

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: 863 6711 5450 Meeting Password: 688950
REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 9, 2021, 6:00PM
Gipson/Kelling 4/0/0 - Director Neyman Absent
Minutes Approved on October 14, 2021

1. Call to Order: 6:03pm.

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: Jonnie Allison, Deborah Angel, and Tiffany Matte.

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

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

4. Report of Officers:

President: No report.

Vice-President: Director Neyman reported that the District opened two new bank accounts. One was for the Well/Meter Replacement Project, and the other for the Pipeline Replacement Project. He had each Director sign the signature card.

Secretary: No report.

Treasurer: Director Schoenberg reported she transferred \$100.00 from the Revenue/Operating account into each of the new accounts in order to open them. She also transferred the principal and interest payments for the USDA loans that are due in October from the Revenue/Operating Account into the USDA Payment Account. The transfers for the principal payments were: \$39,000.00 for Loan #6; \$20,000 for Loan #4; and \$5,000 for Loan #3. The transfers for the interest portion were: \$46,173.76 for Loan #6; \$34,000.00 for Loan #4; and \$13,406.26 for Loan #3.

Director Schoenberg also made the transfers for Claim #4, Claim #6, and Claim #7 from the Planning Account into the Revenue/Operating Account. She made transfers for the Wolfe Project Partial Payment #7 and Partial Payment #8 from the Capital Improvement Reserve into the Revenue/Operating Account. Finally, she transferred the payment for four Dee Jaspar & Associates (DJA) invoices related to the Wolfe project from the Capital Improvement Reserve into the Revenue/Operating Account.

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Additional monthly transfers will be set up for the USDA Replacement and Reserve Accounts, as well as the monthly transfer into the Emergency Reserve Fund. Director Schoenberg will be contacting the bank regarding an Analysis Service Fee charged to several of the District accounts. She has also been working with the new Bookkeeper on Accounts Payable and catching up on bank reconciliations.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison showed the Board pictures from the large water leak on East End. It took about 15 ½ hours to complete the repairs and there was one employee injured. Last month there were three main line repairs and 15 after hours call outs.

a. Administrative Assistant's Report.

The reports will be given under the related agenda items.

7. Ad Hoc Committee Reports:

Local Information Committee.

There was no longer interest in continuing with these meetings so the committee was dissolved.

a. Discussion/Vote on Dissolving the Local Information Ad Hoc Committee.

Motion: Move that we disband the Local Information Committee.

Neyman/Gipson 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Neyman.

Abstain: Kelling, and Schoenberg.

Project Committee.

The ad hoc will be attending the meeting with the State next week. The updates will be given under the agenda items.

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The ad hoc had an additional meeting with the State to discuss the \$9.8 million grant. The State Water Resources Control Board (SWRCB) was interested in administering that grant as opposed to the Department of Water Resources (DWR). The State will contract with Self-Help Enterprises (SHE) for Technical Assistance, and the Pipeline Project funding will be attached to the current Well/Meter Replacement project. The DWR agreed to hold that funding for a year just in case any issues arise with the SWRCB.

Financial Committee.

The committee met with the new Bookkeeper to cut checks for this meeting and to work on past reconciliations that were not completed.

David from RCAC will reach out to the committee next week about the Rate Study.

They will be working later on updates to the five year budget.

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

Bookkeeper Deborah Angel reported she cut 41 checks for a total of \$40,530.65, which were reviewed by the ad hoc committee for accuracy. The Revenue/Operating Account had a balance of \$128,292.59. Up to date reports were not available since some financial transactions have not been entered since June.

Motion: Move that we pay our bills.

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

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

New classifications have been added to the Chart of Accounts for Safety expenses and Field Support.

9. Discussion/Vote on the Book Asset Detail.

There was no update.

FP - LOW Area Annexation Planning Project - Discussion began at 6:31pm.

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

a. Discussion/Vote/Update on Test Wells.

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Dee Jaspar explained that the production well located at Test Well Site #1 will be drilled to a depth of 270 ft. They will use the casing hammer method for the first 100 ft., then the direct rotary method for the remaining depth. Dr. Ken Schmidt believes it will produce up to 1000 gallons per minute. The water quality looked good. The production well at Test Well Site #2 will be drilled to about 200 ft using the direct rotary method. Production would be limited to about 500 gallons per minute and showed good water quality.

b. Discussion/Vote on Amending the Project Timeline.

The ad hoc committee will talk to the State at the next update meeting before making any changes to the timeline.

c. Discussion/Vote on a New Budget Request.

Once the final billing on the Test Wells is calculated, the remaining balance will be transferred back into the budget line item for contingency.

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

Claim #10 will be on the agenda for approval at the next meeting. The check for Claim #8 was received from the State and deposited into the FP/LOW Planning Account.

e. Discussion/Vote on Possibly Purchasing SEA Property Before the Construction Agreement for a District Well.

The Board expressed interest in securing the SEA property and beginning work on the well before the construction portion of the project begins. That Construction phase may still be five years out. The first step would be to get an official appraisal on the property, which would be covered under the Planning phase, then begin negotiations. The License Agreement on the SEA property is good for five years, and the License Agreement on the Wainright-French property is only good for two years.

Motion: Move that we work on the letter to exercise our option to purchase that property or to get an easement on that property.

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

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

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The ad hoc committee will talk to Lawrence Sanchez to see if it is possible to use money from the Contingency to pay for the property.

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:14pm.

11. Discussion/Vote/Update on Frazier Park Public Utility District Meter Replacement Project and Emergency Well Supply Project.

a. Discussion/Vote on Amended Plans and Specifications for Well #7.

Based on the information from Test Well #1 and previous drilling logs, Dr. Schmidt recommended this well to be drilled down to 500 ft. using the direct rotary method. The Plans and Specifications have been updated and are ready to go out to bid.

Motion: Move that we accept the amended Plans and Specifications for Well #7 and that we direct Dee Jasper & Associates to go out to bid for Well #7.

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

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

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

This topic was covered in the previous discussion.

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

Curtis and the staff of DJA are working on the Plans and Specifications for the Meter Replacement Project now.

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

The project is not yet ready to go out to bid.

e. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

12. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Project Funding.

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The ad hoc committee will discuss the project funding with Lawrence Sanchez at the next State update meeting. It was proposed that this project be folded into the current Meter/Well Replacement Project. A Technical Assistance Agreement will be signed between the State and SHE to cover the cost of initial engineering and the potholing and mapping.

The District is still waiting on a letter from DWR to confirm funding.

b. Discussion/Vote on the Contract with Dee Jaspar & Associates.

c. Discussion/Vote on Potholing and Mapping.

These items will carry over to the next planning meeting.

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

a. Discussion/Vote/Approve the Bid for the Purchase of the Generators.

The District is currently accepting bids for the purchase of backup generators. Bidding will close at the end of September.

b. Discussion/Vote on the District Paying for the Purchase and Installation of the Generators if the Project Goes Beyond the Deadline.

This decision will be made after the bids are reviewed.

c. Discussion/Vote on Professional Engineering Cost Proposal: Phase Two and Three.

There was no update on this item.

d. Discussion/Vote on Engineering and Design.

There was no update on this item.

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

a. Discussion/Vote/Update on Project.

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This project has been completed. The Notice of Completion has been signed and will need to be recorded.

b. Discussion/Vote on Retention Payment.

This amount is still being calculated.

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

Tiffany Matte reported she submitted the program survey. There are two parts to this relief program. The first covers customer's past due water bills from March 2020 through June 2021, which came out to a total of about \$18,000.00. The second part covers the loss in revenue from water sales for the same time period. The District did not experience any revenue loss during that time so the FPPUD will not be applying for this funding.

16. Discussion/Vote on Possible Waterline Connection with Tejon-Castac Water District.

Dee Jaspar reached out to the Tejon-Castac Water District to see if they were still interested in connecting their water lines to the FPPUD system. They responded that they are still interested, but they have not contacted the District.

17. Discussion/Vote on Compensation for the General Manager for Work During After Hours Emergencies.

This item will be carried over to the next meeting.

18. Discussion/Vote on the End of Modified Services.

Tiffany explained that there have not been any changes to the current deadlines. The moratoriums on shut-offs for non-payment and in person Board Meetings are scheduled to end on September 30th.

19. Review and Approve Meeting Minutes for 08/12/2021 Regular Meeting, 08/19/2021 Special Meeting, and 08/26/2021 Planning Meeting.

After discussion with Tiffany, Director Schoenberg proposed that all corrections or amendments to the minutes be sent before the meeting.

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The minutes can then be approved with the provided changes. The Board agreed with the proposal.

Motion: Move that we approve the minutes for Thursday, August 12, 2021, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

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

Motion: Move that we accept the minutes for Thursday, August 19, 2021, 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/Kelling 5/0/0, Motion Passed.

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

Motion: Move that we approve the minutes for the planning meeting of Thursday, August 26, 2021, with previously submitted amendments, as well as the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

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

20. Discussion/Vote on Future Agenda Items.

Planning Meeting September 23, 2021:

- Carry over the discussion/vote on extending the project timeline
- Carry over the discussion/vote on purchasing the SEA property.
- Carry over the discussion/vote on the General Manager's compensation.

Regular Meeting October 14, 2021:

- Carry over the discussion/vote on approving the generator bids.

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21. Adjournment.

Motion: Move that we adjourn.

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

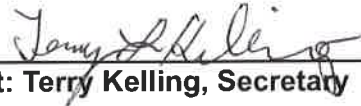
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

Meeting Adjourned: 7:54pm.

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