

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, APRIL 26, 2018
6:00 P.M.
Gipson/Garcia 4/0/1 - Director Neyman Abstain
Minutes Approved on May 10, 2018

1) Call to Order: 6:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, and Schoenberg. Director Neyman absent. Director Kelling present as the chairperson.
Also present: Jonnie Allison, Tiffany Matte and Linda Sheldon.

2) Discussion/Vote/Adjust Agenda if Necessary - No Change.

3) Public Comments - None. Present: Dee Jaspar, Dave Warner, Pam Jarecki, and two members of the Lake of the Woods (LOW) Board.

4) Manager's Report.

No Report.

a. Administrative Assistant's Report.

At the last meeting the Board asked Tiffany Matte to find out why the District was still being billed for health insurance on seven employees, when now there are only six. JPIA explained, the invoices were produced before the benefit termination. The next monthly invoice will include a credit for the overpayment.

Discussion/Possible Vote on FP - LOW Area Annexation Project - Discussion began at 6:07pm.

5) Update/Discussion on Regional Project FFAST Planning Application and Funding.

Carlos Bravo reported at the last month's meeting that the State approved the funding agreement and would be ready to sign at the end of March. This information was based on email communication with Lawrence Sanchez. Very recently he received a phone call explaining that Prop 1 grant money is running out. Although the State was ready to sign the funding agreement, they are now focusing all funding for those who applied for construction money. This means that funding will be delayed until new bond measures can be passed through future elections.

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The current estimate for possible approval is September to December. Dave Warner explained that Self-Help Enterprises does have Technical Assistance (TA) money that they might be able to use to keep parts of the Planning process moving forward. They have used this money already to fund Dee Jaspar's Engineering Report and the Geophysical Survey. Self-Help will submit an amended agreement for approval, which will allow them to use \$82,000.00 of TA money for pre-construction work, specifically on the three test wells. It will take about a month and a half to receive approval.

6) Discussion/Possible Vote on Lake of the Woods/Frazier Park Planning Phase Work.

Dave Warner asked the Board to vote on approval to move forward and request the State to allow TA money to be used for Planning Phase work.

Motion: Move that we ask Self-Help to procure the Prop 1 money they have for our pre-construction work for the test wells (which is attorney preparation of licenses to drill, title reports for test well sites, licenses to drill, engineering design: plans and specs for test wells, and environmental costs). A total of about \$82,000.00. Schoenberg/Garcia 4/0/0, Motion Passed - Director Neyman absent.

7) Discussion/Possible Vote on Lake of the Woods/Frazier Park Annexation Related Work:

a. Discussion/Vote on Additional Outreach and New Deadline for Inclusion in the Regional Project.

Dee Jaspar will need a finalized list of participants in order to update his project maps and descriptions. The original ballot sent to participants can be adjusted and used as an agreement for any new parties joining in the annexation. General Manager (GM) Jonnie Allison will reach out to those who declined or didn't answer the first time annexation was offered. The Board set a deadline of June 1st for those interested to respond.

Motion: Move that we start canvassing as soon as possible (as soon as Jonnie has the information or whatever he needs), and make the date June 1st. Schoenberg/Gipson 4/0/0, Motion Passed - Director Neyman absent.

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b. Discussion/Vote on LOIs and MOUs for Those Participating in the Annexation.

Pam Jarecki reported she sent out an updated asset list. She also confirmed they will abandon Well #5 during the annexation process, which will be added to the MOU. Lake of the Woods' (LOW) attorney Scott Nave sent his revisions to the document, which is waiting to be reviewed by FPPUD attorney Ernest Conant.

c. Discussion/Review of Claims, Payouts, and Requests for Payment.

No requests at this time.

Discussion/Possible Vote on FP - LOW Area Annexation Project - Discussion ended at 7:13pm.

8) Discussion/Vote on Application for Grant Funding - Meter Replacement.

a. Plans and Specs for Preliminary Engineering Report.

The plans are almost done. Dee Jaspar will be contacting the District with any questions. The Engineering Report should be completed by the end of May.

b. Environmental Work.

Carlos Bravo received the estimated cost from Tom Dodson. Once the amended contract is signed, he can begin the work.

c. Project Work Plan.

The needs assessment portion of the work plan has been completed.

Motion: Move that we take a break at 7:35pm.

Schoenberg/Garcia 4/0/0, Motion Passed - Director Neyman absent.

Return from break: 7:45pm.

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9) Accounts Payable and Financial Information.

Checks were cut for the regularly occurring invoices. The Board reviewed the invoices and checks to insure accuracy.

The credit card invoice came in but was due yesterday. The check should be hand delivered to the bank. Research will be done to find out why they are not giving enough time to make an on time payment.

The annual renewal for quickbooks software was billed for the amount of \$379.00.

Road repair needed to be done after the leak on Los Padres Drive. GM Allison got a quote from Kern Paving, after having received a recommendation. They cost \$2,000.00 less than California Paving, the company he has used previously.

After the checks were cut for this meeting, the balance in the Revenue/Operating Account was about \$303,000. Linda Sheldon calculated monthly expenditures run about \$90,000.00 a month. She recommended transferring at least \$100,000 over to the Emergency Reserve Fund.

**Motion: Move that we transfer \$100,000.00 over to Emergency Reserve.
Schoenberg/Garcia 4/0/0, Motion Passed - Director Neyman absent.**

**Motion: Move that we pay our bills.
Schoenberg/Gipson 4/0/0, Motion Passed - Director Neyman absent.**

10) Discussion/Vote on 2018 Special District Assessments.

Tiffany Matte reported it is the time of year to begin work on submitting Special Assessments to the County. The District Maintenance Form needs to be signed and mailed in to verify fund 42622: Stand-By Fees, and 42623: Delinquent Accounts.

11) Discussion/Vote on Future Agenda Items.

Regular Meeting May 10, 2018:

- An agenda item to approve moving forward with a grant application for main line replacement.

Regular Planning Meeting May 24, 2018 - **Cancelled.**

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12) Adjournment.

Motion: Move that we adjourn.

Gipson/Garcia 4/0/0, Motion Passed - Director Neyman absent.

Meeting adjourned: 7:58pm.

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: Lisa Schoenberg, Secretary

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