

**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: 858 4617 7645 Meeting Password: 620114  
State Planning & Project Meeting  
**REGULAR MEETING MINUTES FOR THURSDAY, MARCH 24, 2022, 6:00PM**  
Schoenberg/Neyman 4/0/0 - Director Garcia Absent  
Minutes Approved on April 14, 2022

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

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

Director Gipson was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel and Tiffany Matte.

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

**Motion: Move that we move #6 up to 3.1, and that we immediately follow that with #8 and #10.**

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

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

**3. Public Comments - None. Present: Carlos Bravo, Oscar Cisneros, Dee Jaspar, Scott Westall, and three members of the public.**

**6. Discussion/Vote on the Audit / Book Asset Detail / Budget with BHK. (Moved per adjustment of the agenda.)**

**a. Discussion/Vote on Assets Versus 179 Expenses.**

Scott Westall explained that the District does not need to identify 179 expenses because that category is an IRS designation for filing taxes. The FPPUD does not need to file taxes since it is a government agency. The Board can determine what would be considered an asset and what would be a day-to-day expense.

**b. Discussion/Vote on Setting an Amount to be Considered an Asset.**

The Board discussed with the auditor a threshold for when a purchase is tracked as an asset, and agreed to \$1,000.00.

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**Motion: Move that we set the limit to \$1,000.00 for considering something an asset rather than a day-to-day use disposable item.**

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

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

**c. Discussion/Vote on Proposed Categories.**

Director Schoenberg read off categories for items that would be added to the Book Asset Detail. These categories were:

- General Plant
- Land & Land Rights
- Office Building
- Other Property
- Source of Supply/Supply Storage/Pumping
- Transmission & Distribution
- Electrical, Telemetry, SCADA, Etc
- Utility Plant
- Vehicles
- Special Tools

**d. Discussion/Vote on Hiding/Removing Items that are Fully Depreciated.**

The current asset detail includes items that cannot be identified and items that have fully depreciated. Scott explained that the Board could remove items that didn't make sense, as well as leave other items that have fully depreciated to keep track of them for replacement or benefit of use.

**e. Discussion/Vote on Assets Not Added in the Year Purchased.**

The Board asked Scott Westall how they would go about adding items to the asset list that weren't previously added in the year they were purchased. Scott explained that the Board can send him a list and they could go through each item individually and decide how it will be addressed.

**f. Discussion/Vote on Future Needs for the Audit.**

The ad hoc committee will meet with the Bookkeeper and finalize changes. Those will be sent to Scott so he can finalize the 2021 audit.

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**Motion: Move that we allow Scott to remove anything that is under \$1,000.00 and we will re-categorize and send him an email with the new categories.**

**Kelling/Garcia 3/0/2, Motion Passed.**

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

**Abstain: Neyman and Schoenberg.**

**State Funded Grant Projects - Discussion began at 6:53pm.**

- 8. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.** (Moved per adjustment of the agenda.)

**a. Discussion/Vote on Test Well Property Appraisals.**

The District is holding off on the property appraisals until the temporary easement to drill Well #7 is acquired.

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

**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 items #b, #c, and #d until we are able to move forward on #9's appraisal and get moving on that.**

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

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

**e. Discussion/Vote on Claim #16 and Other Claims and Payouts.**

**Claim #16 - \$1,510.10.**

Board and Staff Administration Costs - \$514.60.

**Dee Jaspar & Associates Invoices for February 2022 - \$612.00.**

Invoice #22-02015, dated 02/28/2022, in the amount of \$306.00.

Invoice #22-02060, dated 02/28/2022, in the amount of \$306.00.

**Young Wooldridge Invoices for February 2022 - \$383.50.**

Invoice #86420, dated 02/28/2022, in the amount of \$383.50.

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**Motion: Move that we approve Claim #16 in the amount of \$1,510.10.**

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

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

**10. Discussion/Vote on Pipeline Replacement Project.** (Moved per adjustment of the agenda.)

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

Self-Help Enterprises (SHE) received the executed Work Plan on March 23rd. Carlos will work on getting signatures on the amendment to SHE's contract with Dee Jasper & Associates. Once it is signed then Dee can begin work on that project.

**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 our next regular meeting.**

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

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

**State Funded Grant Projects - Discussion paused at 7:06pm.**

**4. Ad Hoc Committee Reports:**

**Project Committee.**

Directors Garcia and Schoenberg attended the State Update Meeting and will give updates under the corresponding agenda items.

**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.**

Discussion was covered under Item #6. Director Schoenberg met with the Bookkeeper to go over what was needed for the asset detail. She will meet again with Director Neyman and the Bookkeeper on March 31st to put together the information needed for the auditors.

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**Treasurer Committee.**

Director Schoenberg has been working with Tiffany Matte to put together a list of the transfers needed to reconcile the FP-LOW Planning Account. The ad hoc will meet with Tiffany on March 31st to go over the transfers.

**Accounts Receivable Committee.**

This committee was disbanded.

**5. Discussion/Vote on Accounts Payable and Financial Information.**

Deborah Angel reported that eight checks were cut out of the Revenue/Operating Account for a total of \$2,738.56. The checks were reviewed by the Board for accuracy. There were no items over \$3,000.00.

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

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

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

**6. Discussion/Vote on the Audit / Book Asset Detail / Budget with BHK.** (Moved per adjustment of the agenda.)

**7. Discussion/Vote on Sample Prop 218 Notice.**

The Board was provided with a sample Prop 218 Notice that was sent by David Hossli. The Board noted a few amendments for typos. This item will carry over until there is more information available on the rate study.

**State Funded Grant Projects - Discussion resumed at 7:23pm.**

**8. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.** (Moved per adjustment of the agenda.)

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

**a. Discussion/Vote/Update on the Bid Award for Well #7.**

Dee Jaspar explained to the Board that the District had 60 days to award the bid after receiving the proposals. That puts the deadline at April 11th.

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He explained the importance of not letting the bids lapse because there has already been significant increases in prices since the bid submissions.

Dee explained that normally the State would have to give written approval before a bid is awarded, but because of the urgency, and the fact that the District already has the funding agreement in place, it would be safe to award the bid. Since the Board was hesitant to award the bid without first speaking with the State, the ad hoc scheduled a phone conference for March 25th. They will then hold a special meeting on April 5th to vote on awarding the bid.

**b. Discussion/Vote on Site Access Through SEA Property.**

The appraisal for the temporary easement will come in on Monday or Tuesday. Once that is in hand the negotiations can begin with SEA.

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

DJA plans to have the plans and specs completed by the middle of April.

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

**e. Discussion/Vote on a New Budget Adjustment.**

**Motion: Move that we table #d, #e until our special meeting scheduled for April 5th.**

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

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

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

Tiffany reported that the District received the reimbursement check from the State for Claim #2.

**10. Discussion/Vote on Pipeline Replacement Project. (Moved per adjustment of the agenda.)**

**State Funded Grant Projects - Discussion concluded at 7:23pm.**

**11. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant.**

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**a. Discussion/Vote/Update on the Purchase of the Generators.**

Curtis Skaggs has been working with PTS Rentals and the electrical engineer Joe Prevendar. P&J Electric conducted some tests on the booster sites and sent that information to Curtis and Joe so they can determine if the generators will power what is needed without wet stacking.

**b. Discussion/Vote on Engineering and Design.**

There was no update on this item.

**12. Discussion/Vote on Installing the Nitrate Analyzer.**

P&J Electric has received the nitrate analyzer. They are getting the final technical information together so it can be installed.

**13. Discussion/Review/Vote on the Employee Handbook.**

**Motion: Move that we table #13. Discussion/Review/Vote on the Employee Handbook until the next regular meeting.**

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

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

**Abstain: Schoenberg.**

**14. Discussion/Vote on Modified Services in Response to COVID-19.**

Since it is still not known what executive orders will expire on March 31, 2022, the Board decided to leave everything as is and discuss it again at the next meeting.

**Motion: Move that we leave everything as is until the next regular meeting.**

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

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

**15. Discussion/Vote on Resolution FP-20220324-01: Renewing Use of Remote Teleconference Meetings Under AB 361.**

Tiffany explained that she prepared the resolution for remote meetings in April, but it is still not clear whether or not the Board will be required to meet in person. She will contact the attorney for clarification.

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**Motion: Move that we adopt Resolution FP-20220324-01: Renewing Use of Remote Teleconference Meetings Under AB 361 with the understanding that if the State changes its emergency ruling, that that would supersede our votes and with the understanding that if our attorney says that it is not something that we can do legally, that would supersede our vote.**

**Schoenberg/Garcia 3/0/2, Motion Passed.**

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

**Abstain: Kelling and Neyman.**

- 16. Review and Approve Meeting Minutes for 02/10/2022 Regular Meeting, 02/17/2022 State Update Meeting, and 02/24/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, February 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/Kelling 3/0/2, Motion Passed.**

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

**Abstain: Garcia and Neyman.**

**Motion: Move that we approve the Thursday, February 17, 2022 State Update Meeting Minutes 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/Kelling 4/0/1, Motion Passed.**

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

**Abstain: Garcia.**

**Motion: Move that we approve the February 24, 2022 Thursday Regular State Planning and Project Meeting Minutes 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/Kelling 4/0/1, Motion Passed.**

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

**Abstain: Neyman.**



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

Special Meeting April 5, 2022.

Regular Meeting April 14, 2022.

Regular State Planning & Project Meeting April 28, 2022.

**18. Adjournment.**

**Motion: Move that we adjourn.**


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

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

**Meeting Adjourned: 8:15pm.**

**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

  
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Attest: Gerald Garcia, Secretary

seal