

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: 824 3855 8787 Meeting Password: 547572
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 9, 2021, 6:00PM
Schoenberg/Neyman 4/0/0 - Director Garcia Absent
Minutes Approved on January 27, 2022

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

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

Director Garcia was present as the chairperson.

Also present: Deborah Angel, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary - No change.

3. Public Comments - None. Present: Carlos Bravo, Oscar Cisneros, Dee Jaspar, and four members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that Planning Claim #10 has been deposited into the FP/LOW Planning Account and she will be making the transfers for meeting charges back into the Revenue/Operating Fund. She also reported she will be speaking to Sherri at California Bank & Trust later today to address the banking issues.

JPIA Representative: Director Gipson reported about an experience she had being out in the community, and wanted to express the need for FPPUD Board Members and employees to be mindful of being out in public.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Allison was not present at this meeting. Tiffany Matte reported that the crew had been working all week to fix a leak on Logan and Grant Trails. They replaced about 100 ft. of water pipeline.

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a. Administrative Assistant's Report.

Tiffany reported that the GM and Bookkeeper's contracts have been signed and filed. She also explained that the agenda for the meetings held on the fourth Thursday of the month has evolved from covering only the State funded Regional Project, to covering other State and District Projects. The meeting is currently called the "Frazier Park - Lake of the Woods Area Annexation Meeting". The Board discussed the topic and agreed to change the meeting name to encompass all of the current and future projects.

Motion: Move that we call it [the meeting held on the fourth Thursday of the month*] the "Regular State Planning and Project Meeting".

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

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

7. Ad Hoc Committee Reports:

Project Committee.

The ad hoc will meet with the State next week for the update meeting.

Financial Committee.

No report.

Deposit Review Committee.

This committee will meet beginning in January 2022.

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

Bookkeeper Deborah Angel reported four checks were cut from the FP/LOW Planning Account for a total of \$20,426.56 for Claim #10. 38 checks were cut from the Revenue/Operating Account for a total of \$33,173.51. The checks were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00. This month the Board received a Reconciliation Report for the District bank accounts and credit cards. They also received a report for Adjusting Journal Entries and the System Totals.

Motion: Move that we pay our bills.

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

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

***Motion amended for clarity.**

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9. Discussion/Vote on Book Asset Detail.

The Book Asset Detail for the Rate Study was provided to David from RCAC. The District is waiting for a spreadsheet from David but he has received an extension from the State for completing that work. The ad hoc committee will work with the Bookkeeper and Auditor over the next year on updating the District's assets.

State Funded Grant Projects - Discussion began at 6:20pm.

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

a. Discussion/Vote/Approve the Test Well Report.

The Test Well Report was provided to the Board and reviewed at a previous meeting, but no formal action was taken.

Motion: Move that we approve the Test Well Report.

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

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

b. Discussion/Vote on Test Well Property Appraisals and Acquisition.

Dee Jaspar explained that the appraisers are very busy and that it will be about a month and a half before they can go out and appraise the test well properties.

c. Discussion/Vote on the Quote from Dee Jaspar to Write a Description of Project Needs for the State.

At the last State Update Meeting Lawrence Sanchez asked the District for a letter describing the District's need to move ahead on drilling a production well on the SEA property before the Construction Phase of the Regional Project begins. Dee will move forward on providing a quote for the work.

d. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

The property appraisals and the letter describing the District's water needs will need to be completed before it is time to move forward with a Resolution.

e. Discussion/Vote on District Sphere of Influence Map for the Annexation.

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There was no update on this item.

f. Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.

There was no update on this item.

g. Discussion/Vote on a New Budget Request.

Dee Jaspar will provide the budget numbers for the property appraisals, then Carlos Bravo will write the letter requesting that funds be transferred from Contingency into the budget line item that will cover the appraisal cost.

h. Discussion/Vote/Update on Claims and Payouts.

The State has sent the reimbursement checks for Claims #9 and #10. Claims #11 and #12 have been submitted. Carlos Bravo will prepare Claim #13 and submit it for approval at the next meeting.

11. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project.

a. Discussion/Vote/Update on Going Out to Bid for Well #7.

The District went out to bid for Well #7 and did not receive any bids. The general contractors who were interested were not able to find drillers. Curtis from Dee Jaspar & Associates (DJA) spoke to Bakersfield Well & Pump. They indicated they would bid if the project would allow them to use the reverse rotary drilling method as opposed to the direct rotary method requested in the bid package. Dee Jaspar spoke with Dr. Ken Schmidt and confirmed that would be acceptable. Dee recommended going back out to bid with the option of using either drilling method.

Motion: Move that we change the specifications to reverse drilling and that we go out to bid immediately, and we'll inform Lawrence next week at our State Update Meeting because of the urgency we had to go out to bid.

Neyman/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

b. Discussion/Vote on Site Access Through SEA Property.

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There was no update on this item.

c. Discussion/Vote on Amended Plans and Specifications for Meter Replacement.

DJA is almost done amending the plans and specifications for meter replacement.

d. Discussion/Vote on Going Out to bid for Meter Replacement.

Dee expects to be able to go out to bid for the meter replacement by the middle of January.

e. Discussion/Vote on Claims and Payouts.

Oscar Cisneros will prepare Claim #1 and submit it for approval at the next meeting.

12. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Project Application.

The application will be submitted when the potholing and mapping is completed.

b. Discussion/Vote on the Technical Assistance Work Plan.

Carlos Bravo explained that the Work Plan is being reviewed by the management of Self-Help Enterprises. Carlos will meet with the State on Tuesday and find out how long it will take to approve the Work Plan.

c. Discussion/Vote on the Scope of Work.

There was no update on this item.

d. Discussion/Vote on Potholing and Mapping.

There was no update on this item.

State Funded Grant Projects - Discussion concluded at 6:59pm.

13. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant.

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a. Discussion/Vote/Update on the Purchase of the Generators.

DJA is reviewing the specifications of the generators to make sure the product PTS Rentals is providing meets the criteria of the project.

Once approved, they will order the generators.

b. Discussion/Vote on Engineering and Design.

Once the District receives the generators DJA will design the pads they will sit on.

c. Discussion/Vote on the Project Progress Report for CalOES.

Tiffany Matte reported that she filled out the progress report and gave it to the ad hoc committee to review. They approved the report as written and it was emailed to CalOES.

14. Discussion/Vote on Community Water System COVID Relief Program.

Tiffany spoke to the State last week and provided them with an address change on the paperwork that they requested. The application is still under review.

15. Discussion/Vote on Well #5 Blending Station and Purchasing a Nitrate Analyzer.

Curtis from DJA reviewed the specifications for the analyzer and provided that information to GM Allison. The most recent water samples from Well #5 showed the nitrate levels at 8.5, which is below the MCL.

16. Discussion/Review/Vote on the Employee Handbook.

This item was tabled so that GM Allison can continue to participate in the discussion.

Motion: Move that we table the Discussion/Review/Vote on the Employee Handbook because we don't have everyone present that needs to be here. Schoenberg/Neyman 5/0/0, Motion Passed.

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

17. Discussion/Vote/Approve a New District Credit Card.

The Board had concerns over the terms of the proposed credit card.

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This item was tabled for more discussion with the GM.

Motion: Move that we table further discussion on #17 until the next meeting.
Schoenberg/Gipson 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

18. Discussion/Vote on Rotating Board Positions Per Resolution FP-20190214-01.

The Board reviewed the process for rotating positions as spelled out in Resolution FP-20190214-01. Each Board Member has held their current positions for two years and must rotate. The positions were rotated as follows:

- President: Director Gipson
- Vice President: Director Schoenberg
- Treasurer: Director Neyman
- Secretary: Director Garcia
- JPIA Representative: Director Kelling

At the next meeting the Board will dissolve and reform the ad hoc committees.

19. Discussion/Vote on Resolution FP-20211209-01 - Resolution for Change of Officers of the District/Authorized Banking.

Motion: Move that we accept Resolution FP-20211209-01 as amended tonight.
Schoenberg/Kelling 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

20. Review and Approve Meeting Minutes for 11/11/2021 Regular Meeting, 11/18/2021 state Update Meeting, and 11/18/2021 Regular Planning Meeting.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, November 11, 2021 with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.
Schoenberg/Gipson 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

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Motion: Move that we approve the Minutes for 11/18/2021 State Update Meeting with amendment mentioned tonight, and any amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected. Schoenberg/Gipson 5/0/0, Motion Passed.

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

Motion: Move that we approve the Regular Planning Meeting Minutes for Thursday, November 18, 2021 with any of the amendments that were sent to Tiffany previous to this meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected. Schoenberg/Neyman 5/0/0, Motion Passed.

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

21. Discussion/Vote on Future Agenda Items.

Planning Meeting December 16, 2021.

- An agenda item to approve the resolution regarding remote meetings.
- An agenda item to review the FPPUD's modified services.
- An agenda item to reform the ad hoc committees.

Regular Meeting January 13, 2022.

22. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 7:51pm.

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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: Gerald Garcia, Secretary

seal