

**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: 890 5243 7513 Meeting Password: 337531  
**REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 11, 2021, 6:00PM**  
Schoenberg/Gipson 4/0/0 - Director Garcia Absent  
Minutes Approved on March 25, 2021

**1. Call to Order: 6:02pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia. (Director Garcia arrived at 6:12pm.)

Director Neyman was present as the chairperson.

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

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

**3. Public Comments.** Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and five members of the public.

The public was given the opportunity to address the Board. Public comments are limited to five minutes.

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Schoenberg reported that she received the payment amounts on the USDA loans and will set up those transfers. She also transferred the payments made on the Wolfe tank site from the Capital Improvement Fund, back into the Revenue/Operating Fund.

**JPIA Representative:** No report.

**5. Board Member Initiatives - None.**

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**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported there were five mainline leak repairs, and the crew accomplished 203 work orders.

There was a leak in the pipe connecting the front and rear tanks at the Wolfe site, but it was fixed.

GM Allison found a new work truck for purchase as previously authorized. It is a Ford F250 4x4 Crew Cab with a diesel engine. It will be available for pickup in the next few weeks, and came in under the \$50,000 price limit set by the Board.

**Director Garcia arrived at 6:12pm.**

**a. Administrative Assistant's Report.**

Tiffany Matte reported that the District received a check in the amount of \$5,112.74 for the COVID-19 reimbursements submitted to Kern County. She is working on putting together another reimbursement claim, but is waiting for an answer from Kern County as to whether or not they are still accepting claims.

Tiffany has still not heard back from CalOES on the PSPS grant application, but other Districts are now starting to get responses. She will continue to watch for notifications.

**7. Ad Hoc Committee Reports: Local Information Committee; Projects Committee; Rate Study Committee; Budget Committee.**

**Local Information Committee.**

No report.

**Project Committee.**

Director Schoenberg reported that the ad hoc met with the State last month to go over the various projects. The minutes were approved at the last meeting that summarized the call. The State sent an email requesting backup information on two invoices from Claim #6. This will be covered later in the agenda.

**Rate Study Committee.**

GM Allison met with David from RCAC. He looked through District maps and project PERs to get information for the Rate Study. He was also given a copy of the unfinished Book Asset Detail.

**Budget Committee.**

This committee is on hold until they are able to meet with and train the new bookkeeper.

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

Bookkeeper Linda Wilke reported the total cash balance in all accounts is \$2,022,834.59. The Revenue/Operating Account has \$212,491.15. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed from the Operating/Revenue Account was \$204,214.52. A check was made out to Dee Jaspar & Associates (DJA) in error, which should have been addressed to Unified Field Services. The check was voided and reissued. The Board noted that the payments to DJA and Unified Field Services for work on the Wolfe project were categorized incorrectly. They were placed in the line item for the FP/LOW Project, instead of in Capital Improvement as a fixed asset. A check was cut to South Bay Ford for the new work truck, in the amount of \$49,947.75. There was leftover money in the USDA payment account from the October principal payment on the loans. Director Schoenberg will transfer the remaining amount due for the April interest payment.

**Motion: Move that we pay our bills.**

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

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

**9. Discussion/Vote on Book Asset Detail.**

The Book Asset Detail is being color coded to represent what needs to be deleted, verified, new categories, and more. The auditors had no issue with moving things around, as long as they can understand and track the changes.

**FP - LOW Area Annexation Planning Project - Discussion began at 7:15pm.**

**10. Discussion/Vote on FP/LOW Consolidation Planning Project.**

**a. Discussion/Vote on Test Wells: Construction Documents and Schedule.**

Dee Jaspar explained that he has been working with the bookkeeper from Johnson Drilling in order to get the bonding and insurance documents needed. They were waiting on the bid analysis, which Dee sent Monday. Once the documentation is received, DJA can issue a notice to proceed.

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**b. Discussion/Vote on Engineering Planning Contract Amendment.**

The original contract needs to be amended to include the new line item for project administration. Dee will put that amendment together and submit it to the Board for approval.

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

Dee Jaspar and the ad hoc committee met with Bud Rice and Blair Knox from LAFCo. They explained the process of updating the District's Sphere of Influence (SOI). After a lengthy discussion, they concluded that only one MSR would be necessary. The original, created for the regional annexation, would be updated with a description of the additional properties the District wants to include in the SOI. The document would be used to justify any SOI changes. Including properties in the SOI would not commit the District to providing water if funding for the project didn't come through. The MSR would need to include any contingencies for funding and construction that would need to be met in order for Frazier Park to be able to proceed with the annexation.

Dee Jaspar and the Board discussed concerns over who will be notified when the SOI is filed with LAFCo. They did not want any of the properties feeling like they were being annexed without their consent. Before moving forward, they agreed to have another conference with LAFCo to ask this, and any other questions that came up. Once the ad hoc has this information, they will meet with Bravish from Stanley Hoffman Associates, so his proposal can be revised.

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

Covered under the previous item.

**e. Discussion/Vote/Update on Claim #6.**

Last week the State was reviewing Claim #6, and sent a request for more information on two of the invoices from DJA. This request was passed on to Kelli, who was able to provide backup information on only one of the invoices. There was no backup for the \$16.04 charge. DJA stated they would withdraw that invoice, and would not be seeking to recoup small amounts for items like copies in the future. Tiffany Matte emailed the updated invoice to the State and informed them the District will withdraw the request to reimburse the second invoice.

**FP - LOW Area Annexation Planning Project - Discussion concluded at 8:06pm.**

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**11. Discussion/Vote/Update on Meter Replacement and Well #5 Emergency Replacement Projects.**

**a. Update on State Grant Application.**

GM Allison filed the Notice of Exemption (NOE) with the County and the State Clearinghouse. That document, along with the CEQA environmental package, was uploaded into the FAAST application. Oscar uploaded Dee's memorandum with the detailed cost estimate on the meters as well, so everything needed is now included in the application.

**12. Discussion/Vote on Self-Help Enterprises' Pandemic Relief.**

Tiffany provided Self-Help Enterprises (SHE) all of the customer information needed for the application. Oscar filled out and submitted the application for Pandemic Relief, which was approved for the amount of \$13,168.19. This will be applied to accounts that are more than three months past due.

**13. Discussion/Vote on Pipeline Replacement Work.**

Over a year ago the District submitted an application with the State for Technical Assistance (TA) help through SHE. Although that request was not approved, Dave requested putting this through as a SAFER project, to pay for engineering costs and pipeline locating. When the State approves a SAFER contract with SHE, they will have money to allocate for those projects.

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

**a. Discussion/Vote/Update on Project.**

The District received invoices from DJA for engineering work on the Wolfe site that was not included in the total project cost estimate. Dee Jasper and Curtis Skaggs will prepare a budget that includes the work that has been completed, and a projection of what engineering will be needed to complete the project.

**b. Discussion/Vote on Progress Payment #2.**

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**Motion: Move that we approve the Progress Payment #2 to Unified in the amount of \$67,871.33.**

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

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

Dee Jaspar explained that the project is about a third of the way through the contract amount, at \$131,000. There was a change to the design on how the piping will be laid, which caused a delay in the project while the piping was fabricated. COVID-19 has caused a slowdown in manufacturing that has affected several projects Dee is working on. The materials for the Wolfe site are expected to be delivered on March 8th, and then work on the project can resume.

**15. Discussion/Vote on Modifying the District's Sphere of Influence: Data Collection; and Mapping.**

Discussed under Item #10c.

**16. Discussion/Vote on Amending the District's MSR: Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.**

Discussed under Item #10d.

**17. Discussion/Vote on Creating a Will Serve Letter, and a Conditional Will Serve Letter.**

GM Allison emailed Mil Potrero Mutual Water Company and asked if they would send a copy of their will serve letter, so the District can possibly use it as a template. When he hears back, GM Allison will forward a copy to the Board.

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

T-Mobile provided a fourth amendment to the contract currently in place with the FPPUD. It is good for five years. The auditors will need a copy of the signed contract to finish the District's audit. The Board reviewed the agreement on their own before the meeting, and found no issues.

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**Motion: Move that we approve the fourth amendment to the Communications Site Lease Agreement with T-Mobile.**

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

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

**19. Discussion/Vote on Continuing with the PAS Associates Employee Hotline.**

None of the employees have used the hotline so far, but because the District has not yet adopted the new employee handbook, the Board believed it would be beneficial to keep the hotline active for an additional quarter.

**Motion: Move that we continue with the PAS Associates employee hotline.**

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

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

**20. Discussion/File Form 700 - Statement of Economic Interests.**

The Board was provided the publications and forms in their board packets. The deadline to file the forms is April 1, 2021.

**21. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 19, 2020.**

The Board discussed the modifications and elected to keep the office closed, regardless of the County's tier status, until such time as they feel it's safe to reopen. This decision will continue to be evaluated every month.

**Motion: Move that we continue with the Modified Services and Procedures based on the Board's decision every month.**

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

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

**22. Review and Approve Meeting Minutes for 01/14/2021, and 01/28/2021.**

**Motion: Move that we approve the minutes for January 14, 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.**

**Gipson/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 January 28, 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.**

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

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

**23. Discussion/Vote on Future Agenda Items.**

Planning Meeting February 25, 2021.

- Carry over the discussion/vote on the planning contract amendment with Dee Jasper.
- An agenda item to approve the contract with Johnson Drilling.

Regular Meeting March 11, 2021.

- An agenda item to renew the contract with the Chamber of Commerce for the billboards.

**24. Adjournment.**

**Motion: Move that we adjourn this meeting.**

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

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

**Meeting Adjourned: 8:46pm.**

**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