

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Committee
MINUTES FOR THURSDAY, MAY 26, 2016
Gipson/Garcia 5/0/0
Minutes Approved on June 9, 2016

1. Call to Order: 6:29pm.

Roll Call of Directors: Durso, Garcia, Gipson, and Schoenberg.

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: Dee Jaspar and Chuck Schroeder.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported he had talked to Curtis Skaggs from Dee Jaspar & Associates about holding off on pulling the pump and motor out of Well #3, until Sansone was ready to do the installation, in order to keep this backup well available as long as possible. Some time has passed so the pump and motor are getting ready to be pulled and sent for refurbishment. The tap for tie-in should be done on June 6th. Originally the FPPUD was going to do it themselves, but after supervising the hot tap for Dollar General and seeing the professional job done by the company doing it, GM Allison called them for a quote. The cost would be \$580. Since it is a main supply line he felt it was important to have it done professionally. The rest of the tie-in will be accomplished by the District.

a. Admin Assistant's report.

Tiffany Matte gave an update on a Brown Act class requested by the Board. She reported she found 2 options. The first is to have FPPUD attorney Ernest Conant come give a class, to be billed at his normal rate for time expended. The second was to view a 2 hour JPIA webinar presented back in October, 2013 called "Brown Act and Public Records Act Training". There would be no charge to download this presentation. Director Schoenberg expressed she would like to try the free class first and see if it's beneficial. If it's not, or if the Board is left with too many questions, they could then discuss a class by Ernest Conant. The Board agreed. A vote will be carried over to the next Regular Meeting. An update was also given on the request to communicate with Tejon Ranch Company (TRC) to find a time for their real estate presentation to the Board. Tiffany Matte reported she called and spoke with Angelica Martin. Ms. Martin said she would pass the information on to the proper people and call back when she had some dates.

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- Discussion/Vote on RVS Training.

GM Allison asked if Tiffany would be willing to attend the first training in August. She estimated the cost for the conference fee, plane tickets, hotel, rental car and meals to be about \$1,300. If the meeting is helpful and informative, GM Allison will attend the class in October.

Motion: Move we allocate the funds to send Tiffany to classes in August.
Garcia/Schoenberg 5/0/0, Motion Passed.

5. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon prepared about 12 checks to be signed. There is a credit on the USA Bluebook invoice for \$176.00.

Linda will follow up with the bank to make sure they give the refund for the FPPUD accounts charged a bank fee in error.

Linda reported she has started work on the 2016-2107 budget so it will be ready for the Ad Hoc Committee to review before the next Regular Meeting.

Bill Bice set up the new accounting computer and the bookkeeper was able to install the Quickbooks software previously purchased by the District.

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

An invoice for State Compensation Insurance Fund was received after the checks were cut in the morning.

Motion: Move that we approve that payment and cut the check right now.
Schoenberg/Garcia 5/0/0, Motion Passed.

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

GM Allison covered this under his Manager's Report and added he received an updated schedule for Well #6.

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a. Discussion/Vote on partial payment requests.

Partial Payment Request #19

Dee Jaspar & Associates Invoice #16-04028 dated 04/30/16, in the amount of \$533.10 for final design phase.

Motion: Move that we accept and pay Partial Payment Estimate #19, invoice #16-04028 in the amount of \$533.10.

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

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

The State needs to be notified the District has completed Task 2 and given the results of the polling. It should be written on District letterhead and signed by the Board President. The letter can be written by Dave Warner.

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

After the phone conference on May 19, 2016, Jesse Dhaliwal recommended submitting a request for Self-Help Enterprises to do the FFAST application. GM Allison sent the request to Jesse who plans on contacting Sacramento to get an update and possibly help speed things along. Dave Warner is out of the country but should be back next week.

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

Dee Jaspar recommended the Board first approve moving on to Task 3 of the Pre-Planning process.

a. Prepare, review and Monitor Kern LAFCo Application.

An application can be started but it will be contingent upon the District confirming who will be included in the annexation.

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b. LAFCo Feasibility Study.

Dee Jaspar needs to confirm with Rebecca Moore, the agent with LAFCo, but he believes this is where the District will need to prove they can serve the additional properties under the proposed annexation. This was addressed in Task 1 under the engineering study. The study can be sent to LAFCo as well as answer any questions they may have regarding feasibility.

c. Municipal Service Review.

An outside contractor (Dave Warner worked with Stanley Hoffman previously) will look at the FPPUD and see if they have the capability of serving the area and also look at Lake of the Woods (LOW) to make a determination if they can be served. The contractor will also confirm there are no other entities in the area capable of providing the water to LOW and that Frazier Park should be the one to do it.

d. Justification for Proposal.

This justification will show that LOW doesn't have enough water and look at the plan for the system to run a pipeline to LOW and other properties as well, many of which are running out of water.

e. Kern LAFCo Environmental Work (as needed).

Dee Jaspar was not sure exactly what this would entail. This would most likely be an Environmental Assessment. This is a document that has about 50 questions on it like, "Is this going to add to pollution?" Any answer other than "no" would have to have an explanation attached. Dee Jaspar would also recommend a Negative Declaration or a Mitigating Negative Declaration, depending on what is found.

f. Annexation Map and Legal Description.

The District will need to describe for LAFCo exactly what properties will be served. Dave Warner provided the Board with a general map, but a more detailed one will be provided. That map will show all of the properties that are in Frazier Park, Lake of the Woods, and anyone in between who are joining in. This gives a legal description of the boundaries of the Regional Water System.

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Before this map is produced GM Allison will go out to properties with private wells, both east and west of Frazier Park, and offer them a last chance to get in on the project at no cost. Once the annexation map is formed, that will become the new District boundary. Anyone wanting to attach onto the system after that would have to go through the legal process with LAFCo, at their own cost.

g. Legal Assistance and Advice with Annexation.

Any contingencies for annexation will be included in the LAFCo application before it's sent in. Dee Jaspar recommended seeking legal counsel on how to include contingencies and to define what kind of agreement we would have with LOW and any other entities included in annexation. It could be in the form of a Letter of Agreement or Memorandum of Understanding, and be attached to the LAFCo application.

GM Allison reminded the Board that when LOW did their vote, they should have added a paragraph to dissolve their mutual water company and turn over assets. They are working on this now with their attorney but Ernest Conant can follow up on this vote and make sure it is included as part of the process.

The Board discussed whether Under Task 4 - Administration, or when the annexation process is complete, Frazier Park could then take a vote as to whether or not to remain a five person Board or increase the size to seven members. It is unknown at this time if this would be a vote by property owners or by the Board of Directors.

As soon as the annexation process is complete and Frazier Park is given control of the Regional Water System, the District would then be responsible for providing LOW with water. As the lead agency, it could be the FPPUD's responsibility to apply for emergency funds, specifically in the summer months, when demand for water is high and supply is low. This could be something that would need to be addressed in a Memorandum of Understanding with LOW or as a condition of annexation along with improving their system and paying off any debt.

Finally the Board discussed the likelihood of needing to drill a new well. There might be a need for easements for the well and for the connecting pipeline.

Motion: Move that the District send the letter needed saying that we're moving on from Task 2 to Task 3 and to go ahead and move forward with steps A - G on our Agenda.

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

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Dee Jaspas recommended a conference call with FPPUD attorney Ernest Conant, GM Allison, 2 available Board Members and himself. On this call, the attorney can be informed of the plan to move forward to Task 3, and have the opportunity to give some legal input.

10. Discussion/Vote on Attending a Presentation by Tejon Ranch Company.

Tabled until the Administrative Assistant hears back from Angelica Martin of TRC.

11. Discussion/Vote on Future Agenda Items.

Regular Meeting:

- A Discussion/Vote on attending a class on the Brown Act.
- Carry over the discussion on meeting dates with TRC.

Pre-Planning Meeting:

- Add Items H - O for Pre-Planning Task 3.
- Carry over the letter to the SWRCB on the completion of Task 2.

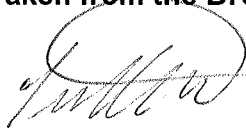
12. Adjournment

Motion: Move to adjourn.

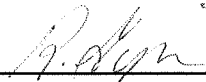
Gipson/Durso 5/0/0, Motion Passed.

Meeting Adjourned: 7:39pm.

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

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