

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Committee
MINUTES FOR THURSDAY, FEBRUARY 25, 2016
Neyman/Durso 5/0/0
Minutes Approved on March 10, 2016

1. Call to Order: 6:05pm.

Roll Call of Directors: Durso, Gipson, Neyman and Schoenberg.
Director Garcia present as the chairperson.
Also present: Jonnie Allison, Tiffany Matte and Linda Sheldon.

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

3. Public Comments - Present: Dave Warner, Dee Jaspar, Patric Hedlund and 10 members of the public.

Linda Robredo addressed the Board. First, she wished to go on record stating that the community meeting's Minutes posted to the FPPUD website did not include the communication that the community provided to the Board. She is hopeful that this time the Minutes from the most recent community meeting will reflect the information and statements the community asked of the Board so that our (the public) voice is heard and included.

Second, she wished to discuss a way of slowing down new water hook-ups. Since it is not possible to do a building moratorium, The FPPUD as a District could encourage greater value by charging substantially more for new hook-ups. If the Board were to substantially raise the connection fee on the potential 300 new connections from \$8000 to \$30,000, it would create an era where construction companies would go after older/dilapidated water users, buy those \$20,000 buildings with water rights, tear them down and redevelop. This would improve both communities and prevent a land grab in Lake of the Woods for those flat, 250+ dry lots that were not able to get water service.

An agenda item for discussion/vote of increasing connection fees will be added to the Agenda for the next Regular Meeting. A discussion/vote on the transcription of community meetings will occur on Agenda Item #9.

4. Manager's Report.

General Manager (GM) Jonnie Allison had a meeting with FPPUD attorney Ernest Conant to discuss the polling letters that will go out to the community. There was discussion at the community meeting as to whether they would go out to property owners or owners and renters as well. The attorney clarified that this is a Board decision and agreed with GM Allison that letters should go out to anyone who receives a bill (FPPUD customers).

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There is a place on the polling letter to indicate whether the person casting the vote is the "owner", "renter" and/or registered voter.

Community member Dan Palilla expressed, it did not seem fair for a property owner, who has the legal stake in the property, to not get a say in the future of the water in the District of his property. Conversely, the renter, who may move in for only 1 month and leave, would have his vote counted.

GM Allison explained that in order to retain those rights, a property owner would need only continue to have the bill in his/her name. Turning over the bill to the tenant would, in essence, be turning over the rights to have a vote or decision for that property. The majority of the owners in this town have made the decision to keep paying the water bill. This poll, however, is only a way to assess the opinion of the town, it's not an actual vote. Further discussion will occur under Agenda Item #8b.

a. Admin Assistant's report.

Tiffany Matte update the Board on the status of the Director's bonds. Nidia Watkins from JPIA is working on the bonds. They have been sent to the underwriters for approval, pending the answers to questions and details they need.

5. Accounts Payable and Financial Information.

Linda Sheldon reported there were about 5 of the regular bills ready to be paid. A couple of the bills had late fees because the District never received the invoices. She requested the invoices and paid them current; One was for the phone bill, the other BTE. Checks written to Dee Jaspar for construction were sent back. They were voided and re-written because the portion for Cascade Drilling had to be written directly to them, rather than going through Dee Jaspar's company. Checks for Claim #15, approved at the last Pre-Planning meeting, have not been cut because funding has not yet come in.

Voided checks amounts: \$35,000, \$113,000, \$38,000, \$14,000 and \$40,000.

Motion: Move to pay the bills.

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

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6. Discussion/Vote on Water Rate Study.

GM Allison spoke to Provost and Pritchard, the company who provided a rate study for Tejon Ranch, and has them working on a quote. He also spoke with GEI, another company recommended by Ernest Conant, who promised to have a quote ready by the next Regular Meeting. Cal Rural Water also gave a response saying they can provide a rate study for between \$5000 - \$7000, but Mr. Conant did not feel it was a good option because studies should really be conducted by a civil engineer. Finally, on Monday, Dee Jaspar will give an introduction to another potential provider for a quote.

7. Update/Discussion/Vote on USDA Emergency Community Water Assistance Grant (ECWAG).

There is a small claim for the work on equipping the well and working with the contractor on lowering the price. Bids have come in and a low bidder has been identified. Dee Jaspar has been working with the company on a change order that will reflect the fact that the FPPUD will be providing some of its own equipment for the new well. GM Allison suggested that when the equipment is pulled out of Well 4, it is re-worked/cleaned up before being used in Well 6.

a. Discussion/Vote on partial payment requests.

Motion: Move to go on to Agenda Item #8 right now while we're waiting (for copies to be printed) and revisit it (Item #7a) after we're done with 8.
Schoenberg/Gipson 5/0/0, Motion Passed.

8. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Grant/Pre-Planning Funds.

GM Allison referenced his call with Ernest Conant. He made some corrections to the polling letter that he felt were pertinent. He also brought up a question; Did Lake of the Woods have legal council that reviewed the letter before it went out to vote? He asked because he felt like a step could have been saved in the process by including in the vote whether or not to dissolve the company and turn over assets. This vote will have to happen if LOW does in fact annex. He felt in all, the letter looks good. The more people who give an opinion on annexation for Frazier Park, the better. It is still important to understand this is an informal polling, not a vote.

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Director Schoenberg stressed, just because the 2 communities vote in favor of annexation, it does not guarantee annexation will happen. It just allows the project to move to the Planning Phase. In the Planning Phase, anything can be added in terms of design/engineering as a requirement for annexation. If, for any reason, things aren't working out (too expensive, requirements are not being met), the process can stop. Dan Palilla brought up his belief that pressure regulators should be a requirement for annexation and important to install in both communities. He believed it to be a legal requirement.

GM Allison clarified, as a point of record, Frazier Park is not in default of any state requirements for the houses. The state regulator comes in every year, looks over the system, conducts a survey and decides what needs to be done. The District is in compliance.

a. Review/Discussion/Vote: Conduct community & water system meetings to discuss annexation and solo project options.

There is no legal requirement for public notification prior to a community polling. It would be beneficial to have a meeting after the polling is sent out for the community to discuss things and answer any questions they have. The Board discussed a timeline for the vote, tabulation and community meeting. The community meeting will be held on March 31, 2016. Ballots will be due on April 14th and tabulated in the Special Meeting on April 28th, 2016.

b. Review/Discussion/Vote: Poll on annexation and solo project options.

The Board read aloud the draft of the letter being sent out to the community and noted a correction to the ballot portion of the letter and a change in the letter to reflect the dates noted in Item #8a.

Motion: Move to pass the letter with corrections.

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

The Board discussed extensively who should receive a polling letter and thus be able to cast a ballot stating their opinion. Director Schoenberg felt ballots should be sent out to both renters and property owners; Anyone who has an address in the system.

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Motion: Move to send the polling to the bill recipient.
Neyman/Gipson 4/1/0, Motion Passed - Director Schoenberg no.

- c. **Poll results counted and announced to project area - Tabled.**
- d. **Systems decide on moving to phase 3 or not to annex - Tabled.**
- e. **Discussion/Vote on moving forward with an application for the planning grant.**

The state has available an online application through its FFAST system. Lawrence Sanchez confirmed the District can submit an application both for a regional and solo project.

Motion: Move that we request that Self-Help Enterprises put in 2 applications for planning funding for us. One, considering the regional entity and the other, doing it as a stand alone for Frazier Park.
Schoenberg/Neyman 5/0/0, Motion Passed.

- f. **Discussion/Vote on Pre-Planning funding agreement time extension request to state.**

Dave Warner has had communication with Lawrence Sanchez from the State, who said to submit the extension request. Dave provided the letter with an attached, updated timeline. The request extends the timeline until April 30, 2017.

Motion: Move that we have Self-Help Enterprises put a letter in to extend the Pre-Planning Funding Agreement SRF2013L007, Project #0015002-001L, to extend the time to complete the project by April 30, 2017.
Neyman/Schoenberg 5/0/0, Motion Passed.

Motion: Move to take a break at 7:35pm.
Gipson/Durso 5/0/0, Motion Passed.
Return from break: 7:48pm.

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g. Discussion/Vote on payout requests.

Director Schoenberg pointed out that Task 2 only has a balance left in the budget of \$1,314.85 and will run out of money before this part of the project is complete. Task 4 only has \$3,700 left. She recommends asking money be taken out of contingency and placed into these 2 tasks.

Motion: Move that we ask that money be taken out of Task 6 Contingency, and placed in both 2 and 4 at \$5000 each in order to cover any additional cost. Schoenberg/Gipson 5/0/0, Motion Passed.

Partial Payment Request #6.

Motion: Move to approve:

Dee Jaspar & Assoc. Invoice #15-11037, dated November 30, 2015, in the amount of \$1417.50.

Dee Jaspar & Assoc. Invoice #12-12021, dated December 31, 2015, in the amount of \$756.00.

FPPUD Detailed General Ledger dated November 30, 2015, in the amount of \$400.00.

FPPUD Detailed General Ledger dated December 31, 2015, in the amount of \$500.00.

FPPUD Detailed General Ledger dated January 31, 2016, in the amount of \$400.00.

Self-Help Enterprises Invoice #FRZPRK-1215, dated December 2015, in the amount of \$1,431.21.

Self-Help Enterprises Invoice #FRZPRK-0116, dated December 2015, in the amount of \$1,960.98.

Self-Help Enterprises Invoice #FRZPRK-0216, dated January 2016, in the amount of \$1837.52.

To be approved contingent upon me and Lisa reviewing the packet and if there are any issues we will contact Dave Warner within a week.

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

7. Update/Discussion/Vote on USDA Emergency Community Water Assistance Grant (ECWAG). (Moved per adjustment of the Agenda.)

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a. Discussion/Vote on partial payment requests.

Partial Payment Request #16

Motion: Move to approve:

Dee Jaspar & Assoc. Invoice #15-12023, dated January 31, 2016, in the amount of \$220.50.

Dee Jaspar & Assoc. Invoice #16-01021, dated January 31, 2016 in the amount of \$2,839.80.

To be approved contingent upon Director Neyman and I to have some extra time to look at this to see if there are any issues.

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

9. Discussion/Vote on Minutes Vs. Transcription of Community Meetings.

Director Schoenberg stated some community members have gone on to the FPPUD website to read the Minutes of the Community Meetings, and they only include information provided by experts, not the input of the community. By law, minutes only need to include motions and results. In order to honor the public's request, she suggested we try and transcribe as much of the meetings as possible.

GM Allison suggested having a microphone in the audience to better hear the public on the recording. It would also help to alleviate some of the cross-talk that occurs. He also suggested sending in the recording to be transcribed as there are better uses of Tiffany Matte's time.

Director Neyman stressed the importance of the audience holding their questions until after the presentation is made because last time, the meeting got hijacked. Dave Warner and Dee Jaspar were repeatedly interrupted with questions that would have been answered if they were given the chance to continue.

Motion: Move that we do our best to transcribe the last 2 community meetings that deal with Pre-Planning and then put it on our website in paper form that people can read. Going forward, only the person who's talking have the microphone and we try to put it on the website as an audio stream; if it can't, we put it on as a transcribed paper minutes.

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

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10. Discussion/Vote on Future Agenda Items.

The next Pre-Planning meeting will be held on March 31, 2016. The Board discussed the best time for the meeting to be held.

**Motion: Move to have the Community Meeting at 6:30pm.
Neyman/Schoenberg 5/0/0, Motion Passed.**

Adjournment.

Motion: Move to adjourn.

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

Meeting Adjourned: 8:25pm.

At every special meeting, the legislative body shall provide the public with an opportunity to address the body on any item described in the notice before or during consideration of that item. Taken from the Brown Act Statutes 54954.3(a)



Tiffany Matte, Clerk of the Board



Attest: Rebecca Gipson, Secretary

seal