

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: 835 7252 7746 Meeting Password: 239330
REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 14, 2021, 6:00PM
Gipson/Garcia 5/0/0
Minutes Approved on February 11, 2021

1. Call to Order: 6:00pm.

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. Swearing in of Elected/Appointed Board Members.

Directors Garcia and Neyman were sworn in by the Clerk of the Board.

3. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Item #17.

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

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

4. Public Comments - None. Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and three members of the public.

5. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that she called California Bank & Trust about a monthly charge on the General Fund. She will give more information under the item for financial information.

JPIA Representative: No report.

6. Board Member Initiatives - None.

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7. Manager's Report.

General Manager (GM) Jonnie Allsion reported that two of the field crew have been out due to illness, one having tested positive for COVID-19. The office was disinfected and he has purchased air purifiers for each room. The field crew will not be going inside the District office. Everyone will log their own hours so employees don't have to share the time clock.

The Wolfe project is going well and GM Allison is happy with Unified Field Services' work. They have poured the pads for the boosters and have run some new mainline up the hill.

There were 209 service work orders completed and 14 after hours call outs. Some of the call outs were for frozen pipes, most were from power issues at the tanks. There were four mainline leak repairs.

a. Administrative Assistant's Report.

Tiffany Matte reported that Kern County is currently reviewing the District's submission for COVID-19 reimbursements. Kern County has indicated they still have funds available, so Tiffany will be submitting a second request for reimbursement.

There is no update on the CalOES grant application that was submitted in October.

The waiting period for customers to claim their account credits has passed. Any unclaimed funds have reverted back to the District.

The auditors have been working on the FPPUD's financial statements and will try and have it ready to present at either the February or March regular meeting.

The Board Members have been sent a reminder and email link for completing ethics and sexual harassment prevention training.

8. Ad Hoc Committee Reports:

Local Information Committee.

No report.

Project Committee.

Director Schoenberg reported that the ad hoc will meet with the State next week. More information will be discussed under the agenda items.

Rate Study Committee.

The ad hoc has been working on the Book Asset Detail. They met with the auditor this morning and were able to get answers to their questions. GM Allison sent an email to RCAC requesting an extension on the Rate Study.

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Budget Committee.

This committee will meet with the new bookkeeper when she is trained in February.

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$2,031,967.02. The Revenue/Operating Account has \$191,623.53. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed from the Operating/Revenue Account was \$93,414.09. The total for checks cut from the FP/LOW Planning Account was \$3,465.41.

A check was made out to Unified Field Services for \$57,038, for work on the Wolfe booster and tank site. Director Schoenberg transferred that amount from the Capital Improvement (CI) Reserve Fund, into the Revenue/Operating Account to cover the payment.

It was clarified for the Board that since there was not enough money in the SLA fund to cover the cost of the Wolfe Project, those costs will come from the CI Reserve. Tracking payments on that project will be easier if transfers come from only one account, as opposed to two. Each Board member voiced their agreement with that decision.

Director Schoenberg also transferred funds into the FP/LOW Planning to cover invoices for Dee Jasper & Associates (DJA) and Young Wooldridge (YW), until Self-Help Enterprises' (SHE) Work Plan is approved.

California Bank & Trust was charging a \$30 monthly fee for remote check deposits, but was taking it out of the wrong bank account. The bank was contacted, and moving forward that charge will be assessed to the Revenue/Operating Account.

The final T-Mobile cell phone account was closed and the balance paid. The District received an invoice for a new charge, so that check will be held until GM Allison verifies if that bill was valid.

Motion: Move that we pay our bills with the caveat that Jonnie is going to research T-Mobile.

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

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

10. Discussion/Vote on Book Asset Detail.

The ad hoc committee, along with GM Allison, has been going through the assets and reclassifying them into categories that make more sense. They are also highlighting anything that has fully depreciated, or is too ambiguous to put a value on. This will be sent to the auditors so they can trace the changes and remove anything they need to. The ad hoc will meet again next Thursday to determine the next steps.

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FP - LOW Area Annexation Planning Project - Discussion began at 6:44pm.

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

a. Discussion/Vote on Letter of Support for Lake of the Woods Waterline Project.

The State asked the FPPUD to write a letter stating they were in support of the Lake of the Woods project, and give any supporting documentation that would show it was a condition of the Regional Annexation. Tiffany will look for those documents and forward them to Director Schoenberg so she can draft the letter. Approval of the letter will be added to the next meeting's agenda.

b. Discussion/Vote on Adding a Line Item for Engineering Administration Costs to the Planning Budget.

Dave Warner provided the Board a draft letter to Lawrence Sanchez requesting some changes to the Planning Contract Budget. The Board reviewed the letter with the details of the budget changes which were needed to cover shortages in labor compliance and engineering work. The letter also requested the addition of a line item for engineering administration costs.

Motion: Move that we add a line item for engineering administration costs and inspection costs to the Planning Budget.

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

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

c. Discussion/Vote on Request to Amend the Project Budget.

Motion: Move that we amend the project budget based on the letter to Lawrence and also the proposal that Dave put out which moves various items around to Contingency, and covers both the \$40 we were short on labor compliance and the \$2,534 on the engineering budget.

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

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

d. Discussion/Vote on Project Sphere of Influence (SOI).

i. Data Collection.

ii. Mapping.

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Dee Jaspar has been working on putting together a price for modifying the SOI map, but did not have a quote ready. He recommended a meeting with the ad hoc committee and LAFCo to confirm what information will be needed in order to file those changes.

e. Discussion/Vote on Project Municipal Service Review (MSR).

- i. Data Collection.**
- ii. Scope of Work.**
- iii. Draft MSR.**
- iv. LAFCo.**

Bravish Mallavarapu from Stanley Hoffman Associates, Inc. (SHA) sent a letter describing the scope of work, and a budget of \$24,220 for the preparation of two MSR reports. Part of the total cost will be paid by Frazier Park and the other part by the State. The ad hoc committee will meet with LAFCo and SHA to clarify information in the letter. The quote will be provided to the whole Board and added to the agenda for the next meeting.

f. Discussion/Vote on Claim #6 and Other Claims and Payouts.

Dave Warner provided Claim #6 to the Board for approval. It contained the budget changes that were approved on Items #11b and #11c of the agenda.

Claim #6 - \$10,712.82.

Project Management & Administration Costs - \$1,933.28.

YW Invoices from September 2020 through November 2020 - \$354.00

Invoice #69919-B, dated 09/30/2020, in the amount of \$118.00.

Invoice #70739-B, dated 10/31/2020, in the amount of \$236.00.

Dee Jaspar & Associates Invoices from September 2020 through November 2020 - \$7,211.04

Invoice #20-09055-B, dated 09/30/2020, in the amount of \$3,267.00.

Invoice #20-09057-B, dated 09/30/2020, in the amount of \$56.50.

Invoice #20-10015-B, dated 10/31/2020, in the amount of \$3,871.50.

Invoice #20-11008-B, dated 11/08/2020, in the amount of \$16.04.

Access to SEA property - \$1,000.

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Motion: Move that we approve the Claim #6 payout request.
Schoenberg/Garcia 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:26pm.

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

a. Discussion/Vote on Combined Project Notice of Exemption.

After discussion with Tom Dodson & Associates, the District was given two options for filing the Notice of Exemption. The most viable option was to file it under a categorical exemption as a replacement or reconstruction project.

Motion: Move that we follow the recommendation of Tom Dodson and go ahead and do it under the replacement or reconstruction option.
Schoenberg/Garcia 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

13. Discussion/Vote on Pipeline Replacement Work.

Dee Jaspar will work on providing an estimate for the price of mapping the water system. The crew will not be able to do the residential tie-ins themselves, so when the time comes, Dee will provide the drawings and coordinate the bidding process.

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

a. Discussion/Vote/Update on Project.

This topic was covered under the Manager's Report. GM Allison added that he had to purchase a new booster and Cla Valve. The project is going along as expected, but had to be done in phases so that residents were not out of water.

b. Discussion/Vote on Progress Payment #1.

Unified Field Services billed the District for their work on the Wolfe booster and tank site as Progress Payment #1. The total came out to \$60,040.00 minus the 5% retention, for a total of \$57,038.00.

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Motion: Move that we approve and pay Progress Payment #1 to Unified Field Services Corp. for \$57,038.00.

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

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

15. Discussion/Vote on Modifying the District's SOI.

a. Data Collection.

b. Mapping.

Discussed under Item #11d.

16. Discussion/Vote on MSR for the District Boundary.

a. Data Collection.

b. Scope of Work.

c. Draft MSR.

d. LAFCo.

Discussed under Item #11e.

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

18. Discussion/Vote on Resolution #FP-20210114-01: Resolution for Change of Officers of the District/Authorized Banking.

The Board reviewed the Resolution and elected to remain in their current positions for one more year. The Board noted an amendment to add the new bookkeeper, Linda Wilke, and authorize her to view and print bank statements and account transfers. They also added wording to remove the current bookkeeper, Linda Sheldon, as of March 12, 2021.

Motion: Move that we approve Resolution #FP-20210114-01: In the Matter of: FPPUD Financial Accounts Held At California Bank & Trust - Board Positions, Account Signers, and Account Designations, with the amendments that we talked about.

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

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

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19. Discussion/Vote on Employee Wage Table.

The Board chose to move this item after the closed session, because the employee evaluations could affect the wage table.

Motion: Move that we amend the agenda to bring Item #19 after Item #20 - Closed Session, because the closed session will reflect on our decision on the wage table.

Schoenberg/Garcia 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: Administrative Assistant.

Title: Lead Operator.

Motion: Move that we take a 10 minute break.

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

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

Meeting Break: 7:58pm - 8:11pm.

20. CLOSED SESSION Pursuant to Gov't Code Section (54957).

(54954.5(e)) Public Employee Performance Evaluation.

Title: Administrative Assistant.

Title: Lead Operator.

Director Neyman announced the closed session at 8:12pm.

Returned from closed session at 8:32pm.

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

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

19. Discussion/Vote on Employee Wage Table.

The Board reviewed the wage table and made adjustments per their discussion, and for minimum wage.

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Motion: Move that we adjust the wage table per the discussion we just had.
Schoenberg/Garcia 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

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

Motion: Move that we continue everything as is because we're still in the purple tier.
Schoenberg/Garcia 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

22. Review and Approve Meeting Minutes for 12/10/2020, 12/17/2020 State Ad Hoc Meeting, and 12/17/2020 Planning Meeting.

Motion: Move that we approve the Regular Meeting minutes for Thursday, December 10, 2020 with the clarification 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.

Motion: Move that we approve the State Update Meeting minutes for Thursday, December 17, 2020 with the amendments 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 4/0/1, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Abstain: Gipson.

Motion: Move that we approve the Regular Planning Meeting minutes for Thursday, December 17, 2020 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 4/0/1, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Abstain: Gipson.

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23. Discussion/Vote on Future Agenda Items.

Planning Meeting January 28, 2021.

- Carry over the discussion/vote on the letter of support for LOW.
- Carry over the discussion/vote on the MSR.

Regular Meeting February 11, 2021.

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: 8:52pm.

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