

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 4771 3665 Meeting Password: 337592
SPECIAL MEETING MINUTES FOR TUESDAY, NOVEMBER 24, 2020, 7:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on December 17, 2020

1. Call to Order: 7:08pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Kelling, Neyman and Schoenberg.

Absent: Gipson.

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 #10 - Review and Approve Meeting Minutes for 11/19/2020, and carry that over to our next regular meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

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

a. Update on State Grant Application.

Almost everything that Lawrence requested has been received and uploaded into the application. The only documents still needed are the Preliminary Engineering Report (PER), and the Plans and Specifications.

The Board discussed an issue with the environmental package for the replacement well. The site that was identified to the west of Well #5 for the drilling, lies on a separate parcel than the one identified in the Notice of Exemption (NOE). General Manager (GM) Jonnie Allison and Dee Jaspar were able to identify a location on the same parcel identified in the NOE, that would allow enough room for the well and the drilling equipment. Dee will consult with Dr. Ken Schmidt and confirm the best location.

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b. Discussion/Vote on Amended Well #5 Replacement PER.

The ad hoc committee went through the PER with Dee Jaspar and gave their corrections on the document. They also provided the financial figures that were needed to finalize it. The Board noted that the environmental documents and PER will need to be changed to reflect the specific type of exemption.

Linda Sheldon clarified that invoices for work completed in June 2020, that were received in the months following, will cause an adjustment on the totals that aren't reflected in the original balance sheet.

Motion: Move that we extend the meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting extended at 9:57pm.

Motion: Move that we accept the PER with all the amendments mentioned and that Dee is going to fix.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

c. Discussion/Vote on Plans and Specifications for Well #5 Replacement.

Curtis from Dee Jaspar & Associates has been working on the Plans & Specs, he will have them done by the end of the day on Wednesday.

d. Discussion/Vote on Contract with Dee Jaspar & Associates for the Combined Meter Replacement and Well #5 Replacement Projects.

The ad hoc committee reviewed the contract and went over their corrections with Dee Jaspar.

Motion: Move that we adopt the agreement of Dee Jaspar & Associates between client and consultant for the combined projects, with the amendments mentioned.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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e. Discussion/Vote on Claims and Payouts.

There were no claims for this meeting.

5. Discussion/Vote on Financial Information.

a. Discussion/Vote on USDA Loan Information.

Linda Sheldon provided some of these numbers during the discussion on the PER. She will send updated figures for the loans through 2025 so the PER can be finalized.

b. Discussion/Vote on Previous Balance Sheet.

Linda provided an explanation during the discussion on the PER.

c. Discussion/Vote on Proposed Budget Ending June 30, 2021.

While going over the five year budget projection, the ad hoc committee realized that the figures on the proposed budget ending June 30, 2021 were incorrect. The proposed budget accepted by the ad hoc committee was not the finalized document provided when the Board voted to approve the budget. The 2020 numbers are also not accurate yet because the auditors will make adjustments as they go through the financial statements. Director Schoenberg asked the Board for a vote of confidence for the ad hoc to amend the numbers so they can be provided to Lawrence Sanchez by the deadline. The ad hoc will use the numbers from the Profit & Loss Statement as of June 30, 2020 to correct the figures. The amended budget will be brought back before the Board at the next meeting for vote and approval. The budget has been temporarily removed from the District's website, and will be put back on when corrected.

Motion: Move that we give the current ad hoc budget committee permission to go ahead and reassess our budget with the pre-audit year to date ending in June 30, 2020, and re-look at the original budget beginning 2020 - 2021 so they can reassess what happened to our budget and submit it to Lawrence.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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d. Discussion/Vote on Five Year Budget Projection.

The five year projection will also need to be submitted to Lawrence with the amended figures from the 2021 proposed budget.

Motion: Move that we use our corrected budget and project that out for the next five years, and submit that to Lawrence.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

6. Discussion/Vote on Contract for a New Bookkeeper.

The Board spoke to one candidate at the last meeting. After some discussion, GM Allison will be exploring other options. He will look into two firms in Bakersfield that were suggested by the District's auditors.

7. Discussion/Vote on Quotes for a New Truck for the FPPUD.

No quotes were available for the meeting.

Motion: Move that we table Item #7 - Quotes for a New Truck, until our next regular meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

8. Discussion/Vote on Response from Kern County on Water Well Permit on Land Adjacent to the District.

The ad hoc committee and FPPUD staff were informed at the State meeting that the LaFoca's applied to the County and got permission to dig a well on their property. GM Allison spoke with a representative from the County, who explained that they could not find a reason to turn down the application. The permit allows for a well for one private residence only. Director Schoenberg expressed that she would like GM Allison to try and contact the LaFocas to let them know the District is willing to provide water for one residence. Discussion will carry over to the next meeting.

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9. Discussion/Vote on Contract with Kern County for Reimbursement of COVID Related Expenses under the CARES Act.

Tiffany Matte informed the Board that last Tuesday, the Kern County Board of Supervisors voted to extend CARES Act funds to Special Districts for reimbursement of COVID related expenses incurred from March 2020 through the end of the year. Districts will have until the middle of December to contract with the County and submit the reimbursement request. GM Allison and Tiffany estimate the District has about \$4,000 in eligible costs. The contract is currently being drafted, but the District won't have another meeting soon enough to approve it in a timely manner. The Board decided the best option is to approve the budget ad hoc committee to review the document, and if accepted, have it signed by the Board President.

Motion: Move that we, in concept, approve the contract for the CARES Act Relief for Special Districts, to be reviewed by the budget committee.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

10. Review and Approve State Update Meeting Minutes for 11/19/2020 - Tabled.

11. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 11:37pm.

At every special meeting, the legislative body shall provide the public with an opportunity to address the body on any item described in the notice before or during consideration of the item. (Brown Act Code Sec 54954.3(a)).



Tiffany Matte, Clerk of the Board



Attest: Terry Kelling, Secretary

seal