

**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: 819 7562 0653      Meeting Password: 057837  
Frazier Park - Lake of the Woods Area Annexation  
**REGULAR PLANNING MEETING MINUTES FOR THURSDAY, JULY 23, 2020, 6:00PM**  
Schoenberg/Kelling 4/0/0 - Director Gipson Absent  
Minutes Approved on August 27, 2020

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

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

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 adjust and bring the financial business up, #10, #11, and #12, to the present position.**

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

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

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

**10. Accounts Payable and Financial Information.**

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was approximately \$15,000.00. Linda Sheldon reported that after the check run, the Revenue/Operating Account had \$179,190.17. Two additional checks were written to cover the cost of the modification to the front counter, and payment for the cataloging of District maps.

There was an invoice for Dive/Corr, Inc. for a repair to the hose bib on Wolfe Tank. A T-Mobile vehicle clipped it while driving by. The piece sticks out too far, and there is not much room since the new fence was put in. The spigot will be moved to the other side of the tank. Since there was partial fault on both sides, General Manager (GM) Jonnie Allison asked if the Board was willing to split the cost of the repair with T-Mobile. The Board agreed. A copy of the invoice will be sent to Infinity Communications so they can reimburse the FPPUD for their half of the repair.

The Board clarified that the invoice for Phonetics, Inc. / DBA Sensaphone, be recategorized from an office expense, to a distribution system expense.

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The JPIA annual invoice for property and auto insurance increased by \$500.

**Motion: Move that we pay our bills with the change to where expenses were categorized, and the bill back to T-Mobile.**

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

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

**11. Discussion/Vote on Proposed Budget for Fiscal Year July 2020 - June 2021.**

The ad hoc has been working on the budget, and met with Linda, GM Allison, and the auditors. At the same time, the District is also working on updating the Capital Improvement Plan (CIP). This will need to be finalized first since it directly relates to the budget.

Director Schoenberg has reached the limit set by resolution for the number of days per month a Director can serve, so she will resume her work on the budget beginning in August.

**12. Manager's Report.**

The plexiglass framing was installed in the front office as a barrier between the Billing Clerk and the public.

GM Allison reported there was a mainline leak today, and the new crew members worked hard and seem to be doing well.

The new fencing was put up at Magee tank, but taggers spray painted the fence and surrounding cement with anarchist slogans. It was reported to the local sheriffs.

Director Kelling mentioned that the local library was distributing PPE equipment to the local community. She will try and apply on behalf of the District.

**FP - LOW Area Annexation Planning Project - Discussion began at 6:24pm.**

**4. Discussion/Vote on FP/LOW Consolidation Planning Project.**

**a. Update on Conference Call Held July 16, 2020.**

Directors Neyman and Schoenberg attended the meeting as an ad hoc committee, along with representatives from the State, Self-Help Enterprises (SHE), and Dee Jaspar.

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Details of the call were covered in the minutes and summarized for the Board by Director Schoenberg.

**Motion: Move that we go to #7a.**

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

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

**7. Discussion/Vote on Pipeline Replacement Project.**

**a. Discussion/Vote on Potholing and Mapping.**

GM Allison received a quote from HPS on potholing and excavating the booster sites at Wolfe Tank. Another quote will be coming in soon from Lyle's construction. GM Allison would like the Board to approve moving forward with the lesser of the two quotes.

**Motion: Move that we have Jonnie contact the attorney and find out if this needs to be bid out to multiple bidders or not, and if not, I'd like to go ahead and have Jonnie pick between HPS and Lyle's Construction. So if the attorney says we need to bid out, then we can move forward with that, and if the attorney says we can pick between the two, then we can move forward with that. Wolfe tank should be done first, as an emergency.**

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

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

**4. Discussion/Vote on FP/LOW Consolidation Planning Project.**

**b. Discussion/Vote/Update on Test Wells.**

Dee wrote a letter to Emilie Wainright that should be delivered soon. He will call her to follow up on the letter. The license agreement for the Hikmat property was signed with an agreement to hold the property for three years. A hearing date has been scheduled for August 18th for the SEA property, which should allow access a few days later. Dee believes the plans and specs should go out on the street as soon as possible, so that 30 days after he can open the bids. The bids will need to be reviewed, and the Board can award the contract at a special meeting. Dee clarified that the contractors would be able to get the information they need to give a quote, from public areas near the site. They would not need to walk onto the properties. That will also be true for the appraisers.

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Dee will make a small change to the memorandum on his contract (agenda item 4f.) and let the appraisers know to move forward. Once a date has been scheduled, Dee will send letters to the landowners inviting them to attend.

**c. Discuss/Vote/Approve the Test Well Plans and Specifications.**

Director Schoenberg went over her questions and corrections for the plans and specs, which will be given to Dee in paper form. He will make the changes and return it to the Board for final review. This item will carry over to a special meeting scheduled for August 3rd.

**Motion: Move that we take a break for technical issues.**  
**Gipson/Kelling 5/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**  
**Meeting Break: 7:42pm. - 7:52pm.**

**d. Discussion/Vote on Proceeding with Advertisement for Bids.**

This item will carry over to a special meeting scheduled for August 3rd.

**e. Discussion/Vote on Proceeding with Environmental Work.**

The Board has approved moving forward with the environmental work on the three test well sites. This was contingent on contacting the attorney to see if there would be any issues because of the current litigation. The attorney did not see any problems since it would not require physical access to the site.

**Motion: Move that we have Self-Help Enterprises proceed with contracting the environmental work for the three test well sites.**  
**Schoenberg/Gipson 5/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

Dave will instruct the company doing the environmental work not to step onto the properties if possible. If they do need to, they need to confirm the District has received signed permission. There are State requirements that govern the environmental work as well, and those will be part of the process as the work moves forward.

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**f. Discussion/Vote on Memorandum to Contract with Dee Jaspar & Associates.**

The Board reviewed the memorandum. They asked Dee to add a sentence that shows this document is in reference to his contract for planning work with the District.

**g. Discussion/Vote on Appointing an Ad Hoc Committee for the RCAC Rate and Fee Study.**

The State is paying RCAC to do a rate and fee study for the District. An ad hoc committee will be needed to collect and provide information to the representative conducting the study. Since an asset list with depreciation is part of a rate study, the ad hoc reviewing that can be combined with this one.

**Motion: Move that we create an ad hoc committee to interact with the RCAC fee study and rate study, and that we would roll the two nominees of Director Neyman and Director Schoenberg that are already working on the capital improvement and assets, that we could roll it all into one and continue them as ad hoc members.**

**Garcia/Kelling 3/0/2, Motion Passed.**

**Aye: Garcia, Gipson, and Kelling.**

**Abstain: Neyman, and Schoenberg.**

**h. Discussion/Vote on State Intended Use Plan for Incentive Projects.**

For systems that are moving forward with consolidation, the State has introduced as part of their Intended Use Plan, the opportunity to get funding for additional projects as an incentive. If a district is consolidating with a disadvantaged community, they would get \$5,000 per service connection toward improving their own system. If they are taking in a severely disadvantaged community, they would get \$10,000 per connection. For Frazier Park, this would translate to between \$2.1 million to \$4.3 million, depending on the financial status of Lake of the Woods when the application is submitted. An application for the incentive project would be filed at the same time or after filing for the construction phase of the regional project.

**i. Discussion/Update on Claims and Payouts.**

Claim #4 was submitted, and documentation confirms the State received it on July 3rd.

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It is now in processing. The next claim will be submitted to the Board for approval in September.

**FP - LOW Area Annexation Planning Project - Discussion concluded at 8:13pm.**

**5. Discussion/Vote on Well #5 Emergency Replacement Project.**

**a. Update on USDA Grant/Loan Application.**

Al Correale from the USDA sent an email with some criteria and questions about the financials. The ad hoc committee has been meeting with Dee Jaspar and SHE to formulate answers to the questions, as well as creating a CIP spreadsheet to show where the money in reserve is being allocated. The District will be transferring \$19,000 per month from the Operating/Revenue Fund, into the Emergency Reserve Fund. The spreadsheet will be added to the PER as an appendix.

**b. Discussion/Vote on Claims and Payouts.**

There were no new claims for this project.

**6. Discussion/Vote/Update on Meter Replacement Project.**

There are no updates on the application. SHE will be having a call with the State next Thursday, and will ask for an update then.

**7. Discussion/Vote on Pipeline Replacement Project. (Moved per adjustment of the agenda.)**

**a. Discussion/Vote on Potholing and Mapping.**

**8. Discussion/Vote on Future Project Funding for Infrastructure.**

There were no updates on this item.

**9. Review and Approve State Update Meeting Minutes for 07/16/2020.**

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**Motion: Move that we approve the state update meeting minutes for 07/16/2020.**  
**Schoenberg/Gipson 5/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

**10. Accounts Payable and Financial Information.** (Moved per adjustment of the agenda.)

**11. Discussion/Vote on Proposed Budget for Fiscal Year July 2020 - June 2021.**  
(Moved per adjustment of the agenda.)

**12. Manager's Report.** (Moved per adjustment of the agenda.)

**13. Discussion/Vote on Future Agenda Items.**

Special Meeting August 3, 2020:

- Carry over approval of the test well plans & specs.
- Carry over approval of proceeding with advertisement for bids.

Regular Meeting August 13, 2020:

- Carry over approval of the proposed budget.

Regular Planning Meeting August 27, 2020.

**14. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:53pm.**

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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



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Attest: Terry Kelling, Secretary

seal