

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: 898 9587 9759 Meeting Password: 760900
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, DECEMBER 17, 2020,
6:00PM
Schoenberg/Garcia 4/0/1 - Director Gipson Abstain
Minutes Approved on January 14, 2021

1. Call to Order: 6:01pm.

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 #6 and Item #10.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

FP - LOW Area Annexation Planning Project - Discussion began at 6:04pm.

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

a. Discussion/Vote/Update on Test Wells.

All three license agreements have been signed and completed. Lawrence Sanchez requested the meeting minutes that show the FPPUD awarded the drilling contract to Johnson Drilling. Tiffany Matte sent him that information. Lawrence sent an email stating he reviewed the minutes and approves of the contract award.

During the ad hoc meeting with the State, Lawrence verbally approved adjusting the planning budget. Since the District decided not to drill a third test well, there was extra money to cover the budget shortages in the line items for engineering design (\$2,534) and labor compliance (\$40). Dave Warner suggested that the Board officially approve that budget change.

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Motion: Move that we move those funds [the budget shortages*] that we just talked about (the \$2,534 and \$40) out of the budgeted State Planning Test Well License Funds of \$30,000.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Self-Help Enterprises (SHE) sent a check for \$7,205.19 to Dee Jaspar & Associates (DJA) for the engineering charges paid out of Technical Assistance Funds. Since the FPPUD has already paid that amount, DJA will be sending a check to reimburse the District. That check will be deposited into the Planning Account, then transferred into the Revenue/Operating Account.

b. Discussion/Vote on Engineering Planning Contract Amendment.

Dee Jaspar identified administration costs not covered in the original planning contract. He is asking the State to add a line item to the budget to cover those costs. He originally asked for \$80,000, but will amend that number by removing expenditures covered in other areas of the budget. He will present the request again next month.

c. Discussion/Vote/Review of State Planning Budget and Adjustments if Needed.

This topic was covered under Item #4a.

d. Discussion/Vote on District Sphere of Influence Map for the Annexation.

Dave Warner sent an email to LAFCo to discuss the status of the application for annexation.

e. Discussion/Vote/Update on Claim #6 and Other Claims and Payouts.

Tiffany Matte sent Dee Jaspar the invoices that need to be corrected in order to finish Claim #6. The ad hoc committee met to go over Young Wooldridge (YW) and DJA invoices to separate the charges by project, and ensure everything was accurate. Due to the fact that claims are submitted quarterly, many of the YW invoices are past due. The District will cut those checks at the next meeting, and be reimbursed by the State when the check comes in for Claim #6.

*** Motion amended for clarity.**

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FP - LOW Area Annexation Planning Project - Discussion concluded at 6:25pm.

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

a. Update on State Grant Application.

The State has been provided all of the documentation needed for the application. They did have a new request pertaining to the environmental documents.

b. Discussion/Vote on Notices of Exemption (NOEs) and Environmental Documents.

Initially, the meter and well replacements began as separate projects with separate environmental packages and Notices of Exemption (NOEs). After review, the State's environmental staff requested the District file one environmental package that covers both projects, in order to comply with CEQA law. The new NOE may also have an additional parcel added for the placement of Well #5. SHE will meet with Tom Dodson on Monday to ask questions on how to file the new documents.

c. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

6. Discussion/Vote/Update on Pipeline Replacement Project - Tabled.

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

GM Allison explained that repairs are going well and he is happy with the work by Unified Field Services. They poured the temporary pad for the booster, and are working on how to shut down lines for the tie-ins.

Director Schoenberg requested the invoices that have been paid for work on the Wolfe project, so she can make the appropriate transfers to the Revenue/Operating Fund that cover those costs.

8. Review and Approve State Update Meeting Minutes for 12/17/2020.

The minutes were not prepared since the State meeting occurred this morning. The ad hoc committee reviewed their notes to fill in the rest of the Board.

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9. Discussion/Vote on Modifying the District's Sphere of Influence.

The Board requested that Dee Jaspar provide a quote on modifying the Sphere of Influence map both for the District's own purposes, and for the Regional Project.

10. Discussion/Vote on Amending the District's MSR - Tabled.

Motion: Move that we move #15 to the current agenda item.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

15. Discussion/Vote on a Contract for a New Bookkeeper. (Moved per adjustment of the agenda.)

The Board asked the candidate for the bookkeeper position some questions, and clarified expectations and compensation.

Motion: Move that we hire Linda Wilke and her firm for our bookkeeping needs.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

No checks were cut for this meeting. Linda Sheldon will complete the Worker's Compensation report that is needed. Director Schoenberg will be making the transfers needed in order to pay the YW and DJA invoices at the next regular meeting.

12. Discussion/Vote on Book Asset Detail.

The ad hoc committee still needs to set up a meeting with the accountant. They will work with Linda Sheldon and the new bookkeeper to go over their changes.

13. Discussion/Vote on COVID-19 Reimbursement Request and Certification.

On Monday, Kern County sent the reimbursement and certification forms that needed to be signed by the Board President. The next day they clarified that the deadline was 5pm Thursday, so it needed to be completed before the Board meeting.

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Director Garcia signed the certification and Tiffany submitted the required paperwork. Copies of the form, as well as the spreadsheet that showed COVID expenses, were provided to the Board.

Motion: Move that we (after the fact) confirm that we are in approval of the COVID-19 Special District Reimbursement that Tiffany has been working on with the County.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

14. Manager's Report.

The Board has been interested in solar power/battery backup for the various District Sites. GM Allison found a company that provides this service for large companies and businesses. The company is paid through a reimbursement from Southern California Edison. GM Allison is gathering specifications on the sites for the company, then they will provide a proposal.

At the dealership, GM Allison was told there was a 10-12 week lead time before a truck purchase could be finalized. While that time passes, he will look at getting quotes from other dealerships.

Due to the increase in COVID-19 cases, the Board asked GM Allison to reiterate to the crew the need to social distance, and wear a mask when indoors or when in close proximity to others.

15. Discussion/Vote on a Contract for a New Bookkeeper. (Moved per adjustment of the agenda.)

16. Review and Approve Meeting Minutes for 11/12/2020, 11/19/2020 State Ad Hoc Meeting, 11/19/2020 Planning Meeting, and 11/24/2020.

Motion: Move that we approve the minutes for Thursday, November 12, 2020 with the amendments mentioned, and 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/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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Motion: Move that we approve the State Update Meeting minutes for Thursday, November 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.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Motion: Move that we approve the Regular Planning Meeting minutes for Thursday, November 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.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Motion: Move that we approve the Special Meeting minutes for Tuesday, November 24, 2020 with the amendments mentioned, and 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/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

17. Discussion/Vote on Future Agenda Items.

Regular Meeting January 14, 2021:

- Carry over the discussion/vote on Claim #6.
- An agenda item for swearing in the elected/appointed Board Members.
- An agenda item for rotating Board positions.

Regular Planning Meeting January 28, 2021:

- Carry over the engineering planning contract amendment.
- Carry over amending the MSR.

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18. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 7:41pm.

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