

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225
Regular Planning Meeting
MINUTES FOR THURSDAY, SEPTEMBER 28, 2017
6:00 P.M.

Schoenberg/Kelling 4/0/1 - Director Garcia abstain
Minutes Approved on October 12, 2017

1. Call to Order: 6:08pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Kelling and Schoenberg. Directors Garcia and Gipson absent.
Director Neyman present as the chairperson.
Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

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

3. Public Comments - None. Present: Dee Jaspar, Carlos Bravo, Veronica Peña, Pam Jarecki, and a member of the Lake of the Woods Board.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported the U.S. Forest Service permit for the springs requires the District to maintain the access road. He and the crew did some brush clearing on the road leading to Sam Young, but there was a lot of damage from the winter storms. There is about a one mile stretch that will need to be cleared and graded.

The two springs that used to supply a portion of the water to Frazier Park have been offline because they tested positive for Coliforms. The latest test for Sam Young showed a level of 16 (a positive result is anything above a 1.0), and a new positive of E Coli bacteria. A section of pipe will be removed at the tank to prove it is not connected to the system. Pine Canyon will continue to remain offline, but still connected to the system. Its Coliform result was only at 1.1, and no E Coli.

a. Administrative Assistant's Report.

Tiffany Matte reported a delinquent payment notice was sent to the Chamber of Commerce in regard to their April lease payment.
November 30th has been confirmed as the Planning Meeting date for that month. It was pushed back one week because of the Thanksgiving Holiday. The meeting date in December won't change.

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5. Accounts Payable and Financial Information.

Checks were cut for the regular occurring invoices. The invoice for the District's general liability insurance increased by \$4,000.00. This figure comes from the general payroll as well as prior claim history.

Director Gipson arrived at 6:21pm.

Motion: Move that we pay our bills.

Schoenberg/Kelling 3/0/1, Motion Passed - Director Gipson abstain, Director Garcia absent.

6. Discussion/Vote on Results of the Special Audit.

On September 14th Scott Westall from BHK conducted a review of the revenue recognition procedures and gave a list of recommendations. The Board reviewed this list with the bookkeeper so these changes can be incorporated into financial practices.

Motion: Move that we adopt the recommendations from our accounting firm for managing our accounts.

Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

7. Discussion/Vote on Bylaws and Rules and Regulations.

Tiffany Matte asked the Board for clarification regarding fees for service lock off and service reconnection, as described in Item #22 of the Bylaws. This discussion will carry over to the first Regular Meeting in October.

8. Discussion/Vote on an Ad Hoc Committee for Review of the Lake of the Woods Transfer Agreement.

This item will carry over to the next meeting due to a lack of quorum.

Discussion/Possible Vote on FP - LOW Area Annexation Project - 6:52pm.

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9. Update/Discussion on Regional Project FFAST Planning Application.

Carlos Bravo contacted Lawrence Sanchez regarding this application. There was some confusion with the State review board, but they are expecting funding to be available by January.

10. Discussion/Possible Vote on Lake for the Woods/Frazier Park Planning, Work Plan, and Pre-Planning Project Task 3 and Task 4 Activities:

a. LAFCo Application Packet.

It is still planned for the application packet to be submitted in February, or possibly later if an extension is approved. Carlos Bravo has not heard word back yet as to whether or not this would be approved.

- **LOW Transfer Agreement/MOU.**

The final changes were made to the transfer agreement, and it was sent to Lake of the Woods' attorney Scott Nave for review. After he makes any changes he may have, the final step is to finish compiling the asset list.

b. Hydrogeology Study.

A final hard rock survey was done to measure the depth of the alluvium in various areas across the canyon. This information is important to finding the best places to drill test wells. Dee Jaspar is hoping to get the final results of that survey in the middle to end of October. It can then be added as an appendix to his hydrogeology study.

c. Water Quality Report.

The report is complete and ready to be issued. Dee Jaspar wants to submit it together with the hydrogeology study and hard rock survey, as one complete package.

d. Annexation Work Update - No further updates.

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e. Discussion/Review of Claims, Payouts, and Requests for Payment.

Self Help Work Plan Tag #5239-B

- Young Wooldridge Invoice #37551, dated September 6, 2017, in the amount of \$1,710.00, for work related to annexation.
- Dee Jaspar & Associates Invoice #17-08040, dated August 31, 2017, in the amount of \$2,759.70 for work on the hydrogeological study.
- Dee Jaspar & Associates Invoice #17-08015, dated August 31, 2017, in the amount of \$54.80.

11. Discussion/Vote on Application for Grant Funding - Meter Replacement.

Carlos Bravo has been putting together the application for the meter replacement project. The Resolution is complete and the Notice of Exemption (NOE) has been filed with the County. The next part of the application that needs to be completed is the TMF Assessment form. Carlos provided the District a list of everything that is needed to complete the form. The TMF is required when applying for State funding. The due date to complete the form is November 30, 2017.

12. Discussion/Vote on Resolution FP-20170928-01: Designation of Applicant's Agent. Cal OES Form 130.

Back in February 2007, there was a deep freeze that caused damage to some of the District's water mains. A claim was filed with the California Office of Emergency Services, and monies were received to cover repairs. The State looked back in their records and found they didn't have a copy of the closing documents. This Resolution designates an agent of the District to sign the Project Summary Certification of Documentation, and Final Inspection Report - Application Closeout. Director Schoenberg noted one typo on the bottom of the form that needed correction.

Motion: Move that we approve Resolution FP-20170928-01: Designation of Applicant's Agent, Cal OES Form 130, with the one amendment.
Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

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13. Discussion/Vote on Future Agenda Items.

Regular Meeting October 12, 2017:

- Carry over discussion on the Bylaws and Rules and Regulations in regard to Item #22.
- Carryover approval of an ad hoc committee for review of the Lake of the Woods transfer agreement.

Planning Meeting October 26, 2017:

- Carry over meeting agenda to next month.

14. Adjournment.

Motion: Move that we adjourn.

Gipson/Kelling 4/0/0, Motion Passed - Director Garcia absent.

Meeting adjourned: 7:42pm.

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: Rebecca Gipson, Secretary

seal