

**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: 813 1764 7735 Meeting Password: 055031  
**REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 8, 2020, 6:00PM**  
Schoenberg/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on November 12, 2020

**1. Call to Order: 6:04pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Director Gipson.

Director Neyman was present as the chairperson.

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

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

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

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Schoenberg reported she transferred money into the Planning account for checks written to cover Self-Help Enterprises' (SHE) Technical Assistance (TA) costs, until the Work Plan is approved. She also set up the monthly transfers from the Revenue/Operating Account into the Capital Replacement Fund.

**JPIA Representative:** Absent.

**5. Board Member Initiatives - None.**

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that the FPPUD bookkeeper gave notice that she will be moving out of State. There were 437 work orders completed last month, several of them were completed USA markings from August and September. There were 23 after hours call outs, most were because of the multiple power outages.

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One of the trucks has a broken tail light after an accident involving the mini excavator. A new light was ordered, and the repair work will be done in house to save money on insurance. GM Allison started driving training classes for the crew and implemented new safety procedures.

**a. Administrative Assistant's Report** - No report.

**7. Ad Hoc Committee Reports: Local Information Committee; Projects Committee; Rate Study Committee.**

**Project Committee.**

Directors Neyman and Schoenberg reached out to local legislators to discuss the infrastructure and financial needs of the District. Per the representatives' request, the ad hoc wrote a letter that gave background on the District, explained the situation with Well #5, detailed the District's financial needs, and gave an overview of current and future projects. The ad hoc sent a copy to Lawrence Sanchez as well so he was aware of what was going on. This letter will also be used when the committee speaks with Joe Karkoski.

Director Schoenberg drafted a Will Serve Letter that will be covered later in the agenda, and attended the bid opening for the test wells.

**Rate Study Committee.**

This ad hoc has been going over the asset list for the Rate Study. They will be meeting with the representative from RCAC on Tuesday.

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$2,056,475.28. The Revenue/Operating Account has \$163,279.57. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed was \$63,280.10.

The general ledger was sent to the auditor for the fiscal year ending June 30, 2020.

The District's liability insurance decreased by about \$10,000. The ACWA dues increased by \$1,000 from last year.

The new medical insurance bill was higher than usual because it now includes three new employees. JPIA mistakenly billed the new additions' insurance retroactive to 30 days of employment. GM Allison clarified that the Affordable Care Act dictated insurance must start at 60 days. If that is no longer the case, the FPPUD will have a 90 day probationary period. JPIA will refund the overbilled charges.

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The District received payment from the State for Claim #4. Checks were cut out of the FP/LOW Planning fund for the claim. Additional checks were cut out of this account to cover TA costs on invoices for Dee Jaspar & Associates.

Director Schoenberg transferred money from the Revenue/Operating account to cover these checks.

**Motion: Move that we pay our bills.**

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

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

**Absent: Gipson.**

**9. Discussion/Vote on FP/LOW Consolidation Planning Project.**

**a. Discussion/Vote/Update on Test Well Sites.**

Emilie Wainright has been reviewing the License Agreement but GM Allison has not heard back from her. The test well for this site won't be drilled until Spring.

**b. Discussion/Vote/Update on Awarding the Contract for Drilling the Test Wells.**

Bids for the project were opened on October 5th at 3pm. Dee Jaspar, GM Allison, Director Schoenberg, and Tiffany Matte were present for the opening. Four contractors attended the job walk, two of which bid on drilling the test wells. Johnson Drilling bid \$261,400, and had the most experience, but is not able to mobilize until Spring. ABC Liovin Drilling bid \$234,200, but had only ever drilled one casing hammer test well. Once a bid is awarded, the contractor will submit their bond, insurance, and any other documentation required. Dee Jaspar explained that he contacted Johnson Drilling, who said they would be willing to start on the first test well if needed. Dee had concerns that the test well couldn't be completed in 120 days as stated in the License Agreement, if freezing weather stopped operations. Dee Jaspar recommended that the Board award the bid to Johnson Drilling.

The Board discussed the pros and cons of each contractor, what was best for the District, and whether or not to start drilling now, or wait until Spring.

**Motion: Move that we award the bid to drill the test wells to Johnson, the higher of the two bids, based on our engineer's recommendation, to be started in May 2021 or when the conditions allow.**

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

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

**Absent: Gipson.**

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**c. Discussion/Vote on Environmental Package for the Test Wells.**

Tom Dodson provided the Notice of Exemption for the test wells.

The notice was ready for Board action, and Dave Warner recommended approving and filing it with the County Clerk and the State Clearinghouse.

**Motion: Move that we file the Notice of Exemption with the County Recorder and also the State Clearinghouse.**

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

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

**Absent: Gipson.**

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

**a. Discussion/Vote/Update on Funding Application (See #11a).**

The Board previously voted to discontinue the funding application with the USDA. The District will decide whether to add this project to the meter replacement application and whether to continue to seek funding from other sources.

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

The PER will need to be amended to remove the USDA requirements, add information for the State, and update the cost estimates.

**11. Discussion/Vote/Update on Meter Replacement Project Application.**

**a. Discussion/Vote on Resolution FP-20201008-01: Resolution to Add the Well #5 Emergency Replacement Project to the Meter Replacement Project Application.**

The Board read the resolution out loud and discussed the benefits of adding the replacement of Well #5 to the application already submitted for meter replacement. Adding it would potentially speed up the meter project and funding for the well replacement. Lawrence indicated it would be possible to pull it off the application later if needed.

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**Motion: Move that we adopt this Resolution #FP-20201008-01, tonight.**  
**Schoenberg/Kelling 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

Oscar Cisneros will reach out to Lawrence Sanchez to arrange a meeting with Joe Karkoski, and get back to the ad hoc committee with some dates.

**12. Discussion/Vote on Pipeline Work on Manita Trail.**

GM Allison explained there is a 6" C900 pipe running the length of Manita Trail that can be used to provide water to the residents connected to the old steel pipe. There is also C900 running down Oregon and Logan Trails. Once the potholing is done, GM Allison will get together with Dee Jaspar to go over the next steps. Money has been set aside for pipeline work on these trails.

**Motion: Move that we go ahead and ask our engineer to do the work needed so that we can move forward on the pipeline work on as many trails as we're able to do before winter hits completely. I would also like to get approval for Dee to start putting together a map of our pipeline.**  
**Schoenberg/Garcia 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

**13. Discussion/Vote on District Truck Repairs.**

There was no discussion or action needed. This item will be removed from the agenda.

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

The Board read out loud a letter drafted by the FPPUD attorney declaring the need for an emergency repair project. This saves the time it would take to go out for public bid.

**Motion: Move that we declare an emergency situation at the Wolfe Tank and proceed with the plans and recommendations of our engineer to make the necessary repairs to keep it from failing even further.**  
**Garcia/Schoenberg 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

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**Motion: Move that we authorize Dee Jaspar, our engineer, to seek a written proposal for the cost and timing/schedule for a contract for the repairs associated with Wolfe Tank and the Pumping Plant, and if reasonable, the engineer and the District's manager are authorized to approve and award a contract.**

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

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

**Absent: Gipson.**

**15. Discussion/Vote on Quote for Portable Load Bank for the Generator.**

GM Allison explained to the Board that the District's portable generator is too big to loan out. It was put under an artificial load when it was serviced two weeks ago. Since then it was used for two weekends, and is showing codes that it is wet stacking and needs to be placed under an artificial load again. When a smaller generator is purchased, the topic can be revisited.

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

This topic was covered under the previous discussion.

**17. Discussion/Vote on Application for Water Service: APN 255-520-02.**

**a. Discussion/Vote on Modifying the District's Sphere of Influence.**

No one has heard whether or not the LaFocas moved forward with purchasing the property. The Board is still interested in adding the property to the Sphere of Influence (SOI) so that if someone wants water service in the future it would be easier to annex them in. GM Allison will contact the caretaker of the property to see if the current owner would be interested in being added to the SOI map. The new proposed boundary will be clarified for Dee Jaspar so he can redraw the map.

**b. Discussion/Vote on Conditional Will Serve Letter.**

A conditional Will Serve Letter was drafted and sent to the LaFocas for their project. They have not responded since it was sent.

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**c. Discussion/Vote on Modified MSR.**

Once the SOI map is completed, the Board will begin work on modifying the MSR to reflect what is in the map.

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

The annexation can not take place until after the SOI and MSR have been amended.

**18. Discussion/Vote on Purchasing an Additional Truck/SUV for the FPPUD.**

The District has two work trucks for a crew of three. Due to COVID-19, it's recommended employees not ride together. Currently, one employee drives an open cab Polaris, and a fourth employee is out for medical reasons and may return to work. The FPPUD also does not have a vehicle capable of towing the portable generator or other equipment to remote locations. GM Allison recommended purchasing a ¾ or 1 ton 4WD truck.

**Motion: Move that we authorize Jonnie to get some quotes, when he has time, for a larger more robust truck to be able to replace our leak truck that is older and has some issues.**

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

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

**Absent: Gipson.**

**Motion: Move that we continue business until we're finished.**

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

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

**Absent: Gipson.**

**19. Discussion/Vote on Creating a Will Serve Letter, and a Conditional Will Serve Letter.**

The FPPUD does not have a Will Serve Letter drafted for when water can be provided. Currently the requester is given a copy of the approved application.

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**Motion: Move that we start to create an actual Will Serve Letter and a Conditional Will Serve Letter (that's not as specific as the one that we gave out to the LaFocas) that could be used for just such occasions so we don't have to start from scratch.**

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

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

**Absent: Gipson.**

**20. Discussion/Vote on Policy and Notice for Unclaimed Credit on Customer Accounts.**

Tiffany explained that there are about 30 accounts in RVS that have unclaimed account credits that are over three years old. Government Code Section 50050 gives a procedure to manage these accounts. Credit balances under \$15.00 that are more than one year old escheat to the District. For balances of \$15.00 or more, an ad needs to be placed in the local paper with specific information, and run once a week for two weeks. Customers can then fill out a form to claim the funds. The Board was provided a draft of the policy, claim form, and newspaper advertisement.

**Motion: Move that we approve the Frazier Park Public Utility District Policy for Unclaimed Money.**

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

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

**Absent: Gipson.**

**21. Discussion/Vote on Selecting Dates for the Planning Meeting in November and December.**

The Regular Planning Meeting that is normally scheduled for the fourth Thursday of the month will land on holidays during the months of November and December.

**Motion: Move we change our meeting dates in November to have the Regular Meeting November 12th, and the Planning Meeting November 19th. In December, have the Regular Meeting on December 10th, and the Planning Meeting on December 17th.**

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

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

**Absent: Gipson.**



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**22. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 19, 2020.**

GM Allison proposed modifying the policy to allow one customer at a time into the front office, with a mask, starting on November 2nd.

**Motion: Move that we make that modification and that we put a notification of said policy on the door.**

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

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

**Absent: Gipson.**

**23. Review and Approve Meeting Minutes for 09/10/2020 and 09/24/2020.**

**Motion: Move that we approve the minutes for September 10th with the amendments mentioned, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Absent: Gipson.**

**Motion: Move that we approve the minutes for September 24th with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

**Garcia/Kelling 3/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**Absent: Gipson.**

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

Planning Meeting October 22, 2020.

Regular Meeting November 12, 2020:

- Carry over the discussion/vote on purchasing a truck.
- An agenda item to purchase a trailer.

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**25. Adjournment.**

**Motion: Move that we adjourn this meeting.**

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

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

**Absent: Gipson.**

**Meeting Adjourned: 9:16pm.**

**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**