

**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, AUGUST 22, 2019**  
**6:00 PM**  
Neyman/Garcia 5/0/0  
Minutes Approved on September 12, 2019

**1. Call to Order: 6:03pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Garcia, Gipson, Neyman and Schoenberg.  
Director Kelling present as the chairperson.  
Also present: Linda Sheldon and Tiffany Matte.

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

**3. Public Comments - None.** Present: Dave Warner and one member of the public.

**4. Manager's Report - No report.**

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

**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 just over \$8,600.00.

**Motion: Move that we pay our bills.**  
**Neyman/Garcia 5/0/0, Motion Passed.**

**Motion: Move that we skip #6, #7, and #8 until Dave Warner shows up.**  
**Neyman/Garcia 5/0/0, Motion Passed.**

**9. Discussion/Vote on Quote for a Generator Connection at Harrison Tank.**

Almost all of the tank sites have connectors in place so a generator can be attached in the event of a power outage. Harrison is the only tank left (with a booster pump) that does not have a connection in place. P&J Electric quoted \$5,882.44 to do the work.

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**Motion: Move that we approve the quote for the generator connection at Harrison Tank based on P&J's written proposal. Funds should come out of the Pipeline Fund.**

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

**10. Discussion/Vote on Cross-Connection Control Agreement with Kern County.**

The FPPUD has an agreement with Kern County to provide Cross-Connection Control services. This amendment would extend the agreement until the end of the year, at which time Kern County will no longer be providing services. This will give the District time to find someone else to administer the program.

**Motion: Move that we accept the Amendment No. 1 Agreement No. 782-2014 for Cross-Connection Control Program as it states in the contract from October 14, 2014 to be enforced until December 31, 2019.**

**Neyman/Garcia 5/0/0, Motion Passed.**

**11. Discussion/Vote on 2019 Engagement Letter with BHK for Annual Audit.**

This letter is to contract with BHK to provide the annual audit for fiscal year ending June 30, 2019. They estimate the cost to be between \$16,800.00 - \$18,400.00.

**Motion: Move that we approve the contract for Barbich, Hooper, King, Dill, and Hoffman to do the year end June 30, 2019 audit.**

**Neyman/Garcia 5/0/0, Motion Passed.**

**12. Discussion/Vote on Sending the General Manager to the CSDA Annual Conference.**

Tiffany Matte put together an estimate on the cost to send General Manager (GM) Jonnie Allison to the CSDA Annual Conference in Anaheim. She also sent an application for a scholarship and is waiting for a decision. The conference will have a workshop with information on SB 998, the new law on service disconnection.

**Motion: Move that we approve our General Manager to go to the CSDA Annual Conference.**

**Neyman/Garcia 5/0/0, Motion Passed.**

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**Motion: Move that we take a break until Dave gets here.**  
**Neyman/Gipson 5/0/0, Motion Passed.**  
**Meeting Break: 6:38pm - 7:02pm.**

**Discussion/Possible Vote on FP - LOW Area Annexation Project - Discussion began at 7:02pm.**

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

**a. Review of Project Kick-Off Call Held August 15th.**

Directors Neyman and Schoenberg attended this conference call. The group decided on monthly meetings (third Thursday of every month at 10am) to go over payment requests ahead of the scheduled planning meeting. It also allows Lawrence Sanchez to be kept up to date since he normally would not be able to attend evening meetings. They also discussed possible test well sites, keeping up with monthly requests, and submitting a claim for unreimbursed meetings and planning work.

**b. Planning Project Scope of Work and Budget.**

Dave Warner handed out the Scope of Work and deliverables as provided by the State. This document also included target dates. Some of the costs were covered previously under Self-Help Enterprises' Workplan.

**c. Planning Project Timeline.**

Self-Help will be creating a more detailed timeline.

**d. Test Well Site Location & Acquisition Update.**

Dee Jaspar provided a draft of the License Agreement and letter requesting permission to do a geophysical survey on land owned by Soledad Enrichment Action (SEA). The Board asked that Dee add information about the option to purchase, and correct any typos. These documents will also be sent to FPPUD's attorney for review.

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**e. Test Well Licencing Agreement.**

This item was addressed under the previous discussion.

**f. Regional Planning Project Pay Request Review / Approval.**

Dave Warner did not have a claim ready for this meeting, but did provide a blank form that will be used for future claims.

**7. Discussion/Vote on New Well Project.**

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

The Board previously approved moving forward with the PER. This will be needed to submit the USDA grant/loan application.

**b. Discussion/Vote on Going out to Bid.**

The project can go out to bid once funding is obtained from the USDA.

**8. Discussion/Vote on Meter Replacement Project.**

The representative from Self-Help Enterprises, Benny Corona, who was working on the application just moved on from the company. Dave Warner will be ensuring that all the information is up to date, and hopes to submit the application by the end of October.

**9. Discussion/Vote on Quote for a Generator Connection at Harrison Tank. (Moved per adjustment of the agenda.)**

**10. Discussion/Vote on Cross Connection Control Agreement with Kern County. (Moved per adjustment of the agenda.)**

**11. Discussion/Vote on 2019 Engagement Letter with BHK for Annual Audit. (Moved per adjustment of the agenda.)**

**12. Discussion/Vote on Sending the General Manager to the CSDA Annual Conference. (Moved per adjustment of the agenda.)**

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

Regular Meeting September 12, 2019:

- An agenda item to dissolve the ad hoc committee for the budget.
- An agenda item to review the planning contract with Dee Jaspar.
- Carry over discussion/vote on the letter and license agreement with SEA.

**14. Adjournment.**

**Motion: Move that we adjourn.**

**Neyman/Gipson 5/0/0, Motion Passed.**

**Meeting Adjourned: 8:01pm.**

**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)).**



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**Tiffany Matte, Clerk of the Board**



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**Attest: Lisa Schoenberg, Secretary**

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