

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Meeting
MINUTES FOR THURSDAY, DECEMBER 22, 2016
Schoenberg/Kelling 3/0/1 - Director Garcia abstain, Director Gipson absent
Minutes Approved on January 12, 2017

1. Call to Order: 6:03pm.

- a. The meeting opened with the Flag Salute.
- b. Roll Call of Directors: Gipson, Kelling, and Schoenberg. Director Garcia absent.
Director Neyman present as the chairperson.
Also present: Jonnie Allison, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary - None.

3. Public Comments - None. Present: Patrick Hoffman (BHK), Rodney Maston (BHK), Pam Jarecki, Dee Jaspar, Dave Warner, and Carlos Bravo.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported that people are still claiming they didn't receive a Notice of Public Hearing, but the majority of people seem accepting of the rate increase.

He attended a USDA meeting in Lake of the Woods regarding their upcoming project. The project is divided up into two phases. Phase 1 uses State funding, Phase 2 uses USDA funds.

The company Christmas party was moved to Los Pinos Restaurant in Lebec, at 6:00pm. The new locating equipment and metal detector arrived. The company it was purchased from will be returning on January 9th to do additional training for the crew.

a. Admin Assistant's Report.

Tiffany Matte reported she followed up with Sarah Buck from RCAC regarding the Ethics training. The Board requested she ask about the possibility of moving locations to a facility with a larger meeting room. Sarah confirmed it would be possible, but wanted to wait and see how many people signed up first.

5. Accounts Payable and Financial Information.

Motion: Move that we pay our bills.

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

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6. Discussion/Vote on BHK's Presentation of the Audited Financial Statements for 2015.

Patrick Hoffman provided a draft report of the July 2014 - June 2015 audit, and gave an overview of the financial statements. No issues were identified during the course of the audit (a clean/unqualified audit opinion). The Board, along with the auditors, will need to work on cleaning up the list of depreciated assets for the next audit, ending June 30, 2016.

Motion: Move that we approve the Audited Financial Statements for July 2014 to June 2015.

Gipson/Kelling 4/0/0, Motion Passed - Director Garcia absent.

Discussion/Possible Vote on Lake of the Woods/Frazier Park Regional Project.

7. Update/Discussion on Regional Project FFAST Planning Application.

The Planning Application was completed and submitted. When the final audit is received for 2015, it will need to be forwarded for inclusion in the application. The Hydrogeological Study was taken out of the application, as it is going to be handled by Self-Help Enterprises. A workplan for the Hydrogeological Study has been submitted, and is awaiting approval.

8. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3 and Task 4 Activities.

a. Annexation Initiation Resolution.

This Resolution will be written by FPPUD attorney Ernest Conant. There was a question as to whether it needs to contain the verbiage from the Memorandum of Understanding (MOU), and the conditions for annexation. Directors Neyman and Schoenberg will have a conference call with the attorney to determine what is needed in the Resolution, and when it needs to be adopted.

b. Draft MSR (Municipal Service Review) from Stanley Hoffman.

The draft MSR was updated to include the areas outside of Lake of the Woods that will be included in the annexation. Dave Warner, Dee Jaspar, and Carlos Bravo reviewed the MSR, and have changes they will go over with Stanley Hoffman.

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Director Schoenberg brought up the issue of groundwater basins. She had a question as to whether Frazier Park and Lake of the Woods are part of the same basin, and if not, that would need to be included in the MSR. Dee Jaspar will do further research into the definitions, and boundaries of the basins.

The Board discussed having a Special Meeting on January 5th for further discussion of the Annexation Initiation Resolution and the MSR.

c. Annexation Work Update.

Also provided to the Board for review was a letter from Tom Dodson regarding California Environmental Quality Act (CEQA) compliance, and a draft of the Notice of Exemption (NOE).

Dee Jaspar presented the updated final draft of the map, and legal description for the proposed regional water system that will be created through annexation. These maps will go to the County Surveyor, who will check the calculations, and when approved, issue a certificate. When the time comes, the certified maps will be sent to LAFCo. The maps are currently coterminous with the District's proposed sphere of influence. LAFCo will either leave the influence as defined by the map, or decide to alter it to encompass an area greater than defined.

d. Discussion/Vote on Partial Payment Requests - Claim #12.

This claim was reviewed by Director Neyman. Corrections were sent to Self-Help Enterprises, and the changes were made.

Claim #12 - \$10,195.89

- Dee Jaspar & Assoc. Invoice #16-11018, dated November 30, 2016, in the amount of \$4,998.40, for Professional Services related to Task 3.
- FPPUD General Ledger for Directors Fees, for the meeting dated November 17, 2016 in the amount of \$300.00.
- Stanley Hoffman & Assoc. Invoice #1311-5, dated December 9, 2016, in the amount of \$2,200.00, for preparation of the MSR for Task 3.
- Young Wooldridge Invoice #28931, dated December 5, 2016, in the amount of \$622.00, for work on annexation documents and research. (Total invoice amount of \$1,272.00 includes a prior balance of \$650.00)
- Self-Help Enterprises Invoice #FRZPRK-1216, dated November 2016, in the amount of \$2075.49, for technical assistance relative to the scope of work.

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Motion: Move to approve Claim #12 in the amount of \$10,195.89.
Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

9. Discussion/Vote on Programs to Help Low Income Residents Pay Their Water Bill.

Carlos Bravo attended a meeting last month in Bakersfield to find out about AB 104. This bill is currently being worked on, but is slated to go into effect in 2018. He put together an information sheet with the main points, and questions that came about from the meeting. This bill would provide assistance to those who are income qualified, that need help paying their water bill.

10. Discussion/Review/Possible Vote on the Results of the Grand Jury Report.

The District has 90 days to respond to the findings and recommendations in the Grand Jury Report dated December 5, 2016. The Board began to formulate ideas, and responses to comply with the recommendations listed in the report. A draft of the responses will be discussed at the Regular Meeting on January 12th.

Motion: Move that we extend the meeting to finish business.
Gipson/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.
Meeting extended at 8:58pm.

11. Discussion/Signing of Form 700 for New Board Member.

Newly appointed Board member Terry Kelling will fill out, and turn in her form 700 this next week.

12. Discussion/Vote on Future Agenda Items.

Special Meeting January 5, 2017:

- Review of the Annexation Initiation Resolution.
- Review of the draft MSR.
- Review of the CEQA document and NOE.

Regular Meeting January 12, 2017:

- Discussion/Vote on the response to the Grand Jury Report.
- Discussion/Vote on using Streamline for the FPPUD website..

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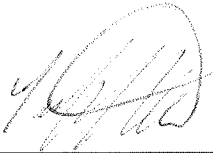
13. Adjournment.

Motion: Move that we adjourn.

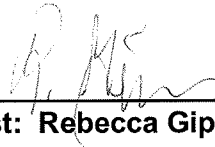
Gipson/Kelling 4/0/0, Motion Passed - Director Garcia absent.

Meeting adjourned: 9:15pm.

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: Rebecca Gipson, Secretary

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