

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: 817 0055 0528 Meeting Password: 267866
REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 12, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on December 17, 2020

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

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

Director Gipson left at 6:55pm due to illness.

Director Neyman was present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

**Motion: Move that we table Item #13 and Item #18 until the next regular meeting.
Schoenberg/Garcia 5/0/0, Motion Passed.**

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

3. Public Comments - None. Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and three members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: No report.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported that during the month of October there were 171 work orders accomplished by the crew. There were five main line leaks, and 13 after hours call outs from system alarms due to the power pole replacements.

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Tiffany submitted the grant application for the generators and got the work done in a short amount of time. The field crew continue to work hard and have great attitudes.

a. Discussion/Vote on Application for Water Service.

The maps show that there is not enough water flow to provide water to a new residence. There is an indication that there may be a larger pipe that is not shown on the maps, but the only way to know for sure is to pothole. GM Allison will contact the customer and let them know that the application can't be approved until the potholing work is done. The deposit check for water service will be held until there is more information.

Motion: Move that we not deposit the check yet, and that Jonnie contact the applicant and let them know that we need to pothole, and if there isn't a large enough pipe in the ground that it would fall under our main line extension policy. Schoenberg/Garcia 5/0/0, Motion Passed.

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

b. Administrative Assistant's Report.

CalOES confirmed they received the grant application and will notify the Project Director when a decision has been made.

7. Ad Hoc Committee Reports: Local Information Committee; Projects Committee; Rate Study Committee; Budget Committee.

Local Information Committee.

No report.

Project Committee.

Director Schoenberg reported that Lawrence Sanchez sent an email answering the questions that were discussed last meeting. He gave a list of several items that still need to be uploaded into the application.

Rate Study Committee.

The ad hoc met twice with David from RCAC. David contacted GM Allison saying he will be sending a list of items he still needs from the District. Meanwhile, the ad hoc is working on the book asset detail list in order to bring it up to date. The ad hoc will also meet with the auditor to see if it's possible to change the way the assets have been categorized. That change will make the asset detail more accurate and easily understood.

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Budget Committee.

This committee has been putting together a five year budget projection for the Meter and Well #5 Replacement grant application. Once complete, the information will be transferred into the spreadsheet provided by Lawrence Sanchez.

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,952,289.74. The Revenue/Operating Account has \$157,172.77. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed was \$49,838.04.

The FPPUD received an insurance claim refund of \$4,466.55 for the damage to one of the work trucks. JPIA also gave a \$906.86 refund for the employee health insurance. Linda put together the invoices requested by the auditors, and they were sent to them this past Monday.

The AT&T bill was late because they switched the District to ebilling, and were not sending paper or ebills. This was corrected and they will be mailing paper bills from this point forward.

Motion: Move that we pay our bills.

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

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

9. Discussion/Vote on Five Year Budget Projection.

The ad hoc will continue to work on the projection. This item will carry over to the next meeting for approval so it can be ready to submit to Lawrence Sanchez by the end of the month.

10. Discussion/Vote on Book Asset Detail.

The ad hoc is reviewing the asset detail and is hoping to change categories and line items for better tracking and clarity. Director Schoenberg went over the proposed changes with the full Board and asked for a vote of confidence to move forward on making the modifications. The ad hoc will consult with the auditors to verify which changes can or can't be made. The Board members expressed their desire for the committee to move forward with the modifications.

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

The License Agreement for the Wainright-French property still needs one more signature from Ms. Wainright. GM Allison will reach out to her so that document can be completed.

Director Gipson left at 6:55pm due to illness.

12. Discussion/Vote/Update on Meter Replacement and Well #5 Emergency Replacement Projects.

a. Discussion/Vote/Update on State Grant Application.

Dee Jaspar is working on changing the format of the Plans and Specifications. Oscar is uploading the needed documents and working on providing the additional information requested by the State. Lawrence Sanchez has requested that all application documentation be submitted to him by the end of the month. He also sent an email answering the questions posed by the ad hoc committee, which was read out loud for the Board.

b. Discussion/Vote on Amended PER.

The official project title listed on the PER needs to match the name listed on the NOE. The ad hoc committee will work with Dee Jaspar on updating the PER with any changes that need to be made. If it is not able to be completed by the meeting on the 19th, the Board will hold a Special Meeting on November 24th.

c. Discussion/Vote on Contract with Dee Jaspar & Associates.

Dee will put together a contract for the engineering work. It will encompass both the Meter Replacement and Well #5 Replacement projects. The contract will be on the agenda for approval at the next planning meeting.

13. Discussion/Vote on Purchasing an Additional Truck/SUV for the FPPUD - Tabled.

14. Discussion/Vote on Pipeline Replacement Work.

GM Allison reported that there is one more trail that needs to be potholed. When that is done, he will get together with Dee Jaspar and put together a plan for tying in the residences to the PVC already in the ground.

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

Two contractors put in bids for the repairs to the Wolfe booster and tank site. It was originally estimated that the repairs would cost around \$230,000. Unified Field Services Corporation bid \$397,415, and HPS bid \$409,213. The reason for the higher price is that Dee Jaspar's original estimate didn't include: the cost of replacing the pipe that runs down the hill; the additional \$67,000 for the building that houses all of the electrical and controls; and the fact that the work will take place in winter conditions. Dee has worked with both contractors before, and recommended the District approve the lesser of the two bids. GM Allison plans to keep The Mountain Enterprise informed on the project so the residents of Frazier Park can see how their money is being used.

Motion: Move that we award the bid to Unified Field Services Corp as the lower bidder.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

16. Discussion/Vote on Modifying the District's Sphere of Influence.

The ad hoc committee needs to meet with Dee Jaspar to define the boundary, but right now their priority is to complete the items needed for the Meter and Well Replacement grant application. Once finished, they can work on moving forward with the Sphere of Influence.

17. Discussion/Vote on Amending the District's MSR.

This item will carry over to the next regular meeting in December.

18. Discussion/Vote on Creating a Will Serve Letter, and a Conditional Will Serve Letter - Tabled.

19. Discussion/Vote on Policy for Requesting Turn on/Turn Off of Water.

GM Allison explained that there was a situation where someone called in to have water turned on at their property, claiming to be the owner. The front desk found out later that they were not, and there was a conflict with the owner of the property. A policy was needed so that when someone requests activation, the District has the right to ask the resident for photo identification, or a rental agreement.

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The Board read the draft policy out loud, and noted an amendment stating documentation would also be required for turning off water service.

Motion: Move that we approve the Frazier Park Public Utility District Policy for Activating Water Service, adopted on November 12, 2020 with the amendment mentioned, which is that we would add the ability to require, at the District's sole discretion, proof of authority which may include photo identification or a rental agreement, to turn water off as well as to turn it on.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

20. Discussion/Vote on Notice of Exemption for Generator Project.

Since the District has not been awarded the generator grant yet, this item will carry over to the next regular meeting in December.

21. Discussion/Vote on Continuing with Employee Hotline Through PAS.

The cost for the employee hotline is around \$300 each quarter. There have been no calls to the hotline since the service was added. GM Allison recommends continuing with the hotline for one more quarter. If no one uses it by the end of that time period, it can be canceled.

Motion: Move that we continue with the employee hotline for another quarter, and that we visit this again.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

22. Discussion/Vote on Resolution FP-20201112-01: Resolution to Amend the Prop 218 Rate Increase Schedule.

The Board has discussed that it may not be a good idea to raise rates in 2021 due to COVID-19 and the economic hardships. The resolution states the rates will remain the same in the coming year. Currently, the District is working with RCAC on another Water Rate Study that will give more current numbers.

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Motion: Move that we adopt Resolution FP-20201112-01 In The Matter Of: Further Amending The Prop 218 Rate Increase Schedule.

Schoenberg/Kelling 3/0/1, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

Absent: Gipson.

23. Discussion/Vote on Purchasing a Trailer for the FPPUD.

The trailer the FPPUD owns is from the 1960s and is falling apart. It is needed to transport the generator, and equipment like the skid steer. The quote was for just under \$13,000, but GM Allison will also look at other options and choose the one with the best price.

Motion: Move that we approve the purchasing of a trailer for hauling equipment with the caveat that Jonnie said, if we can set the limit at \$12,800 and see if he can do better, or if this is the best equipment for the job, then go ahead and allow him to purchase it.

Garcia/Schoenberg 3/0/1, Motion Passed.

Aye: Garcia, Neyman, and Schoenberg.

Abstain: Kelling.

Absent: Gipson.

24. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 19, 2020.

GM Allison recommended leaving the fee modifications as they are, but that the District office open and close in conjunction with Kern County's tier status. When in the red tier, the office can be open to the public. When the County moves back to the purple tier, the office can be closed.

Motion: Move that we leave everything as is, with the one exception of the office lobby. We add the wording that if we are in the red tier that we will allow one person at a time to enter, and if we're in the purple tier, that we close up the lobby. Schoenberg/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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25. Review and Approve Meeting Minutes for 10/8/2020, 10/22/2020, and 10/29/2020.

Motion: Move that we approve the minutes for Thursday, October 8, 2020, 6pm, 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 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Motion: Move that we approve the minutes for Thursday, October 22, 2020, 6pm, 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 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Motion: Move that we approve the minutes for Thursday, October 29, 2020, 12pm, 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 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

26. Discussion/Vote on Future Agenda Items.

Planning Meeting November 19, 2020.

- Carry over discussion/vote on amended PER.
- Carry over discussion/vote on contract with Dee Jaspar.

Possible Special Meeting November 24, 2020.

- Carry over discussion/vote on amended PER if needed.
- Carry over discussion/vote on contract with Dee Jaspar if needed.

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Regular Meeting December 10, 2020:

- Carry over the discussion/vote on modifying the sphere of influence.
- Carry over the discussion/vote on modifying the MSR.
- Carry over the discussion/vote on the NOE for the generator project.

27. Adjournment.

Motion: Move that we adjourn this meeting.

Kelling/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 8:33pm.

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