

FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
Teleconference Option Via: Zoom.com - Phone in +1 (408) 638-0968
Meeting ID: 865 0579 4440 Meeting Password: 789878
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 14, 2022, 6:00PM
Schoenberg/Neyman 4/0/1 - Garcia Abstain
Minutes Approved on May 12, 2022

1. Call to Order: 6:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Director Gipson was present as the chairperson.

Also present: Deborah Angel, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Item #15 until the next regular planning meeting due to one Director and the General Manager not being available.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

4. Report of Officers:

President: No report.

Vice-President: Director Schoenberg reported she and Director Neyman met with Tiffany and reviewed the transactions on the FP-LOW Planning Account and made all of the transfers needed.

Secretary: Absent.

Treasurer: No report.

JPIA Representative: No report.

5. Board Member Initiatives - None.

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6. Manager's Report.

GM Allison was not present at this meeting. He spoke with Director Schoenberg earlier and gave her updates that will be discussed under the agenda items. There is currently one member of the field crew working while the other is out on family leave.

a. Administrative Assistant's Report.

Tiffany Matte reported she finished the application process for the FPPUD to be a participating agency in the LIHWAP program. The District was approved. As soon as that program begins, customers would be able to apply for a one time payment of their past due water bills.

Tiffany also reported she has been working with Scott from BHK, providing him information for the 2021 audit.

7. Ad Hoc Committee Reports:

Project Committee.

Director Schoenberg reported she and Director Garcia met with the State last month and resolved the questions about awarding the bid for drilling Well #7.

Accounts Payable Committee.

Directors Kelling and Neyman met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

Book Asset Detail Committee.

This committee has met a few times and are in the process of scheduling another meeting. They have made the adjustments requested by the auditor to bring the list current for the 2021 audit. They are in the process of updating categories, and defining and classifying assets.

Budget Committee.

This committee will begin work on the new budget starting in May.

Treasurer Committee.

This committee will go over the payments and transfers needed for the USDA bonds and will then disband.

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The Board discussed that the interest payments on those loans will be withdrawn from the account the next day. The ad hoc committee got verbal approval from the rest of the Board to make the transfers needed for those payments.

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

Bookkeeper Deborah Angel reported that three checks were cut from the Meter/Well Account totaling \$20,075.25 for Claims #1 and #2. Nine checks were cut from the FP-LOW Planning Account totalling \$10,788.00 for Claims #12, #13, and #14. 38 checks were cut from the Revenue/Operating Account for a total of \$90,823.80. The checks were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

The Treasurer Committee will meet with Sherri from California Bank & Trust to review the account charges and make any necessary corrections.

Motion: Move that we pay our bills.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

9. Discussion/Vote on the District Financial Analysis, and the Prop 218 Public Hearing.

David Hossli from RCAC reviewed the Financial Analysis with the Board and answered questions about the study. The analysis stated the District would increase the base rate by 1% in 2022. Since the year already started, the increase can begin the next billing cycle following the public hearing, if there is not a majority protest.

The Board will approve the Notice of Public Hearing and the Resolution at the next regular meeting. The District will mail the notices on May 16th, hold a public information meeting on Saturday June 25th, and conduct the public hearing on July 7th.

State Funded Grant Projects - Discussion began at 7:40pm.

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

a. Discussion/Vote on Test Well Property Appraisals.

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

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- c. Discussion/Vote on District Sphere of Influence Map for the Annexation.
- d. Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.

Motion: Move that we table #a, #b, #c, and #d of Item #10.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

- e. Discussion/Vote on Claims and Payouts.

A draft of Claim #17 will be provided at the State Update Meeting, then voted on at the next regular meeting. Claims #15 and #16 were approved by the State.

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

- a. Discussion/Vote/Update on Drilling Well #7.

Dee Jaspar & Associates has approved the contract with Unified Field Services and is working through the insurance and bond documents. Dee Jaspar expects they will be ready to issue a notice to proceed in about three weeks.

- b. Discussion/Vote on the Letter and the Status of Requesting a Temporary Easement to Drill Well #7.

The appraisal for the temporary easement came out to \$190.00. The Board discussed offering a higher amount for the easement but will check with the District's council and with the State. Dee Jaspar provided a draft letter notifying SEA of the appraisal amount and requesting the temporary easement. The Board provided some amendments, and corrections to the letter for typos. The ad hoc committee will review and approve the changes before it is sent.

Motion: Move to approve this letter with the changes made and that we add in that we will offer them up to \$300.00 instead of the \$190.00 and that based on the attorney's approval and then the State ad hoc committee.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

The State decreased the budget on the meters in order to increase the budget amount for drilling Well #7. Dee will work on revising the budget for the meter portion of the project in the plans and specifications.

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

This part of the project is waiting on the completed plans and specifications.

e. Discussion/Vote/Update on the Budget Adjustment.

The State sent over the finalized budget for the Meter/Well Project. They adjusted the line item for planning and design so it now has \$94,000.00. The ad hoc committee will address their questions on the approved budget at the State Update Meeting.

f. Discussion/Vote on Claims and Payouts.

Oscar Cisneros will work on preparing Claim #3 for Board approval.

12. Discussion/Vote on Pipeline Replacement Project.

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

Carlos Bravo explained that he has received the approved work plan from the State. Part of the proposal sent by Dee was not submitted as part of the work plan. Carlos has a meeting on Tuesday with the State and he will address the issue with them.

b. Discussion/Vote on the Project Budget.

c. Discussion/Vote on the Draft Project Plans and Specifications.

d. Discussion/Vote on Potholing and Mapping.

e. Discussion/Vote on Project Application.

Motion: Move that we table #b, #c, #d, and #e until the next planning meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

State Funded Grant Projects - Discussion concluded at 8:31pm.

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13. Discussion/Vote/Update on Purchasing of the Generators.

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

The electrical engineer concluded that the generators proposed by PTS Rentals will have the wet stacking issue. DJA has written a letter to PTS Rentals asking how they will remedy the situation.

At the same time Curtis has been talking to Quinn Caterpillar about the possibility of using Tier 3 generators, or portable Tier 4 generators with load banks. Dee will have an update at the next meeting.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

14. Discussion/Vote/Update on the Nitrate Analyzer.

P&J Electric has received the nitrate analyzer. The District approved the check to pay for that earlier on the agenda.

15. Discussion/Review/Vote on the Employee Handbook - Tabled.

16. Discussion/Vote on General Manager Leadership Summit Through CSDA.

General Manager (GM) Jonnie Allison asked that this be put on the agenda for Board approval. He felt that there would be information that would benefit the District.

Motion: Move that we tentatively approve our General Manager to participate in this leadership summit in June with the caveat that if he has family medical concerns, that he skip it.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

17. Discussion/Vote on Equipment and Solutions for Hybrid Meetings.

Now that the District is conducting hybrid meetings, the audio/visual equipment will need to be upgraded. Tiffany provided the Board with quotes from Zoom for purchasing equipment, as well as quotes for leasing equipment.

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The Board expressed interest in leasing the equipment, and directed Tiffany to get more information on that program. This item will carry over to the next regular meeting in May.

Motion: Move that we extend the meeting to finish business.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

- 18. Review and Approve Meeting Minutes for 03/10/2022 Regular Meeting, 03/17/2022 State Update Meeting, and 03/24/2022 Regular State Planning and Project Meeting.**

Motion: Move that we approve the Regular Meeting Minutes for Thursday, 3/10/2022 with any of the amendments that were sent to Tiffany previous to the 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 3/0/1, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Absent: Garcia.

Motion: Move that we approve the State Update Meeting Minutes for Thursday, 3/17/2022 with any of the amendments that were sent to Tiffany previous to the 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the Regular State Planning and Project Meeting Minutes for Thursday, 3/24/2022 with any of the amendments that were sent to Tiffany previous to the 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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19. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting April 28, 2022.

- An agenda item to approve the Prop 218 notice and resolution.
- An agenda item to review the Grand Jury report.

Regular Meeting May 12, 2022.

- An agenda item to discuss leasing audio/video equipment from Zoom.

20. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 9:07pm.

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