

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: 846 4858 6114 Meeting Password: 639345
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, SEPTEMBER 24, 2020,
6:00PM

Garcia/Kelling 3/0/1 - Director Schoenberg Abstain, Director Gipson Absent
Minutes Approved on October 8, 2020

1. Call to Order: 6:00pm.

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 - No change.

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

FP - LOW Area Annexation Planning Project - Discussion began at 6:05pm.

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

a. Discussion/Vote/Update on Test Wells.

Bids for drilling the test wells are due on October 5th. There are four addenda that have been sent to the Board, the contractors, and the bidding exchanges.

Dee Jaspar spoke with Mr. French, who indicated he was good with the agreement, and that Ms. Wainright would be reviewing it soon. Mr. French voiced two concerns of theirs that Dee was able to address for them. The first was that the new well not interfere with existing wells. The second was they would like the wellsite to only sit on one of the parcels. Dee assured Mr. French that the test well will determine how much water can be pumped without affecting neighboring wells, as well as the best location for the final well placement. He believes he will be able to accommodate the request to use only one parcel. Dee is hopeful the agreement can be signed soon.

b. Discussion/Vote on Quote for Labor Compliance Services.

The ad hoc reviewed the proposal, and based on a recommendation from the State, it was changed to reflect oversight for only the first two test well sites.

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This lowered the quote from PS & Associates from \$6,100.00 to \$5,040.00, which leaves the cost only \$40.00 over budget. Although the quote was lower, the percentage they charge based on the overall project cost did increase. Director Schoenberg proposed moving forward with the services and either using the contingency fund to cover the difference, cover it with other available project funds, or as a last resort, have the District pay the difference.

Motion: Move that we approve the quote for Labor Compliance Services from PS & Associates, Inc., and that we approach the State to move the \$40 from either the money set aside that we saved on the Title Reports (because that's being paid by Self-Help), or from the contingency, but if the State is not willing to do that, that we pay out of pocket.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

The Board recently voted to separate the SOI into two different maps. One map would expand the District's boundary now, and the other would address the boundary for the Regional Project. The first map will include the LDS church, the Wainright-French parcels, SEA land, and the Lichter property if they are interested. Dee Jaspar will provide a quote for drafting those maps.

Motion: Move that we move forward on the map with Dee Jaspar, and that that map include the LDS Church, the French-Wainright properties (everything up to the French-Wainright properties that isn't currently in our sphere of influence that can be), the LaFoca property, the Lichter property if they are willing, and what we are able to of the SEA property.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

d. Discussion/Vote/Update on Advertisement for Bids.

The fourth addendum added to the bid package asked contractors to include a temporary sound wall for the second well site, if sound abatement became necessary. The amount allowed would be up to \$25,000.00.

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Motion: Move that we approve addendum #4 for the bid package.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

e. Discussion/Vote/Update on Environmental Work.

Dave Warner received an email from Tom Dodson stating that once he has received the biological report, the environmental package will be complete. Tom will forward the documents as soon as they are ready.

f. Discussion/Vote/Update on Claim #5 and other Claims and Payouts.

Dave Warner provided a draft of Claim #5, which was reviewed by the ad hoc committee. The total claim came out to \$12,563.69. The invoices for Dee Jaspar & Associates (DJA) added up to \$10,493.48. There was an invoice included that has since been cleaned up. Kelli at DJA sent it to Dave and will be included in the final copy. The total for board meetings and ad hoc fees came to \$1,833.32, staff recovery charges were \$236.89, which totaled \$2,070.21 for administration.

Motion: Move that we approve Claim #5.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

The ad hoc reviewed all of the DJA invoices from the past few months and separated the charges to clarify and track which funding source was responsible for the payment. Invoices that had charges to be paid out of Self-Help Enterprises' (SHE) Technical Assistance (TA) funds were marked with an "A", invoices that will be paid with State Planning Project funds were marked with a "B", and charges paid by the FPPUD were marked with a "C". All future DJA invoices will have these designations. At a previous meeting the District agreed to cover invoices that will be paid out of SHE TA funds, until their Work Plan is approved by the State. Dave will have another meeting with the State on Monday to go over the projects that are waiting for State funds. District money that will cover the TA funds will be transferred into the Project Planning account, and checks will be written out of that account so they can be tracked. There were three additional invoices that came in for June and July after the initial Board vote.

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Starting with Claim #4, all State Planning Project claims will be deposited into the Planning Project account, and checks will be cut directly from there. The checks were ordered from Intuit and should be arriving soon.

FP - LOW Area Annexation Planning Project - Discussion concluded at 6:57pm.

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

a. Update on State Grant Application.

The ad hoc committee will be setting up a time to meet with Assemblyman Vince Fong or a member of his office to go over the District's needs. They will also be getting together with Oscar and Lawrence Sanchez to schedule a meeting with Joe Karkoski. Lawrence suggested adding the Well #5 Emergency Replacement Project to the application already being reviewed by the State for meter replacement.

b. Discussion/Vote on Amended PER.

The ad hoc will need to talk to the State before any changes are made to the current PER.

c. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

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

a. Discussion/Vote/Update on Project Application.

Lawrence Sanchez is overseeing this application. The majority of the additional documents Lawrence requested have been uploaded into the application system. Linda will send Oscar the financials for the fiscal year ending June 30, 2020 that were requested. Oscar will follow up with Lawrence to see if he will require separate NOEs, PERs, and contracts, if the well replacement is added to the application.

b. Discussion/Vote on Contract with Dee Jaspar & Associates.

The engineering report was done under a contract between DJA and SHE.

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Dee Jaspar will put together a contract between DJA and the FPPUD for the construction portion of the project.

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

a. Discussion/Vote on Potholing and Mapping.

Some potholing was started on Manita Trail, and more will be done next week. General Manager (GM) Jonnie Allison did get a PSI reading for a 6" pipe running on that road. Once there is more information from the potholing work, he will get together with Dee to go over the results and next steps.

Several months back the District put in a TA request with the State for the potholing work, but the application is currently on hold because of the high cost of the work. Dave Warner explained that it is on the agenda for his meeting with the State. He wants to discuss the SAFER program as a possible source of funding.

8. Review and Approve State Update Meeting Minutes for 09/17/2020.

Motion: Move that we approve the minutes for September 17, 2020 for the State Update Meeting with the amendment 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.

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.

GM Allison did some research on pricing, and recommended the District rent the generator at a flat rate of \$300/day plus employee wages. The wages would change depending on if the employee was working during or after business hours. Whoever was renting the generator would also be responsible for replacing the fuel used. The generator recently went in for servicing, which included putting it under a load for two hours. When the invoice comes in, GM Allison will have a better idea of that cost.

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Motion: Move that we carry both #9 and #10 over to our next regular meeting on October 8th.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

10. Discussion/Vote on Purchasing a Portable Load Bank for the Generator - Tabled.

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

a. Discussion/Vote on Amending the Sphere of Influence.

Per Item #4c, the Board voted to move forward on amending the Sphere of Influence (SOI).

b. Discussion/Vote on Policy & Procedure for Annexation.

The annexation will not take place until after the SOI has been amended.

c. Discussion/Vote on Moving Forward with an MSR.

The District needs an updated/amended MSR to move forward with expanding the SOI and the annexation. The original MSR was drafted by Stanley Hoffman & Associates. Dee Jaspar will contact them to ask about amending and updating the document based on the smaller SOI map.

The Board voted earlier to include the LDS Church in the smaller SOI map that will be done before the annexation. This property could only be served through the Regional Project. Based on this information the Board chose to go back to Item #11a and amend the original motion made under Item #4c, since these two items were in conjunction.

a. Discussion/Vote on Amending the Sphere of Influence.

Motion: Based on new information, move to amend the original motion to remove the LDS Church, and add them in the larger project map.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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d. Discussion/Vote on Tentative Letter for Supplying Water.

The LaFocas were given the opportunity to address the Board and discuss their project, estimated water usage, and what they need in terms of a Will Serve Letter. Given the condition of Well #5 and the need to replace it, the Board was uncomfortable providing a letter guaranteeing the FPPUD could provide water service. They were willing to provide a letter, if approved by the attorney, conditional on the expansion of the District's SOI, and the completion of Well #7. The Board will speak with the attorney and strive to have the conditional letter to the LaFocas by Wednesday, before the scheduled close of escrow.

Motion: Move that we approve a contingent Will Serve Letter based on three factors (if we're able to): We need to make sure it's something we can do without legal exposure (with our attorney); it needs to include a contingency for the Sphere of Influence; and it needs to include a contingency for the Well #5 replacement.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

12. 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 was approximately \$11,513.87. Linda Sheldon reported that after the check run, the Revenue/Operating Account had \$79,811.36. Included in the check run was payment to Dee Jaspar & Associates for \$8,581.60.

Director Schoenberg transferred \$18,175.00 from the Emergency Reserve into the Revenue/Operating account to cover the HPS Mechanical emergency potholing at the Wolfe Tank site and Manita Trail. She also transferred \$20,000.00 from the Revenue/Operating account into the Emergency Reserve fund. This amount will transfer automatically on the 25th of every month moving forward.

California Bank & Trust still has not updated the names in their system for the FPPUD accounts.

Motion: Move that we pay our bills.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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13. Manager's Report.

GM Allison reported the crew has been dealing with multiple leaks while still trying to complete meter reads. They haven't been able to do as much potholing as he would like, but will do more next week.

14. Review and Approve Meeting Minutes for 08/13/2020, and 08/27/2020.

Motion: Move that we approve the minutes for Thursday, August 13, 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, August 27, 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 October 8, 2020:

- Carry over the discussion/vote on loaning the portable generator to Krista.
- Carry over the discussion/vote on purchasing a portable load bank.
- An agenda item to discuss Planning Meeting dates for November and December.

Regular Planning Meeting October 22, 2020.

16. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 9:00pm.

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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: Terry Kelling, Secretary

seal