

**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: 848 3684 7104      Meeting Password: 483387**  
**Frazier Park - Lake of the Woods Area Annexation**  
**REGULAR PLANNING MEETING MINUTES FOR THURSDAY, MAY 28, 2020, 6:00PM**  
Gipson/Kelling 3/0/1 - Director Garcia absent, Director Schoenberg abstain  
Minutes Approved on June 11, 2020

**1. Call to Order: 6:22pm.**

**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, Linda Sheldon, Kassandra Zeno and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we table #9 until the meeting in July.**

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

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

**3. Public Comments - None.** Present: Dave Warner, Oscar Cisneros, Dee Jaspar, and two members of the public.

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

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

**a. Update on Conference Call Held May 21, 2020.**

Directors Neyman and Schoenberg attended the meeting as an ad hoc committee, along with representatives from the State, Self-Help Enterprises (SHE), and Dee Jaspar.

Details of the call were covered in the minutes and summarized for the Board by Director Neyman.

**b. Discussion/Vote/Update on Test Wells.**

Dee Jaspar and General Manager (GM) Jonnie Allison received an email from Nathan from SEA, saying he has been working through the details of the license agreement with the potential buyers.

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He believes they should be able to have the agreement signed in about a week to ten days. GM Allison will be sending drafts of the agreement to the owners of the other two test well sites on Monday.

Dee produced a draft bid package with specifications for drilling the three test wells. The District and the attorney will review it and submit any changes they have. Once the bid package is approved, and the license agreements have been signed, the project can go out to bid.

**c. Discussion/Vote on Application for New Connection Fee and Rate Review Study.**

Dave has filled out an application to be filed with the State, for funding to have RCAC do a study of the District's current fees. As soon as he has Board approval, it will be sent out.

**Motion: Move that we send out that application with the possibility of amendments for typos.**

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

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

**d. Discussion/Update on Project Participation - Lake of the Woods Mobile Village.**

There was no update. The District will be in contact with the State to see if they have any maps of the park's water system.

**e. Update on Claims and Payouts.**

Next month Dave, will submit Claim #4 for work completed in the months of March, April, and May.

**FP - LOW Area Annexation Planning Project - Discussion concluded at 6:45pm.**

**5. Discussion/Vote on Well 5 Emergency Replacement Project.**

**a. Update on USDA Grant/Loan Application.**

Oscar Cisneros reported that he should have the application ready to be signed on Monday. He will be in contact with AI from the USDA, to get clarification on the financial portion of the application.

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Director Schoenberg also wanted to clarify that although the District has money put aside for emergency repairs, it should continue to be kept in reserve to cover any other emergency expenditures that should arise.

**b. Discussion/Vote on Claims and Payouts.**

There were no new claims yet for this project. Dave Warner asked for documentation showing money already spent, so it could be entered into the USDA application.

**6. Discussion/Vote on Meter Replacement Project.**

The application was submitted but SHE hasn't heard anything back yet. They will touch base with Lawrence Sanchez to see if he has any updates.

**7. Discussion/Vote on Pipeline Replacement Project.**

**a. Discussion/Vote on Potholing and Mapping.**

Dee Jaspar suggested an experiment to see how successful they can be in locating the steel pipes. He would like to prepare a budget for a week of work with his firm's college intern. He estimates it would cost about \$500 a day for five days. He would utilize the leak map prepared by GM Allison to find a place to start where the pipes are the worst. During this week the Frazier Park crew and GM would learn the operation and capabilities of the pipeline locator, while Dee can calculate how much pipe could be located per day, on average. A new request for TA funds could be submitted, but it would take several months to approve, and the intern is only available during the summer.

**Motion: Move that we allocate the \$2,500 to finance the study of locating pipe, and what it's going to take to extrapolate into an amount that we can apply for funds for, to be taken out of the Pipeline Fund.**

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

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

**b. Discussion/Vote on Project Funding.**

The scope of the project is still unknown. More information will be available after the initial locating work is done.

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**8. Review and Approve State Update Meeting Minutes for 05/21/2020.**

**Motion: Move that we approve the state update meeting minutes for May 21, 2020, 10:00am, with the amendments that I mentioned.**

**Schoenberg/Gipson 5/0/0, Motion Passed.**

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

**9. Discussion/Vote on Hazard Pay for Employees during COVID-19. (Tabled per adjustment of the agenda.)**

**10. Accounts Payable and Financial Information.**

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$20,077.53. Linda Sheldon reported that after the initial check run, the Revenue/Operating Account had \$192,821.83. Afterward, two additional checks were cut. The first was for \$1,600 to replace a voided check, and the other was \$1,000 to the USPS to cover mailings.

After reviewing an invoice for the purchase of pipe and clamps for inventory, Director Neyman asked for the District to track the stock of clamps as they are used for repairs. GM Allison clarified that clamps used are listed on the repair orders, but he will reiterate to the crew the need to continue to do this.

**Motion: Move that we pay our bills.**

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

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

**11. Manager's Report.**

GM Allison explained that about two years ago, while doing comparisons on meter brands for the replacement project, four different meters were installed in his own side yard. Instead of reading the usage, the crew estimated his main meter. Recently, he discovered that his water meter was still being estimated. To correct this, GM Allison went back 23 months in his audit, and calculated \$238 in unpaid usage. He paid \$240 on his account, and the meter will be read moving forward. All meters that are estimated will be reviewed monthly to prevent any new issues.

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**12. Discussion/Vote on Replacing Mainline on Manita Trail.**

**Motion: Move that we table this.**

**Gipson/Garcia 5/0/0, Motion Passed.**

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

**13. Review and Approve Meeting Minutes for 04/23/2020.**

**Motion: Move that we approve the minutes for the regular planning meeting for Thursday, April 23, 2020, with the amendments given, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

**Kelling/Garcia 4/0/1, Motion Passed.**

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

**Abstain: Gipson.**

**14. Discussion/Vote on Future Agenda Items.**

Regular Meeting June 11, 2020.

Regular Planning Meeting June 25, 2020.

**15. Adjournment.**

**Motion: Move that we adjourn.**

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

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

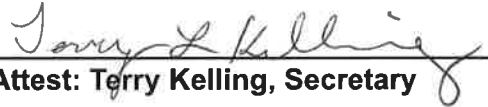
**Meeting Adjourned: 7:33pm.**

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**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**

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