

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: 853 6520 7703 Meeting Password: 351193
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 10, 2022, 6:00PM
Schoenberg/Kelling 3/0/2 - Directors Garcia and Neyman Abstain
Minutes Approved on March 24, 2022

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Teleconference: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

Director Gipson was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #16, #20, and #21 until our planning meeting.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

3. Public Comments - None. Present: Oscar Cisneros, Dee Jaspar, and four members of the public.

4. Report of Officers:

President: No report.

Vice-President: Director Schoenberg reported she worked with Director Kelling on the Accounts Payable Ad Hoc Committee. She will be going to the bank to turn in the latest banking resolution and address incorrect charges on the District's accounts.

Secretary: Absent.

Treasurer: Absent.

JPIA Representative: No report.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison reported there were 13 meters changed out, and 14 after hours call outs last month. The crew completed 335 work orders. Day to day supplies have been harder to obtain, so GM Allison has had to order items in bulk. Essential items like curb stops have a wait time of about six to eight weeks.

a. Discussion/Vote on Application for Water Service - No new applications submitted.

b. Administrative Assistant's Report.

Tiffany Matte had no report. All updates will be given under the associated agenda items.

7. Ad Hoc Committee Reports:

Project Committee.

The Project Committee met right before the meeting to discuss securing easements. They attended the State Update Meeting last month and will give updates under the agenda items.

Accounts Payable Committee.

Directors Kelling and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

Budget Committee.

This committee will meet beginning in March.

Book Asset Detail Committee.

This committee has not met but will meet with the Bookkeeper in the next few weeks to go over the assets.

Treasurer Committee.

Director Schoenberg met with Tiffany and the Bookkeeper and got a list of all of the planning claims, and transfers from/to the FP-LOW Planning Account. She will use these to reconcile that account.

Accounts Receivable Committee.

Directors Gipson and Kelling met at the District office. More will be discussed under the item later on the agenda.

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

Bookkeeper Deborah Angel reported that 33 checks were cut from the Revenue/Operating Account for a total of \$47,828.09. The checks were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

Motion: Move that we pay our bills.

Kelling/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

9. Discussion/Vote on the District Rate and Fee Study, and the Prop 218 Public Hearing.

Last month the Board voted and approved increasing the water rates and some of the administrative fees. In order to move forward with the public hearing the Board will need to pass a resolution. Tiffany will draft that resolution which will then be submitted to the attorney for review.

The Stand-By Fee cannot be increased under the current rate study. It requires an engineering study that assigns a value to each lot. Tiffany Matte is going to get more information on that process and update the Board at the next meeting.

10. Discussion/Vote on the Book Asset Detail.

Motion: Move that we table this for two months.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

State Funded Grant Projects - Discussion began at 6:29pm.

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

a. Discussion/Vote on Amendment #1 to the FP/LOW Regional Consolidation Planning Project.

The State provided an amended funding agreement to change the deliverable dates on the project tasks.

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Motion: Move that we go ahead and accept Amendment #1 of the Planning Project Agreement from the California State Water Resources Control Board.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

b. Discussion/Vote on Test Well Property Appraisals and Acquisition.

The appraiser is getting ready to send out letters to SEA and Wainright-French notifying them that they will be conducting an appraisal of their property. This gives the property owners the opportunity to attend and give input on the appraisal. Dee also asked Valbridge to appraise an access easement for drilling Well #7. That will add \$3,000.00 to the original estimate.

c. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

d. Discussion/Vote on District Sphere of Influence Map for the Annexation.

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

Motion: Move that we table #c, #d, and #e because we can't move forward on any of those yet.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

f. Discussion/Vote on the New Budget Request Letter.

Carlos Bravo provided a copy of the budget request letter asking to transfer \$7,000.00 from the contingency to cover board meeting costs. He asked the Board to comment with any changes.

Motion: Move that we approve this letter and the attached spreadsheet, and send that to Lawrence.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

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g. Discussion/Vote on Claims and Payouts.

Invoices and charges to be included in the next claim were sent to Carlos Bravo. He will prepare Claim #15 for approval at the next meeting.

12. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project.

a. Discussion/Vote/Update on Going Out to Bid for Well #7.

The bids for Well #7 were due on February 10th. There were four bidders, all of which would be contracting with Bakersfield Well & Pump for drilling. The engineer's estimate for this project was \$976,000.00.

- Unified Field Services \$1,077,392.00 ** Low Bidder
- W.M. Lyles Company \$1,084,980.00
- HPS Mechanical \$1,151,056.00
- Brough Construction \$1,188,590.00

Curtis Skaggs from Dee Jaspar & Associates (DJA) will do a more detailed analysis of the bids and have an award recommendation ready for the next meeting.

b. Discussion/Vote on Site Access Through SEA Property.

Valbridge indicated it would cost an additional \$3,000.00 for them to appraise a temporary easement for drilling Well #7. The Board voted to add that item on the agenda so they can approve that amount.

Motion: Move that we add that approval to the agenda based on new information because we didn't understand that we needed to vote separately on that additional \$3,000.00 for the appraisal.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

New Item: Discussion/Vote on Appraisal Fee.

The Board elected to give conditional approval so the ad hoc can discuss this with Lawrence Sanchez at the State Update Meeting.

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Motion: Move that we approve the \$3,000.00 for the appraisal for the temporary easement for Well #7 contingent on Lawrence's approval, and if it is not approved by Lawrence, that we pay out of pocket the \$3,000.00.

Kelling/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

Earlier in the day the Project Ad Hoc Committee had a meeting with the attorney. Alan Doud recommended giving SEA a specific amount of time to respond and approve the easement offer since the District is about to award the bid.

c. Discussion/Vote on Amended Plans and Specifications for Meter Replacement.

Curtis is still working on putting together the plans and specifications. He expects to have them finished by the end of the month.

d. Discussion/Vote on Going Out to bid for Meter Replacement.

Once the plans and specifications are approved and finalized the project will go out to bid.

e. Discussion/Vote on Claims and Payouts.

Oscar Cisneros reported that he submitted Claim #2. Lawrence had questions about the \$34,000.00 budget adjustment request. Dee provided a spreadsheet with a breakdown of the project cost. The original budget request included additional costs for Well #7 only, but not for the meter portion of the project. Dee will prepare an additional spreadsheet to cover the cost of planning and design on the meters. The ad hoc will discuss the changes with Lawrence at the State Update Meeting to get verbal approval, then the Board will vote on the letter at the next regular meeting.

13. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on the Technical Assistance Work Plan.

GM Allison had an update from Carlos Bravo saying that DFA had recommended the Work Plan for approval.

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- b. Discussion/Vote on the Project Budget.**
- c. Discussion/Vote on the Draft Project Plans and Specifications.**
- d. Discussion/Vote on Potholing and Mapping.**
- e. Discussion/Vote on Project Application.**

Motion: Move that we table everything under #13 until we have that actual letter [the approved TA Work Plan*]

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

State Funded Grant Projects - Discussion concluded at 7:52pm.

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

a. Discussion/Vote/Update on Purchasing of the Generators.

GM Allison drove down to PTS Rentals and was informed that the factory does not have enough information to provide exact specifications on the generators. They are comparing them to other models which should provide enough information for the District's purposes. The electrical engineer should be giving final approval and GM Allison will have an update at the next meeting.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

15. Discussion/Vote on Well #5 Blending Station and Purchasing a Nitrate Analyzer.

P&J Electric has ordered the nitrate analyzer but they don't know when it will be delivered.

16. Discussion/Vote/Review/Vote on the Employee Handbook - Tabled.

*** Motion amended for clarity.**

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17. Discussion/Fill Out Form 700.

Tiffany provided a copy of the Form 700 instructions and informed the Board that the completed forms are due by the end of March.

18. Discussion/Vote on Billboard Lease Agreement with the Mountain Community Chamber of Commerce.

The Board began discussion on the lease agreement with the Chamber of Commerce. The president of the Chamber will be invited to the next meeting to review the lease agreement with the District.

19. Discussion/Vote on Forming an Ad Hoc Committee to Fill out the ACWA/JPIA Cyber Security Questionnaire.

This questionnaire is due March 4th and is exactly the same as the one the Board filled out last year. GM Allison attended a Zoom training where they explained that the program will autofill the form with last year's answers. This questionnaire will be used to determine cyber security insurance coverage for the next year.

Motion: Move that we allow Jonnie to fill out that questionnaire with the same information we populated it with last year, and to go ahead and sign as the General Manager and submit it and go from there.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

20. Discussion/Vote on Accounts Receivable Ad Hoc Committee Work - Tabled.

21. Review and Approve Meeting Minutes for 01/13/2022 Regular Meeting, 01/20/2022 State Update Meeting, and 01/27/2022 Regular State Planning and Project Meeting - Tabled.

22. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting February 24, 2022.

- An agenda item to renew remote meetings for the month of March.

Regular Meeting March 10, 2022.

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23. Adjournment.

Motion: Move that we adjourn.
Kelling/Schoenberg, 3/0/0, Motion Passed.
Aye: Gipson, Kelling, and Schoenberg.
Absent: Garcia and Neyman.
Meeting Adjourned: 8:21pm.

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: Gerald Garcia, Secretary

seal