

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: 881 3371 6407 Meeting Password: 786084
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, OCTOBER 28, 2021, 6:00PM
Schoenberg/Neyman 4/0/0, Director Kelling Absent
Minutes Approved on November 11, 2021

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Gipson, Neyman and Schoenberg.

Absent: Kelling (arrived late).

Director Garcia was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel and Tiffany Matte.

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

3. Public Comments. Present: Carlos Bravo, Dee Jaspar, and five members of the public.

The public had an opportunity to address the Board. Comments were limited to five minutes

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

Deborah Angel reported that for this meeting two checks were cut out of the FP/LOW Planning Account to Johnson Drilling for a total of \$77,809.00. The Revenue/Operating Account has a current balance of \$83,184.63. 12 checks were cut out of the Revenue/Operating Account for a total of \$28,441.72. The list of checks was read out loud and reviewed by the Board for accuracy.

Director Kelling arrived at 6:05pm.

The bank accounts have been reconciled through September. Deborah is working on reconciling and posting all of the credit card payments through September as well.

Motion: Move that we pay our bills as written.

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

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

Per the contract with the Bookkeeper, her working hours are capped at \$2,500.00 per month. She has been doing a lot of extra work to bring the finances current, and has exceeded her hours for the month of October by about three hours.

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Director Schoenberg asked the Board to approve pushing these extra hours into November, when she should not have as much to do.

Motion: Move that we add the overage for Deborah's hours for October and move them into November for her November billing.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman, and Schoenberg.

Dee Jaspar recommended holding the checks for Johnson Drilling while one bill is being corrected, and until they sign the release stating that they accept the final payment as 100% of what they are owed.

FP - LOW Area Annexation Planning Project - Discussion began at 6:25pm.

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

a. Discussion/Vote/Update on Test Well Reports.

Dee Jaspar provided the Board with a draft of the completed report on the Test Wells. He reviewed and summarized the report giving a description of the work, the water quality testing, and the recommendation for the production well for each site. This report will be sent to the State for approval of the design.

b. Discussion/Vote on Test Well Property Appraisals and Acquisition.

Dee Jaspar provided a quote from the appraiser for the two Test Well Site properties, as well as a quote for appraising an easement from Well #8 over to Well #5. General Manager (GM) Jonnie Allison explained that when it comes time to drill Well #7, the District will need permission from SEA to use their property for accessing the site, as well as discharging the water as the well is being drilled. He suggested the FPPUD finalize those negotiations first, before opening talks for the purchase of the SEA Test Well property.

c. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

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According to the License Agreement, the District has five years to declare that, after reviewing the information in the Test Well report, there is interest in putting in a production well on the SEA property. The District has two years for this declaration for the Wainright-French property.

Motion: Move that we table these (b and c) until the next Planning Meeting so that we can go through the discussion on #6.

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

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

Motion: Move that we table d, e, and f until the next Planning Meeting.

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

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

d. Discussion/Vote on District Sphere of Influence Map for the Annexation - Tabled.

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

f. Discussion/Vote on a New Budget Adjustment - Tabled.

g. Discussion/Vote on Claim #11 and Other Claims and Payouts.

Claim #11 - \$3,402.00.

Board and Staff Administration Costs - \$707.50.

Dee Jasper & Associates Invoices for September 2021 - \$2,693.00.

Invoice #21-09017, dated 09/30/2021, in the amount of \$1,089.00.

Invoice #21-09014, dated 09/30/2021, in the amount of \$812.00.

Invoice #21-09015, dated 09/30/2021, in the amount of \$792.00.

Carlos Bravo will add a note on page 4 to indicate the dollar amounts won't match the invoices exactly because the State will round the total to the nearest dollar. He will also change the few typos he found.

Motion: Move that we go ahead and approve Claim #11 with the note on page 4 that Director Schoenberg mentioned and other amendments for corrections.

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

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

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FP - LOW Area Annexation Planning Project - Discussion concluded at 7:33pm.

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

a. Discussion/Vote/Update on Going Out to Bid for Well #7.

Dee Jaspar reported that the due date for the bids was pushed back to November 23rd to allow extra time to get more competitive bidders.

Motion: Move that we go ahead and allow our engineer to push the date forward by 20 days to allow for the bids to all come in for Well #7.

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

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

GM Allison explained earlier in the meeting that because of the large drilling rigs that are needed, there is not enough room to access the drilling site without access through the SEA Property. Because of the immediate need to get Well #7 drilled, he wanted to approach the owners of the SEA property for site access for this well first, before beginning negotiations on purchasing the property for Well #8.

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

Dee Jaspar & Associates (DJA) has been working out in the field gathering information for the bid package.

c. Discussion/Vote on Claims and Payouts.

There have been a few invoices for this project which will be held until the first claim is ready. A check will be cut to Young Wooldridge at the next meeting out of the Revenue/Operating Account to cover the project invoice submitted in July.

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

a. Discussion/Vote on Retention Payment.

A check was cut to Unified Field Services for the retention payment. That check will be held until they sign the Unconditional Waiver and Release Upon Final Payment form.

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Motion: Move that we pay the retention payment, and that we hold the check until we get the release form.

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

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

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Update on Project Funding.

The District is still waiting to receive the funding letter from the State. It is currently on the desk of the DFA Executive Director. Once he signs the letter it will be sent to the District.

b. Discussion/Vote on a Contract with Dee Jaspar & Associates.

This contract will be between DJA and Self-Help Enterprises (SHE). The District will not need a contract until the full project funding agreement is ready.

c. Discussion/Vote on the Project Scope of Work.

There was no update.

d. Discussion/Vote on the Technical Assistance Scope of Work.

Carlos Bravo has the figures from DJA but still needs information from Tom Dodson & Associates for the environmental work. He will contact the State to see if the preliminary design will be included in the Work Plan.

e. Discussion/Vote on Potholing and Mapping.

Waiting on the Work Plan.

9. Discussion/Vote/Update on CalOES Community Power Resilience Allocation to Special Districts Grant.

a. Discussion/Vote/Update on the Bid for the Purchase of the Generators.

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Curtis from DJA spoke with the contractor and found there would not be much savings if the two smaller sites were equipped with Tier 3 Generators. Instead, all six sites will have Tier 4 Generators. The total price will be \$408,691.00 which comes to about \$120,000.00 over the grant amount. The deadline to spend the grant money is March 31, 2022. After that date all monies left have to be returned. GM Allison explained that there is no guarantee that CalOES will issue an extension if the generators arrive after that date. Once the generators are ordered from the contractor the District will be committed to the purchase and may have to cover the full amount if they arrive after the deadline. Dee recommended the Board make the decision tonight on whether or not to award the bid so the generators can be ordered and in by the February 2022 date estimated by the contractor.

Motion: Move that we go ahead and award the contract for the Tier 4 Generators in the amount of \$408,000.00 and that we put in from Frazier Park Public Utility District the extra money that isn't covered by the grant.**

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

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

Dee Jaspar will send out the award letter and get information on how much is needed for the deposit.

b. Discussion/Vote on the District Paying for the Purchase and Installation of the Generators if the Project Goes Beyond the Deadline.

This topic was covered in the previous discussion.

c. Discussion/Vote on Engineering and Design.

Dee will create a simple drawing for each site that lays out the design. Director Garcia went over what that would include. Dee estimates it will cost about \$2,000.00.

Motion: Move that we approve Dee to do the engineering design for the pads as Director Garcia described for a cost of about \$2,000.00.

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

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

**** Total price was \$408,691.00.**

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d. Discussion/Vote on the Project Progress Report for CalOES.

There is a progress report due to CalOES by the end of November. Tiffany Matte requested a meeting with Dee and GM Allison so they can help her go over the information that will be included in the report. The project ad hoc asked to be a part of that process as well.

The Board returned to item 9b on the agenda.

b. Discussion/Vote on the District Paying for the Purchase and Installation of the Generators if the Project Goes Beyond the Deadline.

Director Neyman asked that Dee find out what the deposit amount is for the generators so that a check can be cut as soon as possible. The ad hoc committee can work with the Bookkeeper to have the check cut and then taken around for signatures.

Motion: Move that the ad hoc committee finds out the amount from Dee for the down payment on the generators, and that we will have the Bookkeeper cut the check for that amount, and to take it around to different Directors for signatures. Gipson/Kelling 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman, and Schoenberg.

d. Discussion/Vote on the Project Progress Report for CalOES.

Motion: Move that we have Tiffany, along with the help of the ad hoc committee, fill out the progress report for CalOES.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman, and Schoenberg.

10. Discussion/Vote on Community Water System COVID Relief Program.

Tiffany Matte reported that when she filled out the program survey there was about \$19,000.00 in arrearages for 48 accounts. Since then many accounts have paid, so there are now 32 qualifying accounts for a total of \$14,617.87. That amount plus the 3% administrative fee allowance, totals \$15,056.41. All of the information in the application has been filled out, but there are two forms that need to be signed by the Board and included in the submission.

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The first appoints an authorized designee to sign the second form, which is the conditions of payment.

Motion: Move that we authorize Gerald Garcia to be the authorized representative or designee for the California Water and Wastewater Arrearages Payment Program for any forms necessary.

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

Aye: Gipson, Kelling, Neyman and Schoenberg.

Abstain: Garcia.

11. Review and Approve State Update Meeting Minutes for 10/21/2021.

Motion: Move that we approve the State Update meeting minutes for October 21, 2021, with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

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

12. Discussion/Vote on Well #5 Blending Station.

Dee Jaspar has submitted his design for the blending station to the State after making several required revisions. The work will move forward when it is approved by Jesse Dhaliwal. The State is also requiring the District to put a Nitrate Analyzer on Well #5.

Motion: Move that when the State approves the Well #5 blending station, that we give General Manager Allison the authority to purchase a Nitrate Analyzer in the amount of about \$20,000.00, and that we have P&J install the Nitrate Analyzer, and that if we need Ness to program it to our system we do that as well.

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

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

13. Discussion/Vote on Creating an Ad Hoc Committee to Review Daily Deposits.

Because of the deposit error discussed at the last meeting, the Board asked for an agenda item to create an ad hoc to review the daily deposits and make sure there were no other duplicate charges.

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Motion: Move that we set up an ad hoc committee of Director Kelling and Director Gipson to go back through deposits.

Schoenberg/Neyman 3/0/2, Motion Passed.

Aye: Garcia, Neyman, and Schoenberg.

Abstain: Gipson, and Kelling.

14. Discussion/Vote on Resolution FP-20211028-01: Renewing the Use of Remote Teleconference Meetings Under AB 361.

Tiffany provided the Board with the Resolution that will renew teleconference meetings under the provisions of AB 361 for the month of November.

Motion: Move that we adopt Resolution FP-20211028-01: Renewing the Use of Remote Teleconference Meetings Under AB 361.

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

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

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

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

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

15. Discussion/Vote on Changing Planning Meeting Dates in November and December.

Because the Regular Planning Meetings in November and December will fall on or near holidays, the Board motioned to hold these meetings a week earlier.

Motion: Move that we have our Planning and Regular Meeting in November on the 11th and 18th, and in December we will have it on the 9th and 16th.

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

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

Oral Announcement Prior to Closed Session (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.

(54954.5(e)) Public Employee Performance Evaluation.
Title: General Manager.

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**16. CLOSED SESSION Pursuant to Gov't Code Section (54957).
(54954.5(e)) Public Employee Performance Evaluation.
Title: General Manager.**

Director Garcia announced the closed session at 8:58pm.
Returned from closed session at 10:05pm.

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

Director Garcia gave a summary of the performance evaluation. No action was taken in the closed session.

17. Discussion/Vote on the General Manager Contract.

The Board discussed the amount they would like to raise the General Manager's salary, continuing to include the cost of living increase every year. They also agreed to restart the contract for another five years starting the date of this meeting. Finally, the Board expressed their desire to help support GM Allison in his position by working on the new Employee Handbook and authorizing hiring an additional employee if needed.

Motion: Move that we raise Jonnie's salary to \$80,000 per year and that his contract starts new going forward for a five year period with a 2% per year COLA increase for the five year duration.

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

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

Director Schoenberg asked that on the next agenda there be an item to discuss with the attorney the laws surrounding comp time and turn around time.

18. Discussion/Vote on Future Agenda Items.

Regular Meeting November 11, 2021:

- An agenda item to discuss employee law.
- An agenda item to discuss holiday plans and purchases.

Regular Planning Meeting November 18, 2021.

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19. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 10:31pm.

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