

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: 868 6274 0992 Meeting Password: 975176
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, FEBRUARY 25, 2021, 6:00PM
Schoenberg/Gipson 4/0/0 - Director Garcia Absent
Minutes Approved on March 25, 2021

1. Call to Order: 6:01pm.

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 Wilke, and Tiffany Matte.

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

3. Public Comments - None. Present: Dave Warner, Carlos Bravo, Dee Jaspar, and four members of the public.

FP - LOW Area Annexation Planning Project - Discussion began at 6:02pm.

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

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

Dee Jaspar is expecting all of the required documents by the end of next week. As soon as he receives them he will forward them to the Board.

b. Discussion/Vote on Contract with Johnson Drilling.

Covered above.

c. Discussion/Vote on Engineering Planning Contract Amendment.

Dee presented the amendment to his engineering contract along with a detailed explanation of the budget changes. The Board noted some corrections. They also asked that he add line items for inspection and administration. While reviewing the project budget, the Board realized that the line item for the Memorandum of Understanding (MOU) with Lake of the Woods and the private water systems had dropped off the budget. Since a budget adjustment request will be sent to Lawrence Sanchez anyway, they thought it best to also include the addition of the MOU, Municipal Service Review (MSR), and annexation fees, so there is money set aside.

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The Board will discuss the budget changes with Lawrence in an ad hoc meeting next week. Once confirmed, the contract can be updated and approved at the planning meeting in March.

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

Dee Jaspar spoke with Bud Rice from LAFCo to get clarification on who would be notified when the District files to expand its Sphere of Influence (SOI). Bud explained that neighboring water companies would be notified and a hearing held, so they have an opportunity to object if the expansion would pose an issue for them. The hearing would be open to the public for comment.

Dee will work on putting together a map based on the one created previously for the annexation that can be used for a basis of discussion. The Board can then adjust the boundary as needed for the proposed SOI.

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

The ad hoc committee will meet with Stanley Hoffman Associates to talk about updating the quote for the MSR.

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

Claim #6 was approved by the State. Claim #7 will cover work for the months of December, January, and February.

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:31pm.

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 is working to have the application funded by the end of this fiscal year. He asked for a starting date for the project along with project invoices, so any costs incurred during the application process can be covered in the funding agreement. He requested that this information be provided in the next few days. Tiffany Matte will research past invoices and work with Dave Warner to submit these to Lawrence.

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b. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

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

The District received the Pandemic Relief check from Self-Help Enterprises (SHE). Those funds were credited to customer accounts that were 90 days or more past due.

7. Discussion/Vote/Update on Pipeline Replacement Project.

The State asked SHE to submit a list of projects for the next round of SAFER funding. They put the pipeline project in as a request for technical assistance. The application would be turned in to the State in conjunction with the Regional Construction application.

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

a. Discussion/Vote on Engineering and Inspection Costs.

Dee Jaspar provided a letter showing the work that has been accomplished, and a projection of what he expects the remaining engineering costs will be for the project. A breakdown of all charges will be detailed out in the billed invoices. The Board asked Dee to request authorization for charges that exceed his estimates.

9. Review and Approve State Update Meeting Minutes for 02/18/2021.

Motion: Move that we approve the minutes for Thursday, February 18, 2021, 10:00am, 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.

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 \$3,815.40.

The Board noted the check made out to Westair Gases Equipment included payment for an invoice already paid. The check will need to be recut for the correct amount.

The check for M&S Security included \$15 in late fees from previous unpaid balances.

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The Board also noted a correction to the P&L classification on the invoice for Kern County Public Works.

Linda Sheldon emailed Tiffany copies of the 1099 forms she sent to the IRS. They contained the income totals that the Board needed in order to file their taxes. Each Board Member was emailed a copy of their form.

The Board directed Linda Wilke to bring any information or suggestions before them first, before any changes are made.

Motion: Move that we pay our bills per what was mentioned, which is that we're changing the Westair Gas.

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

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

The auditors will be invited to the next regular board meeting to answer questions from Linda Wilke and the Board.

11. Discussion/Vote on Book Asset Detail.

No update.

12. Manager's Report.

There was no report.

13. Discussion/Vote on Future Agenda Items.

Regular Meeting March 11, 2021:

- An agenda item to ask questions of the auditors.
- An agenda item to renew the contract for the billboards.

Regular Planning Meeting March 25, 2021.

- Carry over the discussion/vote on the contract with Johnson Drilling.
- Carry over the discussion/vote on the engineering contract amendment.
- An agenda item to approve Claim #7.

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14. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 8:56pm.

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

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