

**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: 849 3197 6511 Meeting Password: 720773  
Frazier Park - Lake of the Woods Area Annexation  
**REGULAR PLANNING MEETING MINUTES FOR THURSDAY, MARCH 25, 2021, 6:00PM**  
Schoenberg/Gipson 4/0/0 - Director Garcia Absent  
Minutes Approved on April 22, 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 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, Carlos Bravo, Oscar Cisneros, Dee Jaspar, and four members of the public.

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

**FP - LOW Area Annexation Planning Project - Discussion began at 6:23pm.**

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

**a. Discussion/Vote/Update on Test Wells.**

At the last State meeting the group discussed that the drilling would begin at the end of April or beginning of May. Dee spoke with Johnson Drilling, and they won't be able to begin work until the end of May.

**b. Discussion/Vote on Contract with Johnson Drilling.**

There are some forms that Johnson Drilling needs to have notarized. Dee should get them next week and be able to give the package to the District's lawyer, Alan Doud, shortly after.

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

Dee Jaspar provided an updated contract amendment.

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There were still items that the Board wanted corrected and broken out. They also asked that Dee's charges for work on the SOI, MSR and MOU be added as line items. When the items are accounted for in the engineering contract, there won't be a need to pull the funding from contingency later. The amount of money needed for the MSR can't be finalized until Bravish from Stanley Hoffman Associates gives his updated quote.

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

Lawrence Sanchez approved the \$24,200 budget adjustment in a previous request.

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

Joan Kotnik, a Board member from the Lake of the Woods MWC, sent an email with a suggestion for properties that may be a benefit to include in the proposed SOI as a possible future source of water. Ms Kotnik will send a list of APNs to Dee Jaspar for review. The Board agreed they are in favor of bringing in as much land as possible into the SOI, both to the East and West. If included in the SOI, it would make it easier to annex that property in the future if the need arose.

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

This topic was covered in the previous discussion.

**g. Discussion/Vote on Changing to Monthly Claims.**

When the drillers break ground on the test wells, claims will need to be submitted monthly so that billed invoices can be paid in a timely manner. There was no need to take action since drilling won't begin until the end of May.

**h. Discussion/Vote/Update on Claim #7 and Other Claims and Payouts.**

The District received the check for Claim #6 in the amount of \$10,697.00. Claim #7 was reviewed by the ad hoc committee and provided to the Board. The Board asked Dee Jaspar to create separate invoices for each type of billing in order to make tracking easier.

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**Claim #7 - \$2,419.48.**

Project Management & Administration Costs - \$2,221.48.

Dee Jaspar & Associates Invoice #21-01046-B, dated 01/31/2021, in the amount of \$198.00.

**Motion: Move that we submit Claim #7 which includes all of the administrative and Board fees for December 2020 through February 2021, and in addition Invoice #21-01046-B for Dee Jaspar & Associates, in the amount of \$198.00, for principal engineer test well administration for Johnson Drilling.**

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

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

**Absent: Garcia.**

Dave Warner read the cover letter and quarterly project update out loud for the Board.

**FP - LOW Area Annexation Planning Project - Discussion concluded at 7:46pm.**

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

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

Lawrence Sanchez sent an email last Friday, and again on Monday, asking for information on the bridge loan in order to cover associated fees in the project budget. He requested that information be provided the next day. Because there was not enough time to bring the discussion before the Board, the ad hoc committee decided not to hold up the project application, and declined the reimbursement. An email was sent to Lawrence explaining this, and that the Board would wait for full project funding. If the well should fail before then, the District would seek funding and pay any fees out of pocket. Tiffany read the email out loud to the full Board.

GM Allison recommended that Dee Jaspar do quarterly sand and production tests on Well #5 as an indicator of when the well begins to fail.

**b. Discussion/Vote on a Bridge Loan to Expedite the Project.**

More information is needed from Lawrence Sanchez on how long it takes funding for construction to be approved, as well as more information on the process and use of a bridge loan. The ad hoc will ask these questions at the next State update meeting.

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**c. Discussion/Vote on a Request to the State to Cover Bridge Loan Costs.**

Covered under Item #5a.

**d. 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.**

GM Allison reported that Unified Field Services resumed work on March 24th. Tomorrow they will be disinfecting lines and will also be taking a BacT sample. If the sample comes out clear, then on Monday they will begin the tie-ins to the new pipe. Farm Pump will also be coming out on Monday to make sure the booster pump is functioning correctly.

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

Tiffany provided the Board a copy of the letter approving the \$288,000 grant for backup generators. She and GM Allison had a brief phone call with a representative from CalOES to get general information on how the process works. The District will receive the total funding up front very soon. That money has to be spent by October 31, 2021. They require the District to provide a progress report by November 30, 2021 which should explain exactly how the money was used. They use this report to ensure the District used the money according to their requirements, and if done correctly, will help the District be eligible for future grants.

GM Allison explained the grant won't pay for engineering or professional services. The District could pay out of pocket for an electrical engineer to help with the process, or have an electrical contractor spec out the project, and the District would handle the bid and award process.

Dee Jasper offered to provide contact information for electrical engineers he is familiar with, and help initiate contact.

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**8. Review and Approve State Update Meeting Minutes for 03/18/2021.**

**Motion: Move that we approve the State update meeting minutes for Thursday, March 18, 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 4/0/0, Motion Passed.**

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

**Absent: Garcia.**

**9. Discussion/Vote on Invoices for Bookkeeping Services for January and February 2021.**

At the previous meeting the Board requested an agenda item to decide how much to pay Sheldon & Associates for bookkeeping services in February. They also wished to discuss payment for Linda Wilke for services in January. Linda Sheldon addressed an email to the Board and it was read out loud during the meeting. The Board discussed the matter and motioned to pay the full February invoice for \$1,000 to Sheldon & Associates. They also requested Linda Wilke to submit an invoice in the amount of \$500 for her work in January.

**Motion: Move that we pay our previous bookkeeper Linda Sheldon \$1,000 as is in her contract for February 2021, and then we pay Linda Wilke our new bookkeeper for the work that she did in January of 2021, which is \$500.**

**Schoenberg/Gipson 3/1/0, Motion Passed.**

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

**No: Kelling.**

**Absent: Garcia.**

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

Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed from the Operating/Revenue Account was \$4,613.80.

A check was cut to California Bank & Trust for the balance remaining from the previous invoice due to the check not being drafted for the full amount.

The check made out to Coastline only included the payment for one invoice. There was a second invoice attached that will need to be paid.

There was a check issued for the final customer account that had an unclaimed refund.

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**Motion: Move that we pay our bills with the addition of the extra invoice that needs to be paid for Coastline Equipment, Inc.**

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

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

**Absent: Garcia.**

**Motion: Move that we continue until we finish business.**

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

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

**Absent: Garcia.**

**Meeting extended at 8:57pm.**

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

No update.

**12. Discussion/Vote on Quotes for the Purchase of a Mini Excavator.**

The District received two quotes for the purchase of a mini excavator. The quote for Caterpillar came out to \$80,391.90, and the quote for the John Deere was \$75,995.21. GM Allison recommended the Caterpillar because according to his research it has more power, better functioning, and more efficient tier 4 smog compliance.

**Motion: Move that we get the Caterpillar excavator in the amount of \$80,391.90, which will come out of one of the reserve accounts.**

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

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

**Absent: Garcia.**

**13. Review and Approve Meeting Minutes for 02/11/2021, and 02/25/2021.**

**Motion: Move that we approve the regular meeting minutes for Thursday, February 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/Gipson 4/0/0, Motion Passed.**

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

**Absent: Garcia.**

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**Motion: Move that we approve the regular planning meeting minutes for Thursday, February 25, 2021, with the amendment 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/Gipson 4/0/0, Motion Passed.**

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

**Absent: Garcia.**

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

Regular Meeting April 8, 2021:

- An agenda item to discuss the annual special assessments.
- Carry over the discussion/vote on the CalOES grant.

Regular Planning Meeting April 22, 2021.

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

**15. Adjournment.**

**Motion: Move that we adjourn.**

**Gipson/Kelling 4/0/0, Motion Passed.**

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

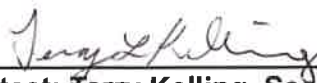
**Absent: Garcia.**

**Meeting Adjourned: 9:14pm.**

**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