

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: 943 689 201 Meeting Password: 370548
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 9, 2020, 6:00PM
Gipson/Kelling 4/0/1 - Director Schoenberg abstain
Minutes Approved on May 14, 2020

1. Call to Order: 6:06pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

In Office: Neyman.

Teleconference: Garcia, Gipson, Kelling, and Schoenberg.

Director Neyman was present as the chairperson.

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

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

3. Public Comments - None. Present: Two members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that the bank closed the USDA payment account. She called and spoke with them asking to have the account reopened, and for them to make the necessary transfers for the upcoming interest payments on the USDA loans. Director Schoenberg also transferred \$100,000 into the Emergency Reserve Fund, \$50,000 each for the months of March and April.

JPIA Representative: No report.

5. Board Member Initiatives.

Director Kelling asked for updates on the employee cell phone agreement, the insurance policy for the signage project, and the reimbursement for invoices paid to Dee Jaspar. The updates were given under the Manager's Report.

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6. Manager's Report.

General Manager (GM) Jonnie Allison explained he does not have an answer yet as to whether the billboard signs are included on our property insurance, because JPIA employees are working from home and don't have immediate access to information. The attorney has sent a draft agreement for the cell phone reimbursement. It is ready if a Board Member wants to review it.

Tiffany has been working on the invoices for the Well #5 replacement PER. Some of the invoices were for repair work and will not be reimbursable under grant funding.

The motor in Well #4 burned up, and will cost about \$4,600 to have it rewound.

Bakersfield Well & Pump is currently working on the repair.

On March 13th there was a large leak on a pipeline where PVC was connected to a steel valve. The break was fixed but will need to be revisited at a later time to redo the connection.

a. Administrative Assistant's Report.

Everything pertaining to the SB 998 law has been completed, updated, and posted on the District website.

Tiffany Matte also reported she has changed settings and added a meeting password to Zoom to increase the security of the Board Meetings.

7. Ad Hoc Committee Reports:

Project Committee: Directors Neyman and Schoenberg had a phone conference with the attorney, Self-Help Enterprises, and Dee Jaspar, to go over the license agreement for the test well sites. They also went over the Gravity Survey Report, property appraisals, and Technical Assistance Agreement.

Motion: Move that we table #8. Accounts Payable and Financial Information until such time as our bookkeeper arrives.

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

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

9. Discussion/Vote on Purchasing Dirt and Road Base to Repair Roads.

GM Allison received a quote on purchasing dirt to repair roads. A truckload of 16 yards of dirt will cost \$720.00 plus tax. Multiple loads will decrease that total.

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GM Allison estimates it would take at least six loads to repair Elm Trail. He will also get a quote from Santana Plumbing to see what they would charge to repair the road with road base. They will have better equipment for the job as well. In order to spread out the cost, each month the trails with the most exposed pipes will be fixed, starting with Elm Trail. As the actual charges come in, the Board can reevaluate how much they are willing to spend.

Motion: Move that we authorize our Manager, Jonnie Allison, to make the needed repairs on Elm Trail, based on his comparison and estimate of what it would take to do it in-house, versus what it would take to have Santana contract to do the work with road base, and we can reevaluate that in the coming months.

Garcia/Schoenberg 4/0/1, Motion Passed.

Ayes: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

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

a. Discussion/Vote on Quotes for Property Appraisals for the Test Well Sites.

Two companies provided quotes for appraising the test well site properties. The first was a well known company in Bakersfield, that gave a quote for a little over \$12,000. The second was a national company that came in at just under \$11,000. Dee Jaspar recommended proceeding with the lower amount. The SEA property will most likely be a permanent easement, while the other two would be for purchase.

Motion: Move that we approve the appraisals by the second company that Dee referred us to, for three parcels.

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

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

b. Discussion/Vote on Geophysical Survey Report.

The report was provided to the Board at the last meeting. It was approved for use, and passed on to Nathan from SEA, so he could see the information. Dee Jaspar and Ken Schmidt will put together a written report that will summarize the results of the survey.

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c. Discussion/Vote on License Agreement for the Test Well Sites.

The ad hoc committee reviewed the license agreement with the attorney, and it was amended with the recommended changes.

The Board reviewed the document and noted one possible correction that may need to be made. The ad hoc will go over the final change with the attorney.

Motion: Move that we approve in principle, the license agreement with changes if made between the attorney and the ad hoc.

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

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

d. Discussion/Vote on Draft Technical Assistance Agreement with Self-Help Enterprises.

Dave Warner had explained to the ad hoc committee that the Technical Assistance Work Plan is running out of funds that are needed to cover some of the engineering costs. He is seeking Board approval on going to the State and asking for additional funding so that the District doesn't have to reach into the contingency funds of the Planning Project.

Motion: Move that we accept the draft of the Technical Assistance Agreement with Self-Help as their contribution to it.

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

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

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,829,965.89. The Revenue/Operating Account has \$262,375.20.

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$38,512.26.

The bank closed the District's USDA Payment Account, and Director Schoenberg worked on getting it reopened.

The Board had a question from the financials. In the category for the year-to-date bad debt expense, it shows an amount of \$92,000. Linda will research the financials and report back at the next meeting to explain where that amount came from.

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Motion: Move that we pay our bills.

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

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

9. Discussion/Vote on Purchasing Dirt and Road Base to Repair Roads. (Moved per adjustment of the agenda.)

10. Discussion/Vote on FP/LOW Consolidation Planning Project. (Moved per adjustment of the agenda.)

Motion: Move to table #11 until our Planning Meeting.

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

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

11. Discussion/Vote on Pipeline Replacement Project - Tabled.

a. Discussion/Update on Application for Technical Assistance Funds with Self-Help Enterprises.

b. Discussion/Vote on Estimates for Potholing and Mapping.

c. Discussion/Vote on Project Funding.

12. Discussion/Vote on Tenant Agreement.

This agreement was provided by the attorney. In the new SB 998 law, when an owner becomes past due on their water account, and the property becomes subject to disconnection, a tenant will be allowed to set up a new account. They will be required to provide proof they are a tenant, and sign this agreement. The Board noted an amendment to the title, and a typo.

Motion: Move that we accept the tenant agreement with the corrections added and any typos that we haven't caught yet.

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

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

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13. Discussion/Vote on Raising the Notice Posting Fee.

The Board posed the question to the attorney as to whether the District is able to raise the \$25 fee charged for posting a discontinuation notice at a residence. Tiffany read the attorney's email response out loud. Director Schoenberg will research her records and see if she can find out when and how that fee was established. This item will carry over to the next regular meeting in May.

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

Tiffany suggested two amendments to stay current with the California Governor's Executive Orders.

Motion: Move that we accept and go forward with the changes in response to the COVID-19 virus, with the amendments made by Tiffany, and that we carry on that policy and revisit it at our next regular meeting in May.
Schoenberg/Kelling 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

15. Discussion/Vote on Changes Needed in Response to the COVID-19 Virus.

Covered in the previous agenda item.

16. Review and Approve Meeting Minutes for 03/12/2020, 03/19/2020, 03/26/2020 Planning Meeting, and 03/26/2020 Special Meeting.

Motion: Move that we approve the minutes for Thursday, March 12, 2020, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.
Gipson/Schoenberg 4/0/1, Motion Passed.
Aye: Gipson, Kelling, Neyman, and Schoenberg.
Abstain: Garcia.

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Motion: Move that we approve the minutes for Thursday, March 19, 2020, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Gipson/Garcia 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

Motion: Move that we approve the Special Meeting minutes for Thursday, March 26, 2020, 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/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, March 26, 2020, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Gipson/Garcia 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

17. Discussion/Vote on Future Agenda Items.

Planning Meeting April 23, 2020.

- An agenda item to review the bad debt expense.
- Carry over the discussion/vote on the pipeline replacement project.

Regular Meeting May 14, 2020:

- Carry over the discussion/vote on road repairs.
- Carry over the discussion/vote on the notice posting fee.
- Carry over the discussion/vote on the District's response to COVID-19.

18. Adjournment.

Motion: Move that we adjourn

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

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

Meeting Adjourned: 8:07pm.

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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: Terry Kelling, Secretary

seal