

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: 849 7188 3757 Meeting Password: 683091
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Gipson, Kelling, Neyman, and Schoenberg.
Director Neyman was present as the chairperson.
Also present: Jonnie Allison, Linda Wilke, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move #15 and #17 after #7, and to table #19.

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

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

Motion: Move that we move Financial Business #8 and #9 to after #14.

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

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

3. Public Comments - None. Present: Dave Warner, Oscar Cisneros, Carlos Bravo, Dee Jaspar, Mark Tholke (Golden State Renewable Energy), Alice Harron (Golden State Renewable Energy), and eight members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that she and Director Gipson were forwarded an email sent to General Manager (GM) Jonnie Allison from ACWA/JPIA. It requests that the District fill out a questionnaire about cyber security using a website portal through Alliant Insurance Services, Inc. They requested the information be filled out by March 28th.

JPIA Representative: No report.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

Motion: Move that we add a discussion/vote on JPIA Alliant Liability Application for Cyber Liability Portal to New Business, based on the need to take immediate action, and that the need came to the attention of the Board after the agenda was posted.

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

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

5. Board Member Initiatives - None.

6. Manager's Report.

GM Allison reported there were eight after hours call outs and one mainline repair. The District has received the new mini excavator which has been making work better and easier for the crew. The community "Save the Pond" group reached out to Dr. Ken Schmidt to do a study of the pond and see if putting in a small well would affect the District's wells and/or water supply. The Board agreed to discuss the study as well as the question of support at the next meeting as an agenda item.

Motion: Move that we add the pond discussion back in to the agenda for the planning meeting that happens on the 27th and include discussion/vote on whether we are able to give them our blessing to move forward with a well if that is what they decide to do.

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

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

a. Discussion/Vote on Application for Water Service.

An application was submitted for a property on Texas Trail. The road was potholed and there was a 6" C900 pipe on that trail. GM Allison confirmed the District could provide water, and confirmed for the Board that water for this location comes from Well #6, and not from Well #5.

Motion: Move that we approve the application for water service for Lot 22 - Block 31 - Track 1 on Texas Trail.

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

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

b. Administrative Assistant's Report - No report.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

7. Ad Hoc Committee Reports:

Local Information Committee.

No report.

Project Committee.

The report will be given under the agenda items.

Rate Study Committee.

RCAC received approval from the State to extend the period of time for the Rate Study until July 31, 2021. The ad hoc will need to finalize the Book Asset Detail so RCAC will have that information in time to complete the study.

Budget Committee.

Since Director Schoenberg has a lot of work to do, Director Garcia will begin work on the budget with the Bookkeeper and FPPUD staff.

15. Discussion/Vote/Presentation on Self Generation Incentive Proposal for Well and Booster Sites. (Moved per adjustment of the agenda).

Based on the size of the booster and well sites, and the information that was provided, Golden State Renewable (GSR) Energy provided a proposal for the Wolfe Tank and Booster Site, and for Well #5. The two representatives present at the meeting gave a presentation and explanation of the proposal for backup batteries at the two sites. Because this is an incentive through Southern California Edison (SCE), the batteries, installation, and service would be provided for 10 years at no cost to the District. In order to proceed, an application would be submitted to SCE, which would only be approved if funds were still available. The District would also have to sign a Memorandum of Understanding (MOU), which GSR did not provide for this meeting.

Director Kelling left the meeting at 7:25 due to technical difficulties.

Motion: Move that we schedule a special meeting for the night of the 18th starting at 6:00pm to go over the MOU.

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

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Absent: Kelling.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

17. Discussion/Vote on the Billboard Lease Agreement with the Mountain Communities Chamber of Commerce. (Moved per adjustment of the agenda).

The Board asked this item be added to the agenda after reading a public comment letter by the Mountain Communities Chamber of Commerce (MCCOC) President at the last regular meeting. GM Allison explained that he walked the downtown project area with BJ Saidi and noted all of the flowerbeds, lights, and the sprinkler system that the MCCOC is responsible for maintaining. The Board reviewed and clarified that information with BJ, and confirmed that the FPPUD is named as additionally insured on their insurance policy. Finally, the Board discussed the state of the peeling FPPUD logo. They explained that they understood the need to do repairs as a group and not individually due to the expense of renting equipment. Because it has been peeling for a long time, they asked that it be fixed in the next year, before the contract is up for renewal in March 2022. Since contracts with the MCCOC for billboard space are typically created or renewed in April or May, BJ will update the Board in July on whether there will be scheduled work on the billboards.

8. Discussion/Vote on Accounts Payable and Financial Information. (Moved until after #14).

9. Discussion/Vote on Book Asset Detail. (Moved until after #14).

FP - LOW Area Annexation Planning Project - Discussion began at 7:49pm.

Director Kelling returned to the meeting at 7:51pm.

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

a. Discussion/Vote on Test Wells and License Fees.

The District has cut two checks for \$5,000 each to pay the license fees to SEA and Wainright-French, LLC. The District will be reimbursed through the next claim to the State. Dave Warner suggested having the two property owners sign a receipt for backup documentation for the claim. Once the money for the claim is received by the District, it will be transferred back into the Revenue/Operating Account.

b. Discussion/Vote on Contract with Johnson Drilling.

Due to miscommunication, Alan Doud from Young Wooldridge reviewed the Memorandum of Understanding (MOU) first, but still needs to review the drilling contract.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

The State will also need to review and approve the contract documents. Johnson Drilling is scheduled to begin work by the end of May or beginning of June. This agenda item will carry over to the special meeting scheduled for May 18th.

c. Discussion/Vote on Engineering Planning Contract Amendment.

All of the changes requested by the Board were included in the contract amendment. The amount budgeted for test well drilling was \$261,400. This was based on the original bid from Johnson Drilling, which contained an error. That error was fixed and the correct amount was reflected in the drilling contract. Dee Jaspar & Associates (DJA) cited \$256,600 as the total cost in the engineering contract amendment. The District will request to transfer the difference of \$4,800 into contingency when the budget adjustment request is drafted.

The Board requested the date of the amendment be changed to May 13, 2021, as well as adding in the \$9,000 for legal fees into the contract and budget, taken from contingency.

Motion: Move that we approve the Planning Study Engineering Contract Services Amendment No. 1 with the amendments mentioned, and with the knowledge that we need an approval from Lawrence before we can actually sign it.

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

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

d. Discussion/Vote on Project Budget Adjustment and Request.

Dave Warner will draft up a budget adjustment request and will submit it to the Board for approval.

e. Discussion/Vote on District Sphere of Influence for the Annexation: Data Collection; and Mapping.

There was no update.

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

The Board will wait on the results of the test wells before making changes to the SOI map and the MSR.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

g. Discussion/Vote on Memorandum of Understanding (MOU).

This document was reviewed and amended by Alan Doud, then sent to Dee Jaspar for additional comments. Dee will send the revised copy to the ad hoc committee for review first, then to the whole Board at the next planning meeting.

h. Discussion/Vote/Update on Claims and Payouts.

Claim #8 will be submitted in June for the months of March, April and May.

FP - LOW Area Annexation Planning Project - Discussion concluded at 8:24pm.

11. Discussion/Vote/Update on Frazier Park Public Utility District Meter Replacement Project and Emergency Replacement Well and Water Supply Project.

a. Update on State Grant Application.

There was no update.

b. Discussion/Vote on Well # 7 Plans and Specs.

The plans are on Curtis Skaggs' desk for review. The specifications are still being worked on.

c. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

Motion: Move that we revisit "h" on the previous discussion.

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

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

8h. Discussion/Vote/Update on Claims and Payouts.

The Self-Help Enterprises' (SHE) Work Plan has been approved by the State. The contracts with DJA and YW have both been signed. Dave Warner from SHE has been working through the preparation of the RFPs. Checks should be mailed out soon, then the District will be reimbursed by both entities.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

12. Discussion/Vote on Pipeline Replacement Project.

There were no updates on this item.

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

a. Discussion/Vote on Project Fee Estimate.

GM Allison received a quote from the electrical engineer for plans and specifications, and a technical bid review, but it did not include construction administration. The quote was for \$30,323. The District would still need to pay for the bid process and construction review. The grant money does not cover this work. Dee Jaspar was asked to provide a quote for the administration work.

The project timeline was extended by CalOES from October 31, 2021 to March 31, 2022.

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

a. Discussion/Vote/Update on Project.

Most of the project work has been completed. The building still needs to be installed with the change to where the door will be located. P&J Electric will be installing pressure switches on the booster pumps.

b. Discussion/Vote on Progress Payment #4 and #5.

Progress Payment #4 is for \$104,101.95, which is the total payment request of \$109,581.00 minus the 5% retention.

Progress Payment #5 is for \$25,897.47, which is the total payment request of \$27,260.50 minus the 5% retention.

There was a question on the charge from Unified Field Services for a horizontal booster pump. The District purchased the pump directly from Farm Pump. Dee Jaspar and GM Allison will speak with Curtis, who is handling the project. Approval of the payments will carry over to the special meeting.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

Motion: Move that we extend the meeting to finish business.

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

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

Meeting extended at 8:52pm.

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

Bookkeeper Linda Wilke reported the total cash balance in all accounts is \$2,210,818.12. The Revenue/Operating Account has \$97,208.88. Checks were cut for the billed invoices and reviewed by the Board for accuracy. After the checks clear, the account will have -62,695.81. The funds will be transferred after the Wolfe Project partial payments are approved at the special meeting, but before the checks are sent so the account will not be overdrawn.

There were two automatic withdrawals from ADP. Linda will follow up with them to see what those charges are for.

The AT&T landline bill was \$944.14. GM Allison will call on Monday to verify that amount is correct and get the monthly charge lowered. The check will be held until he confirms the bill amount.

The Board noted that the check to Ferguson will need to be voided and recut because the payment amount was incorrect.

A check needs to be made out to the postal service to cover the mailing of the bills at the end of the month.

The Board reviewed corrections to the budget line items under which some invoices were categorized.

Motion: Move that we pay our bills with some amendments or exceptions: We need to hold off on partial payments #4 and #5; We need to recut the check for Ferguson with the correct amount; We need to hold off on the AT&T check until Jonnie confirms; we need to check on the ADP debit; and we need a check made out to the USPS for \$500.

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

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

9. Discussion/Vote on Book Asset Detail.

The ad hoc committee will be working on this soon to finish it in time for RCAC.

15. Discussion/Vote/Presentation on Self Generation Incentive Proposal for Well and Booster Sites. (Moved per adjustment of the agenda).

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

16. Discussion/Vote on Policy for Wasting Water.

The Board asked this item be added to the agenda after a public comment letter was submitted at the last meeting. The attorney was contacted to see if the District needed to change the policy to allow a verbal warning. He did not see any issue with giving a verbal warning before sending a written notice.

17. Discussion/Vote on the Billboard Lease Agreement with the Mountain Communities Chamber of Commerce. (Moved per adjustment of the agenda).

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

There was no change.

19. Review and Approve Meeting Minutes for 04/08/2021, and 04/22/2021 - Tabled.

New Item. Discussion/Vote on JPIA Alliant Liability Application for Cyber Liability.

The District was asked by JPIA to fill out a questionnaire about the current policies and procedures in place for cyber security. The Board needed to form an ad hoc committee to fill out this information, and to contact JPIA to see if the District has this type of insurance coverage in place. Further discussion will carry over to the special meeting.

Motion: Move that we appoint Lisa and Becky as the new cyber ad hoc committee. Garcia/Kelling 3/0/2, Motion passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

20. Discussion/Vote on Future Agenda Items.

Special Meeting May 18, 2021.

- An agenda item for a discussion/vote on the MOU for the backup batteries.
- Carry over the discussion/vote on the contract with Johnson Drilling.
- Carry over the discussion/vote on Wolfe Project Progress Payments #4 and #5.
- Carry over the discussion/vote on the cyber liability application.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MAY 13, 2021, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on June 10, 2021

Planning Meeting May 27, 2021.

- An agenda item for a discussion/vote on the regional project revised MOU.

Director Kelling left the meeting at 10:00pm due to technical difficulties.

21. Adjournment.

Motion: Move that we adjourn this meeting.
Gipson/Garcia 4/0/0, Motion Passed.
Aye: Garcia, Gipson, Neyman, and Schoenberg.
Absent: Kelling.
Meeting Adjourned: 10:02pm.

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