

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Meeting
MINUTES FOR THURSDAY, FEBRUARY 23, 2017
Schoenberg/Gipson 5/0/0
Minutes Approved on March 9, 2017

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, Kelling and Schoenberg.

Director Neyman present as the chairperson.

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

2. Discussion/Vote/Adjust Agenda if Necessary - None.

3. Public Comments - None. Present: Pam Jarecki, Dee Jaspar, Carlos Bravo, William Feliz, and Tonya Engelbrecht.

4. Manager's Report.

A main supply line that was running across the creek, to Elm tank, was washed out by the storm. This put several people out of water. The crew worked 48 hours straight, and were able to create a temporary fix to restore service. A boil notice was issued for the customers that lost water. GM Allison asked engineer Dee Jaspar to assess the damaged pipe and help come up with a solution. The District will need to rent an excavator and purchase replacement pipe. The FPPUD is in continual contact with Jesse Dhaliwal from the State Water Resources Control Board, who is aware of the situation.

There was another leak in the 8" line on Pine Canyon, caused by the change of pressure from storm damage. Santana's Pumping was called to repair that leak, while the crew was working on the other issues.

One of the sons of the property owner whose wall was damaged during a previous leak, expressed his displeasure with the District not helping with the wall repair. Although the FPPUD cannot rebuild the wall, GM Allison suggested paying for the stackable blocks, and having it delivered to the house. After that what the family does to rebuild, is between them and the County. Director Schoenberg suggested contacting JPIA to confirm it removes any District culpability.

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Motion: Move that we allot the funds to pay for the materials to replace the damaged wall, that was collateral damage to one of our mainline leaks, based on the information we get from our legal council, to make sure it doesn't encumber us in any other way.

Garcia/Schoenberg 4/0/1, Motion Passed - Director Kelling abstain.

Jesse Dhaliwal contacted GM Allison, and was under the impression that Lake of the Woods wanted to offer the owners of "wet" lots (approximately 275), the opportunity to tie in to the new water lines being installed. The Board discussed the issues that could be created, including open lines that could be connected to illegally, and the fact that the Groundwater Availability Study only accounted for 300 services in addition to those already in place in Lake of the Woods.

Santana was paid for one day, to haul road base for fixing roads with exposed pipe. GM Allison will continue to work on filling and grading roads damaged by the storm. Director Kelling appreciates that the FPPUD is helping out the community, but would like to have it publicized that the water company is doing this as a service to the community, and is in no way obligated to do so.

a. Admin Assistant's Report.

Tiffany Matte followed up on the problem with the search box from the District's website. The issue of extra characters in the search results was forwarded to Streamline's web developers.

The Board was reminded to complete their 700 forms and to complete their AB 1661 Sexual Harassment Training.

5. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported that the checks were cut for Pre-Planning Claims #10, #11, and #12. The FPPUD General Fund can now be reimbursed for the checks cut to Stanley Hoffman. The Pre-Planning account will continue to hold the balance of \$650, for the overpayment of Young Wooldridge, until it resolves with the receipt of funds for Claim #13.

A corrected invoice for Canon services was received. It was confirmed they overcharged for color copies from an incorrect meter reading. Director Kelling discovered a late charge on the corrected invoice that will need to be removed.

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Motion: Move that we pay attention to that late fee, but that we pay our bills.
Schoenberg/Kelling 5/0/0, Motion Passed.

6. Discussion/Vote on Online Bill Pay.

Tiffany Matte presented what she found to be the best solution for customers to pay their water bills online. Transaction Warehouse would have a button on the FPPUD website that would link customers to their payment page. That page would be fully integrated into the RVS billing software, giving real time access to account balances. The customer would enter payment information, which would be processed through California Bank & Trust's ecommerce solution. A processing fee of \$0.80 per transaction plus 2% of the payment amount, would be collected on top of the payment to cover the District's cost. This fee, for an average water bill of \$65, would still cost less than if a customer were to pay in person. Automatic monthly payments, and an automated call in option would also be included for convenience. Customers would also be given the option to receive their bill via email or text, and opt out of paper billing. Transaction warehouse charges \$.20 per ebill, for a savings over the \$.34 per bill paid for postage when mailed. The only charge the District would have to cover is the one time payment of \$750 to RVS for integration, and the cost for Bill Bice (PC Pal) to come out and adjust the company server as necessary.

Motion: Move that we go ahead with this system.
Schoenberg/Garcia 5/0/0, Motion Passed.

Motion: Move to take a 10 minute break at 6:59pm.
Gipson/Kelling 5/0/0, Motion Passed.
Return from break: 7:21pm.

7. Discussion/Vote on Self-Help Enterprises Prop 1 Work plan.

Carlos Bravo provided an amended Prop 1 work plan that added \$8,000 into the budget for attorney fees related to preparation of the MOU. The Pre-Planning Phase, along with funding, will end April 30, 2017. After that date, no Pre-Planning work can be done out of that budget. This Prop 1 contract was also amended to include any LAFCo work that needs to be completed after the April 30th deadline, and fees for technical assistance from Self-Help.

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Motion: Move that we approve the Technical Assistance Work Plan No. 5239-A, originally dated September 1, 2016, as submitted 2/23/17 by Self-Help Enterprises for \$147,600.

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

8. Discussion/Vote on Amended Self-Help Enterprises' Contract.

Carlos explained Self-Help is over budget by about \$1,900, and is asking to amend the contract to cover the cost for the month of January. As of February, they will be working out of the Prop 1 Work Plan budget, as opposed to the Pre-Planning budget.

Motion: Move that we, in principle, approve the Self-Help Contract in the amount of \$1924.16.

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

9. Discussion/Vote on Amended Budget Request #5.

Carlos Bravo emailed Lawrence Sanchez and asked to adjust the Pre-Planning budget. \$5,000 from Contingency would be moved to Task 3 for legal costs. The balance remaining in Contingency would be transferred to Task 4 for administrative costs. As the April 30th deadline approaches, there won't be an opportunity to do any more changes to the budget.

Motion: Move that we, according to the letter written to Lawrence Sanchez by Carlos, take \$9,361.05 out of the Contingency - budget line item #6, Task 6, move \$5,000 into Entity Formation and Annexation - budget line item #3, Task 3, and move \$4,361.05 into Project Administration - budget line item #4, Task 4.

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

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

The application is now in the hands of Lawrence Sanchez. It is expected to take about six to nine months to approve.

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11. Discussion/Review of Claims and Payouts.

Motion: Move that we carry that over to the next Pre-Planning Meeting.
Schoenberg/Garcia 5/0/0, Motion Passed.

12. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3 and Task 4 Activities:

a. Annexation Initiation Resolution.

The Resolution is waiting for the exhibits to be finalized.

b. Draft MSR (Municipal Service Review) from Stanley Hoffman.

An updated draft of the MSR was not received. Dee Jaspar will need to forward the recommendation for the title of the document. He will also find the correct word for the type of project that would be more accurate than "consolidation" or "annexation". Creating tie-ins to "wet" lots in Lake of the Woods would complicate the MSR, and increase costs as documents would need to be changed. The Memorandum of Understanding (MOU) can be written to address the issue of "wet" and "dry" lots.

c. Annexation Map/District Boundaries.

Kern County LAFCo found a map in their archives of the district boundary from the last annexation in 1966. The maps were updated to include the "ear", previously left out, and a small correction to the east boundary. LAFCo still has the option of adjusting the sphere of influence.

d. LAFCo Application Packet.

The packet was filled out by Carlos Bravo and sent out to all parties for review. He adjusted the application according to the feedback he received. He will be sending it out again next week for any additional comments.

e. Annexation Work Update - None.

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f. Discussion/Vote on Partial Payment Requests - Claim #14.

Claim #14 - \$11,687.63

- Young Wooldridge Invoice #30821, dated February 2, 2017, in the amount of \$2,546.00, for Task 3, legal services regarding annexation.
- Dee Jasper & Assoc. Invoice #17-01021, dated January 31, 2017, in the amount of \$3,377.28, for Professional Services related to Task 3.
- Stanley Hoffman & Assoc. Invoice #1311-7, dated February 8, 2017, in the amount of \$1,000.00, for adjustments to the MSR for Task 3.
- Tom Dodson & Assoc. Invoice #FP062 17-2, dated February 17, 2017, in the amount of \$1,100.00, for CEQA support related to LAFCo.
- Self-Help Enterprises Invoice #FRZPRK-0217, dated January 2017, in the amount of \$3,164.35, for technical assistance relative to the scope of work.
- FPPUD General Ledger for Directors Fees, for the meeting dated January 26, 2017, in the amount of \$500.00.

Motion: Move that we approve Claim #14.
Schoenberg/Gipson 5/0/0, Motion Passed.

13. Discussion/Vote on Future Agenda Items.

Regular Meeting March 9, 2017:

- Continue Reading of the Brown Act.
- Discussion/Vote on the Bylaws and Rules and Regulations.

Pre-Planning Meeting March 23, 2017:

- Carryover of the Discussion/Review of Claims and Payouts.

14. Adjournment.

Motion: Move that we adjourn.
Gipson/Garcia 5/0/0, Motion Passed.
Meeting adjourned: 8:20pm.

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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

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