

**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 6107 8707      Meeting Password: 727379**  
**Frazier Park - Lake of the Woods Area Annexation**  
**REGULAR PLANNING MEETING MINUTES FOR THURSDAY, AUGUST 27, 2020, 6:00PM**  
**Schoenberg/Garcia 4/0/0 - Director Gipson Absent**  
**Minutes Approved on September 24, 2020**

**1. Call to Order: 6:05pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Director Neyman was present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we put #13 to after #4b.**

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

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

**Absent: Gipson.**

**3. Public Comments - None. Present: Dave Warner, Dee Jaspar, and three members of the public.**

**FP - LOW Area Annexation Planning Project - Discussion began at 6:10pm.**

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

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

The court date for access to the SEA property is scheduled for next week. The District is still waiting on a signed license agreement for the Wainright-French property. Ms. Wainright and Mr. French are asking that the option to purchase the property be lowered from five years to two years. This location is actually two parcels that are owned by Ms. Wainright and her business partner Mr. French. The test well will be drilled on both properties, so moving forward they will both be considered for appraisals, title reports and environmental work. The bid for drilling went out on the street as of August 22nd. Before voting to change the terms of the license agreement, the Board needed to discuss and approve item 4b.

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**Motion: Move that we go ahead and discuss item #b, then come back to item #a for the vote.**

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

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

**Absent: Gipson.**

**b. Discussion/Vote on Application to LAFCo to Extend the District's Sphere of Influence.**

Expanding the District's Sphere of Influence pertains both to the annexation, as well as the application for service under item #13. An expanded map could include the Wainright-French properties, the proposed RV park, the Lichter property that recently sold, SEA owned land, the LDS church, and anything else the District may want to include. The current map does not include the LDS church in Lake of the Woods, although the Board did discuss it. Tiffany was directed to look into past minutes to see if there was a motion to include it. In the meantime, Director Schoenberg proposed submitting a preliminary, smaller Sphere of Influence (SOI) map that includes property the District would potentially annex, before the larger regional system is annexed under the grant project. This would allow the Wainright-French properties to be purchased as a future water source, and the District to provide water to the proposed RV park and SEA should they move forward with development. The end result would be two maps. One would be for an expanded FPPUD, and the other for the regional project annexation. Director Schoenberg explained that dividing the SOI maps would be the only way the District could agree to lower the license agreement timeframe to two years as requested, given the fact that the State annexation will not be going through for at least four to five years. Dee Jasper asked for the APNs and descriptions for the properties that will be included in each map. With that information he will be able to provide a proposal, and when approved, create the final maps.

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**Motion: Move that regardless of what Dee proposes (hopefully it's not a ridiculous amount of money), that we move forward on making all of those things I just mentioned part of our Sphere of Influence, and cutting it [the current map\*] into two separate Spheres of Influence, one for Frazier Park PUD's boundary's Sphere of Influence, and one for the larger Planning Project boundary.**

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

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

**Absent: Gipson.**

**a. Discussion/Vote/Update on Test Wells. (Moved per adjustment of the agenda.)**

**Motion: Move that we allow Dee to redefine the license agreement for two years rather than five, for both of the Wainright and French properties.**

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

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

**Absent: Gipson.**

**13. Discussion/Vote on Application for Water Service: APN 255-520-02. (Moved per adjustment of the agenda.)**

**a. Discussion/Vote on Policy & Procedure for Annexation.**

**b. Discussion/Vote on Moving Forward with an MSR.**

**c. Discussion/Vote on Tentative Letter for Supplying Water.**

The Board explained they are unable to move forward on this application until the SOI is expanded to include this property. Dee suggested that because of the condition of Well #5, any letter stating the District can supply water, include the condition that the well is replaced.

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

**c. Discussion/Vote/Update on Advertisement for Bids.**

Dee Jaspar asked the Board to vote to extend the time allotted to return bids from 30 days to 40 days, because the bidders need time to advertise for disadvantaged businesses to participate in the project.

**\* Motion amended for clarity.**

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That extension would move the date to open bids to Monday, October 5th.

**Motion: Move that we allow our engineer, Dee Jaspar & Associates, to extend the bidding time 10 more days, which would give them 40, rather than 30 days.**

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

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

**Absent: Gipson.**

**d. Discussion/Vote/Update on Environmental Work.**

On the recent phone call with the State, Lawrence Sanchez explained that two Notices of Exemption (NOEs) have already been filed that cover the Planning Project (although they are not site specific). The money allocated for that work could be used to cover other costs. Tom Dodson & Associates have already started the environmental work, so the ad hoc suggested continuing to move forward, in case there are any legal challenges.

**Motion: Move that we finish the environmental work on the three site specific NOEs.**

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

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

**Absent: Gipson.**

**e. Discussion/Vote/Review of TA Funds Already Spent.**

Self-Help Enterprises has run out of TA funds to cover invoices from Dee Jaspar & Associates for engineering work, and Young Wooldridge for legal work. A work plan was submitted but is waiting for approval.

**f. Discussion/Vote on Using District Funds to Pay Outstanding Balances Until the Work Plan is Approved.**

The amount outstanding for legal work is \$1,934.79, and the amount outstanding for engineering is \$11,356.44. The District is willing to cover those costs until the work plan is approved, then be reimbursed by Self-Help Enterprises. The FPPUD bookkeeper can keep track of those invoices paid. Dave Warner believes there may be funds still available to pay some of the engineering costs. He will be meeting with the person responsible for keeping those records, to sort out what actually needs to be covered.

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The check already cut to Dee Jaspar will be voided and recut when the amount is confirmed. Director Schoenberg asked Dee to provide clear copies of the invoices, and to correct the charge called "wellsite collection" to "wellsite selection".

**Motion: Move that we use District funds to pay the outstanding balances that we're waiting for TA money on. The two separate balances are for:**

- **Young Wooldridge, which we can currently pay.  
Invoice #67998, and Invoice #67999. Total amount due is \$1,934.79.  
I would like as part of this motion to allow us to sign and send that check off.**
- **The collection of invoices for Dee Jaspar & Associates, we need to hold off on that until we have information. So we're approving it in concept, that we be able to pay from District funds, but we need to wait for further information from Dave Warner. The amount not to exceed \$11,356.44.**

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

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

**Absent: Gipson.**

**g. Discussion/Vote/Update on Claims and Payouts.**

Claim #4 has been approved for payment. The District has not received a check from the State for Claim #3 or Claim #4.

**FP - LOW Area Annexation Planning Project - Discussion concluded at 7:28pm.**

**5. Discussion/Vote/Update on Well #5 Emergency Replacement Project.**

**a. Update on USDA Grant/Loan Application.**

The USDA has concluded that they will only be able to offer the District a loan, and not provide any grant funding. The PER still needs to be reviewed, but will only be needed if the District moves forward with a loan from the USDA. In order to qualify for a loan, the FPPUD would first need to obtain interim financing. This would be used to pay for the new well until the loan is finalized with the USDA.

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**b. Discussion/Vote on Funding Needed and Where to Get it.**

Director Schoenberg proposed that the District use the Capital Improvement Fund to pay for the well, so it can be drilled in the Spring when the cold weather isn't an issue. Dave Warner recommended the District make a presentation to the State explaining they are willing to pay part of the well with money in hand, then ask them to help cover the rest of the cost. The project has a PER, a completed design, a well site, and is potentially ready to go out to bid. The Board expressed that they would be willing to move forward with the State if the process with the USDA is stopped, and the State move quickly.

**Motion: Move that we drop the USDA application where it is, that we move forward with Well #5 funding, that we apply once again to the State with all of the caveats that Dave Warner mentioned, clean up the PER and drop the USDA stuff off of that, approach the State for part of the money, and if that doesn't work that we go out of pocket.**

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

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

**Absent: Gipson.**

**c. Discussion/Vote on Amended PER.**

The engineering report will need to be amended to remove USDA requirements and put in what is needed for the State. Dee clarified he has drafted the plans and specs, so the project is ready to go out for bid.

Dave Warner will work with the ad hoc and help them set everything up for a meeting with the State.

Moving forward with Well #5 will help the District be able to annex and provide water for the proposed RV park.

**d. Discussion/Vote on Claims and Payouts.**

There were no new claims for this project.

**6. Discussion/Vote/Update on Meter Replacement Project.**

Oscar will reach out to the State and see if he can help get the project moving.

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

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**a. Discussion/Vote on Potholing and Mapping.**

GM Allison reported that some potholing work has been done, but there is still more to do. It was helpful to have HPS work on the Wolfe site, but the District backhoe isn't efficient. Renting a mini excavator is needed to finish the work on the trails, but it costs about \$1,800 a week. Money is already needed to tie in the houses to the PVC running along Manita and the adjoining trails. The ad hoc committee will take this work into consideration as they map out the District funds and expenditures.

**8. Review and Approve State Update Meeting Minutes for 08/20/2020.**

**Motion: Move that we approve the State conference call minutes for August 20, 2020 with the correction 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 4/0/0, Motion Passed.**

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

**Absent: Gipson.**

**9. Discussion/Vote/Approve Pricing Plan for Loaning the Portable Generator to Krista Mutual Water Company.**

The State contacted GM Allison to see if it was possible for FPPUD to loan Krista a generator. He replied with the guidelines already discussed regarding priority, but explained that the Board still needs to approve a price. GM Allison was supposed to meet with Pam, but has been unavailable because he has been working on so many leaks. Krista is working with the State on getting a grant to purchase a generator. This item will carry over to the next regular meeting.

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

Checks were cut for the billed invoices and reviewed by the Board for accuracy. Bookkeeper Linda Sheldon reported the total disbursed was \$16,684.81. After removing the check to Dee Jasper & Associates as discussed in Item #4f, the total was \$5,328.37. The Board asked Linda to update the financials with the new account names, and the Board will ask the bank to do the same.

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Director Neyman asked Linda to look into the invoice for BTE communications. He believes the District may have been billed with duplicate invoices. This check will be held back pending more information.

**Motion: Move that we pay our bills with the things we've already discussed, which is holding back the BTE communications until we know more, and holding back the check for Dee Jaspar & Associates.**

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

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

**Absent: Gipson.**

Director Neyman reminded the motion maker that although the check to Dee Jaspar is being held back, a new check will be cut once the correct amount is given, not to exceed \$11,356.44. The Board elected to amend the motion and revote based on new information.

**Motion: Move that we pay our bills with the things we've already discussed, which is holding back the BTE communications until we know more, and holding back the check for Dee Jaspar & Associates. A new check will be cut to Dee Jaspar & Associates once the correct amount is given, not to exceed \$11,356.44.**

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

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

**Absent: Gipson.**

Director Schoenberg reported she will set up the monthly transfers into the Capital Improvement Reserve once she verifies what that dollar amount should be.

#### **11. Manager's Report.**

GM Allison reported that the employee out on disability has come back, but he may not be fully healed. Another employee is out while he and his spouse are being tested for COVID-19. The results on the wife did come back negative.

There is a customer complaining on social media that there is a leak at her house that has been going on for two months, and that the District has not addressed it. GM Allison explained that when she reported the leak, it was found to be coming from a District line and running through her yard. She thought it was coming from her meter box and attempted to shut off the curb stop herself and broke it. The crew spent a full day repairing the break.



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They went back the next day to find where the water was coming from, and realized the resident's wall was built right on top of the mainline. While that was in progress there were several emergency repairs needed to other areas of the system. The District is doing everything possible to fix the leak without having to break apart her wall. Two of the mainline breaks happened when the power company's contractor drilled down to replace poles. This was caused by the fact that there are lines in the ground running where no one would expect, and also because the FPPUD doesn't have the manpower to mark the 20-30 USA requests that have come through daily since the utility pole replacements began.

**12. Discussion/Vote on Truck Repairs.**

GM Allison explained that last Monday he wasn't feeling well. Instead of staying home, he worked in the field so he didn't expose any of the employees to a possible illness. While grading roads with the backhoe, he got too close to his work truck and ended up scraping down the side of the truck. This was his first incident in his 11 years with the company. He immediately called two Board members and told them what happened. He also went down to an occupational health center to take a drug test. Tiffany received the results back, and they were negative. The quote for repairs is \$4,500.00. He asked the Board if they would like to have it fixed through insurance, out of pocket, have him find the parts at a junkyard and do the repairs himself, or just leave it as is. The Board will ask Linda to look at what the insurance increase was last time a claim was submitted. This item will carry over to the next regular meeting.

**13. Discussion/Vote on Application for Water Service: APN 255-520-02. (Moved per adjustment of the agenda.)**

- a. Discussion/Vote on Policy & Procedure for Annexation.**
- b. Discussion/Vote on Moving Forward with an MSR.**
- c. Discussion/Vote on Tentative Letter for Supplying Water.**

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**14. Review and Approve Meeting Minutes for 07/09/2020, 07/23/3030, and 08/06/2020.**

**Motion: Move that we approve the minutes for Thursday, July 9, 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 4/0/0, Motion Passed.**

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

**Absent: Gipson.**

**Motion: Move that we approve the minutes for Thursday, July 23, 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/Kelling 4/0/0, Motion Passed.**

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

**Absent: Gipson.**

**Motion: Move that we approve the minutes for Thursday, August 6, 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 4/0/0, Motion Passed.**

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

**Absent: Gipson.**

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

Regular Meeting September 10, 2020:

- Carry over the discussion/vote on loaning the portable generator to Krista.
- Carry over the discussion/vote on Well #5.
- An agenda item to discuss repairs to the Wolfe site.
- An agenda item to discuss connecting houses on Manita Trl to PVC.
- An agenda item to look at District accounts and expenditures.

Regular Planning Meeting September 24, 2020.

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**16. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Gipson.**

**Meeting Adjourned: 8:50pm.**

**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