

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Committee
MINUTES FOR THURSDAY, JUNE 23, 2016
Gipson/Durso 4/0/0 - Director Garcia absent
Minutes Approved on July 14, 2016

1. Call to Order: 6:13pm.

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

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

3. Public Comments - None. Present: Maria Dreier, Rose Coughlin, Dave Warner, Carlos Bravo, Dee Jaspar, Pam Jarecki and Patric Hedlund.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported everyone worked hard to get the well finished. Dee Jaspar & Associates pulled strings as needed, contractors Sansone and P&J Electric as well as the FPPUD crew pulled together and completed the well. Now it is only awaiting State approval to be put online. A mini excavator was rented for the project at a cost of about \$1,900. This cost was submitted for reimbursement to the State as well as the crew's overtime hours.

a. Admin Assistant's report.

Tiffany Matte reported that Director Neyman has a copy of the contract for the new credit card terminal through California Bank & Trust. He will read through it and sign when he is done.

The final submittals for tax assessments for both delinquent accounts and standby fees are due on June 24th. The delinquent accounts have been accepted, the standby fees will be sent after the meeting.

The Board revisited Agenda Item #3

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3. Public Comments.

Rose Coughlin introduced herself. She owns Focused Resources, a consulting firm that has been in business for 18 years. She has worked for the Regional Board and closely with the State Board for years in regard to funding sources. She was recently at a Prop 1 meeting and was amazed at how much money there is that has not yet been applied for. She stated this is a great time to go after this funding. She came to offer her professional services or help in any other way she can.

5. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon printed out the usual checks for bills and uniforms, along with checks for well work and equipment rental.

GM Allison added that Work World was paid for pants but they had to order a remaining 8 pair. It has been over a month and the pants never came in. He will be going back to get a refund and will find another place to get them.

An invoice (16-05026) was received from Dee Jaspar & Associates for a meeting he attended with the Board at Tejon Ranch. Discussion and/or approval of this invoice will be added to the Agenda for the next Regular Meeting.

Motion: Move to pay our bills.

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

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

The funding date for the well project was due on Monday, June 27th. In order to get final invoices submitted to the USDA, Directors Neyman and Schoenberg went through the payment requests to check for accuracy. Director Neyman explained that he signed off on the claim prior to obtaining Board approval. He apologized but felt there was no other way to meet the deadline and insure payment.

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Partial Payment Request #20 - \$10,481.41

Sansone Progress Payment #1 in the amount of \$6,531.25 (\$6,875.00 minus 5% retention), dated May 31, 2016 for well equipping.

Dee Jaspar & Associates Invoice #16-05027 in the amount of \$3,950.16, dated May 31, 2016 for professional services, copies and mileage.

Motion: Move to approve the payments after the fact.
Gipson/Durso 4/0/0, Motion Passed - Director Garcia absent.

Partial Payment Request #21 - \$174,496.98

Sansone Progress Payment #2-Final-R in the amount of \$112,077.28 (\$117,976.08 minus 5% retention), dated June 20, 2016 for well equipping.

Sansone Retention in the amount of \$6,242.55

Bakersfield Well & Pump Co. in the amount of \$29,895.00, dated June 16, 2016 for Job #16619 for work on Well #3 and Well #6.

Bakersfield Well & Pump Co. in the amount of \$3,588.80, dated June 17, 2016 for Job #16619 for work on Well #3 and Well #6.

Coastline Equipment Invoice #305319 in the amount of \$1,960, dated June 15, 2016 for equipment rental **(Paid)**.

Ferguson Waterworks Invoice #1184197 in the amount of \$118.30, dated June 8, 2016 **(Paid)**.

Ferguson Waterworks Invoice #1183224 in the amount of \$849.67, dated June 7, 2016 **(Paid)**.

FPPUD District Labor in the amount of \$1,817.59.

Dee Jaspar & Associates Invoice #16-06001 in the amount of \$6,809.85, dated June 22, 2016 for construction phase services.

Dee Jaspar & Associates Invoice #16-06002 in the amount of \$11,137.94, dated June 21, 2016 for resident project representative services.

Director Neyman wished to read for the record, an email from Curtis Skaggs of Dee Jaspar & Associates. This email explained the reason for the change in deadline for the completion of the well project and their willingness to cover contractor costs not covered under the grant due to that change.

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Motion: Move to approve this claim after the fact.

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

7. Letter to the State Water Resources Control Board on the Completion of Task 2 Work and Polling.

This letter was mailed on June 10 and approved by Lawrence Sanchez.

8. Update/Discussion on Lake of the Woods/Frazier Park Planning Grant Application.

Dave Warner introduced Carlos Bravo, a new staff member with Self-Help Enterprises. He passed out a packet with the details of the Planning Grant application. Self-Help was approved to help the FPPUD fill out the application and will be reimbursed by the State. Dave Warner estimated it would take about 2 months to get the application submitted. The Board discussed with Dave Warner how costs would be covered for the preparation of the Planning Grant application. Dee Jaspar & Associates preparation of estimates as well as costs incurred by the District could potentially be reimbursed through Planning Grant funds. Director Schoenberg recommended keeping track of those expenses accrued during this portion of the project.

9. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3.

Task 3 funds have been budgeted for engineering, attorney fees, preparation of an MSR and the environmental consultant. There will be a phone conference between all parties to coordinate everyone's part in the project.

Dee Jaspar is working on drawing up the annexation map. There are undeveloped properties and vacant land that could be part of the annexation as well as homes that would require a very long service line.

The Board discussed with Dave Warner a final letter that will go out to the properties that have not joined and those that may not have received a letter already.

Motion: Move that we take a break at 7:50pm.

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

Director Gipson left due to illness.

Return from break: 8:10pm.

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Discussion continued on finalizing the annexation map and sending out a final letter. The deadline for joining in the Regional Project will be July 13th. There will be no other opportunities to join where the State will cover the cost. This information will also be put in the paper as an advertisement so there is more opportunity to reach interested parties.

Motion: Move that for consideration for the mapping, that we send out letters and put an ad in the paper with the deadline of July 13th.

Schoenberg/Durso 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

- a. Prepare, Review and Monitor Kern LAFCo Application.**
- b. LAFCo Feasibility Study.**
- c. Municipal Service Review**
- d. Justification for Proposal.**
- e. Kern LAFCo Environmental Work (as needed).**
- f. Annexation Map and Legal Description.**
- g. Legal Assistance and Advice with Annexation.**
- h. Updated Annexation Area Voter and Assessor Lists.**
- i. Completed Petition and Notification.**
- j. Kern LAFCo Publication and Notification.**
- k. Election (if required).**
- l. Assessor and Voter Count.**
- m. Annexation Confirmation.**
- n. Kern LAFCo Documents Submitted to state Board of Equalization.**

Items #a - #n were either discussed under Agenda Item #9 or will not be relevant until later in Task 3.

o. Discussion/Vote on Partial Payment Requests.

Claim #7 was distributed for review as a draft, not yet complete. Dave Warner explained, the final billing for Task 2 came in over budget. The District will need to request a revised budget, subject to invoice corrections, in order to pull funds from Contingency and move them into Task 2.

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Motion: Move that we ask Dave Warner to request from Lawrence Sanchez that money from Contingency to be moved back into Task 2 for what is necessary to cover costs for Task 2, once numbers have been revised.

Schoenberg/Durso 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

10. Discussion/Vote on Resolution FP-20160623-01 - Tie Breaking Procedures.

Tiffany Matte explained, this Resolution was the first of 3 requested by the County for the upcoming Consolidated General Election. The County provided a template, while the District procedure was written by FPPUD attorney Ernest Conant. The Board read the Resolution out loud and noted that the signature line for the attest would need to be changed from the Board Secretary to the Board President due to absence.

Motion: Move that we adopt Resolution FP-20160623-01 in the matter of Tie Breaking Procedures, with the change of attestation being Brahma Neyman instead of Rebecca Gipson.

Schoenberg/Durso 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

11. Discussion/Vote on Resolution FP-20160623-02 - Candidates' Statements.

This second Resolution is to decide whether the cost for candidates' statements be paid for by the District or the individuals running for office. This year's fee for printing statements in the election booklets is \$425.00 and is limited to 200 words or less. The choice to make an official statement is optional. The Board read the Resolution out loud. The wording for this Resolution was provided as a template from the County. The Board agreed the candidate is responsible for payment.

Motion: Move that we adopt Resolution FP-20160623-02 in the matter of Candidates' Statements, with the amendment that the attestation be the Board President Brahma Neyman as opposed to Rebecca Gipson, the Secretary, who is not present.

Schoenberg/Durso 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

Motion: Move that we extend the meeting to finish business.

Durso/Schoenberg 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

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12. Discussion/Vote on Resolution FP-20160623-03 - Consolidating to the General Election.

The final Resolution is related to the form, to be signed by the Board President, called "District Request for Consolidated Election Services". It states the responsibilities of the County and those of the District. The wording for this Resolution was written entirely by FPPUD attorney Ernest Conant.

Motion: Move that, due to the lack of any choice in the matter, that we adopt Resolution #FP-20160623-03 in the matter of Consolidating to the General Election. Schoenberg/Durso 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

13. Discussion/Vote on Future Agenda Items.

Special Meeting:

- A Special Meeting on June 30, 2016 at 6:00pm for The Brown Act webinar.

Regular Meeting:

- Approval of the Dee Jaspar & Associates Invoice #16-05026
- Approval of Pre-Planning Claim #7.

14. Adjournment.

Motion: Move to adjourn.

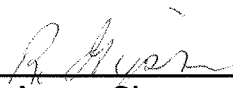
Durso/Schoenberg 3/0/0, Motion Passed - Directors Garcia and Gipson absent.

Meeting Adjourned: 9:25pm.

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