

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, NOVEMBER 21, 2019
6:00 PM

Garcia/Neyman 4/0/1 - Director Schoenberg abstain.

Minutes Approved on December 12, 2019

1. Call to Order: 6:10pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, and Neyman. Director Schoenberg absent. Director Kelling present as the chairperson.

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

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

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

4. Manager's Report.

At the last meeting a customer expressed concerns about leftover dirt and gravel on his road after a mainline leak was repaired. General Manager (GM) Jonnie Allison updated the board that he rented a small street sweeper for Monday, and the customer was satisfied.

The final report from the JPIA inspection came in with a few suggestions. For security reasons they recommended replacing the front doors to the office, changing door locks to key turn locks on both sides, and upgrading the alarm systems.

a. Administrative Assistant's Report.

Tiffany Matte reported she attended the CSDA Board Secretary/Clerk Conference last week. She learned a lot, including new case law from the last year.

5. Accounts Payable and Financial Information.

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$11,377.37.

The auditor fieldwork originally scheduled for this morning was postponed until December 4th.

Motion: Move that we pay our bills.

Neyman/Garcia 4/0/0, Motion Passed - Director Schoenberg absent.

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

a. Update on Conference Call Held November 21, 2019.

Director Neyman summarized the teleconference meeting with the State, and Tiffany Matte provided minutes in the Board packet.

b. Test Well Site Location & Acquisition Update.

Discussed under item #6a.

c. Discussion/Vote on Contract with Dee Jaspar.

Dee Jaspar provided a detailed breakdown of the engineering cost for the project. It will be added to the contract as Exhibit C. The contract will be sent to the State for approval, then placed on the agenda for the next meeting.

d. Discussion/Vote on Claim #2

Claim #2 will be submitted in December for the months of September, October, and November.

The Board previously submitted Claim #1 for \$7,100.00. This was for reimbursement of Directors' fees for planning work done before the funding agreement was signed. \$9,000.00 in total was allocated in the budget for meetings, so that funding will be used up by the end of the year. The budget item for staff recovery cost is considerably more at \$20,800.00, but calculations show the claims will not be more than \$100 - \$200 per month. Lawrence Sanchez confirmed part of that money could be moved over to cover Directors' fees at the Board Meetings. The District would just need to send an email to that effect.

Motion: Move that we move \$15,000 from the staff cost recovery in the budget to the Board fees and we will submit an email to the State.

Neyman/Garcia 4/0/0, Motion Passed - Director Schoenberg absent.

7. Discussion/Vote on Well 5 Emergency Replacement Project.

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a. Discussion/Vote on New USDA Well Grant/Loan Application.

In order to submit the application, project related documents are still needed, as well as the finalized PER, the contracts between Dee Jaspar and Tulare, and the contract between Dee Jaspar and the District.

b. Discussion/Vote on Project PER.

Director Neyman went through the Preliminary Engineering Report (PER) with the Board so they were aware of the new changes that were made.

Director Schoenberg arrived at 7:09pm.

Motion: Move that we approve the updated PER with the amendment of the \$89 consumption fee added on page 14.

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

c. IRWMP Contract and Funding Status.

A copy of the contract between Dee Jaspar and Tulare County was provided to the Board. When the County signs the contract it will be submitted with the grant application.

d. Discussion/Vote on Contract with Dee Jaspar.

A draft of the contract was sent to the attorney first for review. Once it is approved by legal, it will be brought to the Board for approval.

8. Discussion/Vote on Meter Replacement Project.

a. Discussion/Vote on Project Application.

Dee Jaspar has provided the Board with an updated PER reflecting the changes to engineering costs. Oscar Cisneros has been waiting on comments from the Board on the four parts of the application. Dave Warner will resend the information and the Board can comment for the next meeting.

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9. Discussion/Vote on Pipeline Replacement Project.

After a meeting with the State on the financial needs of the District, they recommended submitting an application for pipeline replacement. Self-Help Enterprises can assist in the application process as well as help with payment of the PER and potholing.

In order to do so, Self-Help will need an application for Technical Assistance (TA) funds. Dave Warner can help fill out the application.

Motion: Move that we have Jonnie proceed for Technical Assistance to work with Dave to get the application in for Technical Assistance for the pipeline application. Neyman/Garcia 5/0/0, Motion Passed.

10. Review and Approve Meeting Minutes for 10/10/2019, and 10/24/2019.

Motion: Move that we pass the minutes for Thursday, October 10, 2019, 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/Neyman 5/0/0, Motion Passed.

Motion: Move that we pass the minutes for Thursday, October 24, 2019, 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/Gipson 4/0/1, Motion Passed - Director Schoenberg abstain.

11. Discussion/Vote on Future Agenda Items.

Regular Meeting December 12, 2019:

- Carry over discussion/vote on a new USDA well grant/loan application.
- Carry over discussion/vote on the planning project.
- Carry over the discussion/vote on the meter replacement project.

Regular Planning Meeting December 19, 2019.

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12. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 7:44pm.

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: Lisa Schoenberg, Secretary

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