, to up to \$80,000 per new connection. There is also no longer a cap on the project cost. Systems that are working on consolidation can put in applications for an incentive project. Dave recommended the District put in an application for the pipeline project under this category. Applications can be submitted within the first year of receiving construction funding. The District should apply for grant funding to pay for the up front costs, which are the design, engineering report, and environmental work. On the next phone conference with the State, the topic of the incentive project and SAFER funds can be discussed.

h. Discussion/Vote on Claim #4.

The invoices from Dee Jaspar & Associates contained line items to be billed to Self-Help Enterprises, as well as to the Planning Grant. The Board asked that the invoices be separated out into an A and a B, so it's clear which charges belong to which funding source. There were two amendments that were noted in the invoices. One was for a typo, the other to remove a charge.

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Motion: Move that we approve Claim #4.

Administration of project management charges. \$1,799.98 for ad hoc and board meetings, additionally, \$246.00 for our FPPUD staff for admin costs for various meetings: March; April; and May.

Dee Jaspar & Associates Invoice #20-05011, hopefully to be amended to a part A and B, or a 1 and a 2, dated May 31, 2020, for a cost of \$8,637.20, minus a non-design cost of \$198.00, for a revised total of \$8,439.20.

Dee Jaspar & Associates Invoice #20-03014, again hopefully it can be revised into two separate invoices, an A and a B, or a 1 and a 2, dated March 31, 2020, for a cost of \$1,485.00, less non-design charges of \$1,089.00, for a revised total of \$396.00.

An additional Invoice #20-04013, again hopefully to be amended into two invoices, dated April 30, 2020, a cost of \$1,709.22, less non-design charges of \$1,313.22, for a total cost of \$396.00.

Then a final Invoice #20-04014, dated April 30, 2020, for \$110.63, less the cost of \$18.00 we don't feel should be paid, period, which is for: Review client/DJA contract for accuracy, per Dee. So that final total would come to \$92.63.

I move that all of those be included in Claim #4, and that Claim #4 be submitted. Schoenberg/Gipson 5/0/0, Motion Passed.

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

6. Discussion/Vote on Well 5 Emergency Replacement Project.

a. Update on USDA Grant/Loan Application.

The application was submitted. The questions on financial figures were clarified for AI Correale. Self-Help Enterprises received an email from AI, saying that based on his preliminary investigation, the District's financials are very strong, and would be eligible for commercial credit. He instructed the FPPUD to apply for long term credit, and if an offer is made, it should be accepted. If the credit application is declined, the District should submit a letter from the lender stating why.

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The Board voiced their frustration and disappointment. Dave Warner suggested the ad hoc committee, along with Dee and SHE, have a conference call with AI to express concerns, and get more information on his decision. Oscar Cisneros will set up that call.

b. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

7. Discussion/Vote/Update on Meter Replacement Project.

There was no update on the application.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

The intern at Dee Jasper & Associates has been researching and practising with the pipeline locator. He found that the locator was out of calibration. Dee will check with the manufacturer to see what it will cost for the repair. Once it is fixed it can be used for line locating, which will cut back on the price of the project.

9. Discussion/Vote on Future Project Funding for Infrastructure.

The Federal Government is considering an infrastructure bill, which will give funding to the State for projects that are construction ready. Currently, the District has two projects that are at that point, which are the Meter Replacement Project, and the Well #5 Replacement Project. Dave will keep watch on this bill, so that if it passes, he will be ready to put in an application.

10. Review and Approve State Update Meeting Minutes for 06/18/2020.

Motion: Move that we approve the state update meeting minutes for Thursday, June 18, 2020, at 10:00am.

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

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

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11. Accounts Payable and Financial Information.

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$13,246.37. Linda Sheldon reported that after the initial check run, the Revenue/Operating Account had \$286,916.84.

The July invoice from JPIA included insurance costs for two employees who are no longer with the company. An insurance representative clarified that there will be a credit on the August bill.

Linda recommended the treasurer transfer \$50,000 into the Emergency Reserve Fund. She also suggested transferring \$150,000 into the USDA Payment account for the October payment. Once the USDA withdraws the payment, any leftover amount will be transferred back into the Operating/Revenue Fund.

Motion: Move that we pay our bills.

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

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

12. Discussion/Vote on Appointing an Ad Hoc Committee to Review the Proposed Budget.

Linda anticipates having the budget ready on Monday or Tuesday. Directors Schoenberg and Gipson volunteered for the budget committee.

Motion: Move that we create an ad hoc for the budget review with Director Gipson and Director Schoenberg as participants.

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

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson, and Schoenberg.

13. Manager's Report.

GM Allison reported that meters were estimated this month due to leaks and only one employee in the field. There has been no response from the ad in the newspaper to hire a field worker. An additional ad was placed on Indeed.com, which received multiple hits, but no viable applicants. Logan will be off work for one week in July. Shaun may be back to work by then, but if not, Austin from Lake of the Woods said he was willing to help out in an emergency, if he is available.

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All of the fencing for the three sites has been installed, and the last of the gates were being put in.

Director Kelling signed the forms for Kern County that are required for the upcoming election in November. The two Directors who are up for re-election will need to go down to Bakersfield and sign their paperwork.

14. Discussion/Vote on Quote to Enclose the Front Office.

GM Allison had discussed before that he wanted to enclose the front counter to have some separation from angry customers. Now, because of the COVID-19 pandemic, a shield is necessary as a guard against the spread of the virus. Mike from Don's liquor referred GM Allison to the contractor he used for his stores. His quote for the work is \$3,000.00 to enclose the front and side counters, and to install a full door where there is currently a short, swinging gate. The only local contractor willing to bid on the job came in at \$10,000.00.

Motion: Move that we authorize the bid of \$3,000 for the enclosure of the office for the safety and welfare of our employees especially, but in the event that we should open up, it would be more secure and better all the way around.

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

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

15. Discussion/Vote on Engineering Wolfe Booster.

At this site, the Cla-Val valves flood when there is a line break. The booster house is falling apart, there have been two claims for property damage from recent failures, and the piping is so rusty, that it's falling apart. An engineer needs to redesign this site and have a construction crew fix everything the correct way so that the District doesn't incur any more claims. Director Garcia went up and looked at the sight and agreed with GM Allison's assessment. Due to the large cost of this type of project, it would need to go out to bid.

Motion: Move that we give a go ahead for Dee to take a look, give us a quote on what it will take to go out to bid on that, and most likely use that Pipeline Reserve Fund on that.

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

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

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16. Discussion/Vote on Retaining/Hiring PAS Associates, Human Resources Consultants.

- a. Quote For Ongoing Support Services.**
- b. Quote for Employee Policy Handbook.**
- c. Quote for Employee Hotline Services.**

Director Schoenberg had questions she wanted to ask before the Board approved the contracts. The representative will be asked to come back to the next meeting and answer any remaining questions the Board may have.

Motion: Move that we carry #16 a, b, and c, over to our next regular meeting and invite the representative from PAS again so that we can negotiate whatever other changes we need to the contract, and then go ahead and approve the contract.
Schoenberg/Garcia 5/0/0, Motion Passed.

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

17. Discussion/Vote on Future Agenda Items.

Regular Meeting July 9, 2020:

- Carry over approval of the test well plans & specs.
- Carry over retaining/hiring PAS associates.

Regular Planning Meeting July 23, 2020.

18. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 8:49pm.

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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: Terry Kelling, Secretary

seal