

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 5650 2209 Meeting Password: 856558
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, JANUARY 28, 2021, 6:00PM
Kelling/Gipson 5/0/0
Minutes Approved on February 11, 2021

1. Call to Order: 6:00pm.

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, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Self-Help Enterprises (SHE) sent an email explaining that they have Pandemic Relief Funding available to help customers who are behind on their utility bills. This money is available on a first come, first serve basis.

The Board discussed adding this item to the agenda per the Brown Act, Gov't Code Section (54954.2) "Upon determination...that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted".

Motion: Move that we add the Self-Help Enterprises' Pandemic Relief Fund information, discussion, and vote to "New Business", right before Item #13 - Manager's Report. This item needed to be added to the agenda due to the nature that it needs to be voted on immediately due to the time element.

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

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

3. Public Comments - None. Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and three members 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.

Dave Warner informed the Board that the State needs to be provided a copy of the contract between the District and Johnson Drilling.

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Dee Jaspar will provide a copy of the Notice of Award and signed contract.

b. Discussion/Vote on Engineering Planning Contract Amendment.

The Planning Funding Agreement was amended adding a budget line item for additional engineering administration work for the test wells. Dee will draw up a contract amendment and submit it to the Board for approval at the next meeting.

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

The budget adjustments were approved by Lawrence Sanchez.

d. Discussion/Vote on Letter of Support for Lake of the Woods Waterline Project.

Director Schoenberg provided the Board a draft letter expressing support for the Lake of the Woods Waterline Project, as requested by Lawrence Sanchez. The letter was reviewed, and amendments were noted for a spelling error, and to add the address for the State.

Motion: Move that we approve the Letter of Support for the Lake of the Woods Waterline Project for approval, with the change to the spelling of Lawrence's name, and the address.

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

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

e. Discussion/Vote/Update on the LAFCo Annexation.

Bravish Mallavarapu from Stanley Hoffman Associates, Inc. provided information to the ad hoc committee, as well as a quote on updating the MSR both for the Regional Project and the current FPPUD boundaries. The proposal is for \$24,220.00. The ad hoc will be scheduling a conference call with Bravish to clarify the work that needs to be done so that the quote can be amended if needed.

Dee spoke to LAFCo to see what he would need to include in the map in order to amend the District's Sphere of Influence (SOI). Dee recommended a meeting with the ad hoc committee to go over the maps and finalize where the boundary will be set. The map can then be sent to Bravish for his work on the MSR.

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f. Discussion/Vote on District Sphere of Influence for the Annexation: Data Collection; and Mapping.

Covered under Item #4e.

g. Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.

Covered under Item #4e.

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

Claim #6 was submitted to the State and is under review.

FP - LOW Area Annexation Planning Project - Discussion concluded at 6:42pm.

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

a. Update on State Grant Application.

The application is currently contingent on the environmental package. Dee provided a memorandum to address the cost of the meters, as requested by Larwance Sanchez. The District has 1269 residential meters, which will be paid for out of State funds. The District would be responsible for the remaining 24 business meters. The total cost estimate came to \$2,553,00.00. Before the memorandum is sent to the State, it will be amended to spell out the dollar amount that will be covered by the FPPUD, and updated to reflect prevailing wage as of January 2021.

b. Discussion/Vote on Notice of Exemption (NOE) and Environmental Documents.

A draft of the NOE was provided to the Board with the correct project name, and an expanded explanation as to why the project is exempt.

Motion: Move that we pass, sign, and file this Notice of Exemption.

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

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

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c. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

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

No update.

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

The new booster was provided by Farm Pump and is ready to be installed. Even though it has been weatherized, the booster on site froze from the cold temperatures. The crew was able to thaw it out with torches with no damage to the booster housing. GM Allison will get together with Curtis from Dee Jaspar & Associates (DJA), and Unified Field Services, to schedule the shutdown of water, and tie-in for the new piping. Tiffany Matte reported that she put together a spreadsheet of the invoices and payment requests for this project, as requested by the Board. She discovered an older invoice that may not have been paid. An email was sent to DJA and to Linda Sheldon to verify payment. If the invoice has not been paid, it will be included in the check run for the next meeting.

8. Review and Approve State Update Meeting Minutes for 01/21/2021.

Motion: Move that we approve the State Update Meeting minutes for Thursday, January 21, 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.

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

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

9. Discussion/Vote on Modifying the District's Sphere of Influence: Data Collection; and Mapping.

Covered under Item #4e.

10. Discussion/Vote on Amending the District's MSR: Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.

Covered under Item #4e.

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

Linda Sheldon and Linda Wilke will get together before the next meeting for training.

12. Discussion/Vote on Book Asset Detail.

Director Schoenberg will continue to work on the document, but will send what she has so it can be reviewed by David from RCAC.

New Agenda Item. Discussion/Vote on SHE Pandemic Relief Funds.

SHE has about \$100,000 left in their Pandemic Relief Funds to help those who have been affected financially by COVID-19. The District has an opportunity to apply on behalf of customers who are past due on their water account. SHE can help the FPPUD fill out the application, but they would need to be sent a list of past due accounts. If approved, residential connections could be eligible for up to \$500 each for unpaid bills. Dave Warner explained that there is no guarantee the District would be approved, but it's worth the time to put in the application.

Motion: Move that we approve the Self-Help Enterprises' Pandemic Relief Funds to help our backlogged constituents, to bring some of them up to date.

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

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

13. Manager's Report.

On a previous leak, GM Allison called out a hydrovac truck in order to excavate safely around the numerous gas lines at that location. The company came out and did the work without the FPPUD having an account. They are now asking the District to fill out a credit application so they can send out a bill. The Board had no objection to GM Allison opening the new account.

14. Discussion/Vote on Future Agenda Items.

Regular Meeting February 11, 2021:

- Carry over the discussion/vote on the engineering contract amendment.
- An agenda item for 700 forms.
- An agenda item to discuss continuing the employee hotline.

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Regular Planning Meeting February 25, 2021.

15. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 7:34pm.

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