

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: 891 2446 5548 Meeting Password: 852632
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, APRIL 22, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on May 27, 2021

1. Call to Order: 6:01pm.

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: Linda Wilke, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Item #7 until the next regular meeting.

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

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

3. Public Comments - None. Present: Carlos Bravo, Oscar Cisneros, Dee Jaspar, and four members of the public.

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

4. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.

a. Discussion/Vote/Update on Test Wells.

Test well drilling is scheduled to begin on May 29th.

b. Discussion/Vote on Contract with Johnson Drilling.

The attorney is reviewing the contract documents and will have that done by April 30th. Approval by the Board will be added to the regular meeting on May 13th. Checks will need to be drafted to pay the property owners their license fees before drilling begins.

c. Discussion/Vote on Engineering Planning Contract Amendment.

Dee Jaspar provided an updated amendment for the engineering planning contract. The Board noted a correction on the line item for Property Licenses.

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They asked that the name be changed to: Property Licenses, Appraisals, and Access Fee; and that the dollar amount be changed to reflect a total of \$23,500. The Board also asked that the line item called Hydrogeological be written as: Hydrogeological and Inspection. Approval of the contract will carry over to the next regular meeting.

d. Discussion/Vote on Project Budget Adjustment and Request.

Dee is seeking budget increases for the hydrogeological report and the final draft PER. At a previous meeting Dee provided a memorandum with the breakdown of those costs. This will be provided to the Board again at a future meeting in June or July so they can discuss and approve the budget changes.

e. Discussion/Vote on District Sphere of Influence for the Annexation: Data Collection; and Mapping.

Since the MSR and annexation map is contingent on the results of the test wells, work should be done to focus on expanding the SOI map first. The map will include property up to the Ventura County line, properties to the east of the District, and the LDS church.

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

Work on the MSR will be paused until after the test wells are drilled.

g. Discussion/Vote on Changing to Monthly Claims.

Discussion will carry over until the next planning meeting.

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

Claim #6 was received. Claim #7 was filed on April 8, 2021, but may take longer to process due to the end of the fiscal year.

FP - LOW Area Annexation Planning Project - Discussion concluded at 6:51pm.

5. Discussion/Vote/Update on Frazier Park Public Utility District Meter Replacement Project and Emergency Replacement Well and Water Supply Project.

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a. Update on State Grant Application.

The State should be finalizing the application soon.

Director Neyman read the project update from the April 15, 2021 meeting minutes.

b. Discussion/Vote on Project Timeline.

The ad hoc was given a preliminary design schedule prepared by Curtis from DJA. Dee clarified that although preparation of documents may push drilling out until winter, the only thing that would interrupt drilling would be heavy snow or rainfall, which is unlikely in light of the extended drought.

c. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

6. Discussion/Vote on Emergency Repairs to the Wolfe Booster and Tank Site.

The contractor is working on pouring the concrete slab for the building. A design change was made to the orientation of the building to make it easier to access the pumps inside. There will be no additional costs for that change. The next progress payment will be approved on May 13th. Four checks were cut on invoices related to work on this project.

7. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant - Tabled.

8. Review and Approve State Update Meeting Minutes for 04/15/2021.

Motion: Move that we approve the State update meeting minutes for Thursday, April 15, 2021, with the amendments that we have mentioned, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

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

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9. Discussion/Vote on Fourth Amendment to Communications Site Lease Agreement.

The Board approved the agreement at a previous meeting, but T-Mobile needed to make an additional amendment which changes the term of the lease to five years instead of ten years. The Board noted a correction to the dates listed for previous amendments to the agreement.

Motion: Move that we approve this [the Communications Site Lease Agreement*] in spirit with the understanding that the amendments will be fixed and looked at by two Directors.

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

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

10. Discussion/Vote on Annual Special Assessments.

Tiffany reported that she contacted Alan Doud to ask if there were any legal restrictions from submitting active accounts to Kern County for collections during COVID-19. He responded saying that as long as accounts were not shut off, he believes the District can continue to follow the utility code which allows this option. She also reached out to the Special Assessments Division of the Kern County Auditor-Controller, who did not have any regulations disallowing collections of delinquent accounts.

Motion: Move that we submit the annual delinquent accounts and stand-by fees to Kern County based on the information provided to us both by the attorney and the County.

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

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

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

Checks were cut for the billed invoices and reviewed by the Board for accuracy. After the payments, the total cash added up to \$2,241,564.09. The Board reviewed corrections to the budget line items under which some invoices were categorized. The check that was cut to pay for the purchase of the mini excavator has not cleared the bank because the equipment is on order and has not been purchased.

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Motion: Move that we pay our bills with everything that was mentioned.

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

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

12. Discussion/Vote on Treasury Management Agreement.

The Board previously approved the authorized agents for the Treasury Management services from California Bank & Trust (CBT). There were two additional forms for Directors Neyman and Schoenberg to sign in order to finalize authority.

*** Motion amended for clarity.**

Once CBT receives the forms, Director Schoenberg will be able to add and remove users from the remote check deposit system.

Motion: Move that we sign the Treasury Management Agreement.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman, and Schoenberg.

13. Discussion/Vote on Book Asset Detail.

There has been no additional work on the asset detail because of the priority of other projects. The District has not heard back from RCAC since submitting the unfinished draft for the Rate Study.

14. Review and Approve Meeting Minutes for 03/11/2021, and 03/25/2021.

Motion: Move that we approve the regular meeting minutes for Thursday, March 11, 2021, with the amendments mentioned, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

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

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Motion: Move that we approve the planning meeting minutes for Thursday, March 25, 2021, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

15. Discussion/Vote on Future Agenda Items.

Regular Meeting May 13, 2021:

- Carry over the discussion/vote on the CalOES Grant Project.
- Carry over the discussion/vote on the contract with Johnson Drilling.
- Carry over the discussion/vote on the engineering contract amendment.

Regular Planning Meeting May 27, 2021.

- Carry over the discussion/vote on changing to monthly claims.

16. Adjournment.

Motion: Move that we adjourn.

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

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

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: Terry Kelling, Secretary

seal