

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: 894 2336 2771 Meeting Password: 806153
REGULAR MEETING MINUTES FOR THURSDAY, JUNE 10, 2021, 6:00PM
Schoenberg/Gipson 4/0/0 - Director Neyman Absent
Minutes Approved on July 8, 2021

1. Call to Order: 6:00pm.

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 - No change.

3. Public Comments - None. Present: Carlos Bravo, Dee Jaspar, and five members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported she made transfers from the Capital Improvement Reserve to the Revenue/Operating Account for Wolfe Tank, and from the FP-LOW Planning Account to the Revenue/Operating Account for claims. Director Schoenberg asked the Board to consider allowing her to charge for work on the transfers, as well as for her and Director Neyman to charge for reviewing the financials each month.

JPIA Representative: Director Gipson reported that the ad hoc committee turned in the questionnaire about cyber security requested by JPIA. She will give more information under that agenda item.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison spoke to BJ Saidi from the Mountain Communities Chamber of Commerce through email, who said he received permission from their Board to replace the FPPUD billboard logo as well as two others. A printer in town will create a PDF of the District's logo so the sign can be made.

GM Allison wrote the letter to Supervisor Scrivner describing the District's projects and financial needs. The Board approved the letter to be sent.

The State sent notification that 100% of Kern County is now considered to be in an extreme drought.

There was a leak on Las Padres Dr. While digging, the crew discovered a natural gas leak. They waited five hours for Southern California Gas to fix their leak, then the mainline was repaired.

a. Administrative Assistant's Report - None.

7. Ad Hoc Committee Reports:

Local Information Committee.

No report.

Project Committee.

The ad hoc attended the meeting with the State. Updates will be given under the agenda items.

Rate Study Committee.

This committee will meet on Saturday to work on the Book Asset Detail.

Budget Committee.

Director Garcia reported he met with Linda Wilke and the office staff to go over the Chart of Accounts. They discussed which items could be changed to make the chart easier to use and understand. They are scheduled to meet again next Monday.

Cyber Security Committee.

The ad hoc finished the questionnaire. Additional information will be given under the agenda item.

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

Bookkeeper Linda Wilke reported the total cash balance in all accounts is \$2,081,453.73. The Revenue/Operating Account has \$67,820.24. Checks were cut for the billed invoices and reviewed by the Board for accuracy.

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

The credit card statements did not come in the mail until the day of this meeting.

Checks will be cut for those invoices next week after they are reviewed by Directors Neyman and Schoenberg. The total due for Tiffany Matte's credit card was \$80.74, and the total due for GM Allison's card was \$1,410.99.

Director Garcia left the meeting due to technical difficulties.

Motion: Move that we pay our bills with the conditional payment for both credit cards, Jonnie's at \$1,410.99 and Tiffany's at \$80.74. Linda will cut checks on Monday, but it needs to be looked at both by Director Neyman and myself before we actually issue the checks.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

The Board asked Linda to clarify some of the line item numbers in the chart of accounts. Last month the landline phone bill was \$944. GM Allison spoke with AT&T and got the billing corrected. They issued a \$589.86 credit on the current charge of \$403.95, which left a bill credit of \$185.91.

Director Schoenberg made several transfers as discussed earlier. Transfers for the Planning account were made for only Claims #1-3. After the checks are deposited from the State and Young Wooldridge (YW), she will make the transfers for Claims #4-7. The final account balances after the transfers were:

Revenue/Operating Account: \$302,746.96.

Capital Improvement Reserve Account: \$696,367.04.

FP-LOW Planning Account: \$1,125.72.

Director Garcia returned to the meeting at 6:39pm.

The District received the check from YW as reimbursement for covering payments for Self-Help Enterprises' TA funds. The check also came in for Planning Claim #7. Both checks will be deposited into the FP-LOW Planning Account.

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9. Discussion/Vote on Book Asset Detail.

The Rate Study Committee will meet on Saturday to work on the Book Asset Detail.

FP - LOW Area Annexation Planning Project - Discussion began at 6:48pm.

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

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

The License Fees have been delivered to SEA and Wainright-French, and both entities signed the receipts. Johnson Drilling has still not completed their current project so test well drilling will not begin for at least two more weeks. This gives time for Tom Dodson to send his proposal to have an archaeologist at the drilling site as required in the Planning Funding agreement.

b. Discussion/Vote/Update on Contract with Johnson Drilling.

This contract has been signed by Johnson Drilling and approved by Lawrence Sanchez. Dee Jaspar will provide a copy of the contract for the District to sign. Dee has been in contact with SEA regarding the schedule for drilling, and will also give notice when he has the exact date drilling will begin.

c. Discussion/Vote/Update on Engineering Planning Contract Amendment.

This contract has been approved and signed by the District. Tiffany will send a copy to Dee for his signature.

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

Lawrence sent an email saying that he approves of the budget adjustment.

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

The Board will look over the MOU as amended by the attorney, at the next Board meeting.

The work completion date for the Planning portion of the annexation project is April 2022, with a final disbursement date of October 2022. Dee Jaspar doesn't anticipate being able to complete all of the work by those dates. Carlos Bravo will contact Lawrence Sanchez to see if it's possible to get an extension.

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

The District received the check for Claim #7 in the amount of \$2,419.

Tiffany sent all of the District information to Carlos for Claim #8. He will have the claim packet ready for the Board to approve at the next planning meeting.

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:16pm.

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. Funding is expected to be approved by the end of June. Dee will submit the Plans and Specs to the District for approval. This will be added as an agenda item on the next meeting.

b. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

12. Discussion/Vote on Pipeline Replacement Project.

GM Allison wrote a letter to Supervisor Scrivner asking for help in securing funding for projects like the pipeline replacement.

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

a. Discussion/Vote on Project Fee Estimate.

This fee estimate was provided by the electrical engineer. Dee Jaspar will be working with him for the administration aspect of the project.

b. Discussion/Vote on Professional Engineering Cost Proposal.

Dee Jaspar & Associates (DJA) provided a cost proposal for their portion of the project, but it contained some math errors and will need to be reissued. All six well and booster sites were included in the design proposal. It is unknown whether the grant funding will cover all sites until the project is designed and the bids come in.

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The total cost proposal is for \$63,671, which will not be covered by the CalOES grant. Dee suggested approving the design phase of the proposal in order to get the work started.

Motion: Move that we go forward on the CalOES Community Power Resiliency Allocation by approving the design phase of the project so that we can move forward, with the budget of \$35,086.

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

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

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

a. Discussion/Vote/Update on Project.

Unified Field Services has begun to put together the building and roof. The project should be completed in a few more weeks when the building is painted and the air conditioner installed.

b. Discussion/Vote on Progress Payment #6.

Progress Payment #6 is for \$34,342.50. This covers work for the month of May. This amount has already been transferred into the Revenue/Operating Account.

Motion: Move that we approve Progress Payment #6 in the amount of \$34,342.50. Garcia/Schoenberg 5/0/0, Motion Passed.

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

15. Discussion/Vote on Purchasing Fireproof File Cabinets for the District Office.

For added security and safety during a fire, GM Allison suggested the Board approve the purchase of one or two fireproof, burglary resistant file cabinets.

Motion: Move that we purchase two fireproof and burglar resistant file cabinets for Jonnie's office.

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

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

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16. Discussion/Vote on Changing Internet Service Providers.

Motion: Move that we table Item #16 until the next regular meeting.

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

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

17. Discussion/Vote on Updates to Cyber Security Policies and Procedures.

The ad hoc committee submitted the questionnaire application to Aliant, who is the insurer for the cyber security insurance for Special Districts and government agencies under JPIA. In the past, they only requested a sampling of the insureds, but this year they had every agency fill one out. They are not judging the agencies individually, but are using it as a tool when underwriting policies for 2021-2022. Director Gipson will follow up with JPIA in July to confirm that the District's policy was renewed.

18. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 20, 2020.

Motion: Move that we keep all of this that we have currently for the month of June, and revisit it at the July regular meeting, however, if something changes, such as the mask mandate going away, that we would follow the current rules of the State of California.

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

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

19. Review and Approve Meeting Minutes for 05/13/2021, 05/18/2021, and 05/27/2021.

Motion: Move that we approve the regular meeting minutes for Thursday, May 13, 2021, 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.

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

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

Motion: Move that we approve the special meeting minutes for Tuesday, May 18, 2021, 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 5/0/0, Motion Passed.

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

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Motion: Move that we approve the regular planning meeting minutes for Thursday, May 27, 2021, 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.

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

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

20. Discussion/Vote on Future Agenda Items.

Public Hearing June 22, 2021.

Planning Meeting June 24, 2021.

- Carry over the agenda item for a discussion/vote on the regional project revised MOU.
- An agenda item to approve Claim #8.
- An agenda item to review the plans and specs for Well #7.
- Carry over the professional engineering cost proposal for the CalOES project.

Regular Meeting July 8, 2021.

- Carry over the discussion/vote on changing internet service providers.

21. Adjournment.

Motion: Move that we adjourn this meeting.

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

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

Meeting Adjourned: 8:02pm.

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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