

FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
Teleconference Option Via: Zoom.com - Phone in +1 (408) 638-0968
Meeting ID: 828 7626 6991 Meeting Password: 909271
REGULAR MEETING MINUTES FOR THURSDAY, MAY 12, 2022, 6:00PM
Schoenberg/Kelling 3/0/0 - Directors Garcia and Gipson Absent
Minutes Approved on June 9, 2022

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Gipson, Kelling, Neyman, and Schoenberg.
Director Gipson was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Jonnie Allison, Deborah Angel, and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Stan Eisman, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that under Item #9 we table #a, #b, #c, and #d until the next meeting. Schoenberg/Neyman 5/0/0, Motion Passed.

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

3. Public Comments.

Members of the public were given the opportunity to comment before and during consideration of each item. Public comments are limited to five minutes.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported he made the transfers out of the FP-LOW Planning Account to the Revenue/Operating Account for Planning Claims #15 and #16 to cover Directors fees and staff recovery.

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JPIA Representative: Director Kelling reported she spoke with JPIA regarding the invoice and fee titled "rate stabilization". JPIA explained that each participating agency is required to maintain an insurance fund in case of a catastrophe. The amount needed is based on payroll information reported to them annually. They generally require that fund to stay within a 40% - 70% margin, knowing that money goes in and out as premiums are paid and claims are submitted. In the 2018 fiscal year, the District reported a payroll figure that was double the amount estimated, which caused the FPPUD to fall below 40%. After more research and help from the auditor, the current and previous JPIA representatives determined the amount reported was incorrect. Director Kelling will speak with JPIA again to correct the figure and ask about a possible refund.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported he hired a new probationary employee that started this morning. He passed his pre-employment physical and drug screen. The State required Electronic Annual Report (EAR) has new categories to report on this year, so GM Allison added those to his Manager's Report for tracking.

The District has a water leak on a 6" PVC line behind North End Trail that was supposed to be abandoned. If the line breaks or the crew has to cut into it for repairs, it will potentially flood two yards. Should the District have to put in line stops, it would cost several thousand dollars. In order to save the District money GM Allison special ordered some clamps that should cover the pipe and the coupling, but it will take about two weeks for the order to come in. There have also been reports of a leak in a different spot on the same line, but the crew couldn't find it because of the brush and weeds. GM Allison wants to rent a masticator attachment for the skid steer that will clear and grind up all of the sagebrush.

The FPPUD received a letter from Code Enforcement stating that the District allowed the property in the creek bed to be rezoned to squatters, and that the dirt pile by Don's Liquor is a public nuisance. GM Allison went down to the county office and gave an explanation to the representative there. They stated they will pass the information to the case worker, who will get in touch with the District. In the meantime, GM Allison will work on finding someone who can haul away the large piles of dirt and concrete that have been building up, although it will be expensive.

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a. Administrative Assistant's Report.

Near the end of the last meeting the Zoom feed cut out due to an internet issue with the laptop. The laptop was sent to Bill Bice, who discovered that the internal Wi-Fi card was overheating, causing it to drop internet connection. He installed an external device which fixed the problem.

7. Ad Hoc Committee Reports:

Project Committee.

Last month while discussing the temporary easement to drill Well #7, there were questions that the Board wanted to ask the attorney. The Project Ad Hoc had a meeting with the engineer and the attorney. Director Garcia reported the answers to the whole Board.

Q: How much should the District offer for the easement that only appraised for \$190.00?

A: The attorney felt that offering \$1,000.00 for the easement would be a fair amount that SEA would hopefully agree to.

Q: Could the lessee of the property agree to the easement as opposed to the property owner?

A: The legal owner must agree to the easement and the lessee has no say on the contract.

Q: When the letter is sent to SEA, how long should they be given to respond?

A: The attorney recommended limiting the response time to 10 days.

Q: Will offering SEA more money than the appraised value affect future negotiations?

A: The attorney said that it would not affect future negotiations. If there was an issue and SEA did not sign the contract, the District would go to court, and the easement offer would revert back to the original appraised amount.

Q: When offering \$1,000.00 for the temporary easement, is that a flat fee or an offer per month of use?

A: The amount offered will cover the entire length of the project, whether it takes one month or up to three months.

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Dee Jaspar also wanted the letter to address that the dispersal of the clean water would be disposed of on the property, and contained in berms that would be smoothed out and returned to the original condition after the project is completed.

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.

This committee met and discussed the best way to go about working through the updates to the asset list.

They decided to begin by reclassifying items into more general categories like "Well #5 Site" instead of having things spread out across multiple categories. Moving forward, items that have fully depreciated will be hidden, and will not show up on the asset list. This committee will meet again next week to continue the work.

Budget Committee.

The Treasurer Committee did some preliminary work on the budget since they went through the USDA bond books and determined how the interest and principal payments are actually calculated. The Budget Committee will meet together with the Bookkeeper and the GM next week.

Treasurer Committee.

As discussed earlier, this committee met and reviewed the bond books. They were able to figure out how the principal and interest payments were calculated. Director Neyman transferred the \$80,000.00 left over in the USDA Payment Account back into the Revenue/Operating Account, zeroing out the account. He then made individual transfers for Loans #3, #4, and #6 to cover the principal and interest payments due in October. He made one final transfer of \$5,000.00 as a cushion if there were any calculation errors.

Directors Neyman and Schoenberg also went to the bank to speak with Sherri about the fees being charged to the District accounts. Some of the charges were removed and others required more research. Sherri will be working on those accounts and the ad hoc committee will see what was resolved in the next bank statements.

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

Bookkeeper Deborah Angel reported that two checks were cut from the Meter/Well Account totaling \$1,646.26 to cover Bakersfield Californian charges to Dee Jaspar and Associates (DJA). Five checks were cut from the FP-LOW Planning Account totalling \$1,607.50 for Claims #15 and #16. 28 checks were cut from the Revenue/Operating Account for a total of \$30,921.03. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00. An additional check was cut to DJA to pay for work on the Pipeline Replacement Project. This invoice can't be covered under the TA Work Plan since the agreement has not been finalized.

Motion: Move that we pay our bills, and in addition to that we pay Invoice #21-12021 in the amount of \$1,386 for the Pipeline Replacement Project that we will not be reimbursed for, that in addition to that we pay Dee Jaspar's Proof of Publication in the amount of \$836.12 that will be reimbursed on Claim #3, and that in addition we also pay Proof of Publication of \$810.14 that Tulare County should have paid, but if they have not paid it, since it's closed out, that we as an entity absorb that cost and Dee will verify and double check that.

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

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

State Funded Grant Projects - Discussion began at 7:21pm.

9. Discussion/Vote on FP/LOW Consolidation Planning Project.

Joan Kotnik from Lake of the Woods brought up some questions and concerns on behalf of Lake of the Woods. The Board answered her questions and addressed her concerns on the project work. They also suggested that Joan bring up her LOW concerns at the next State Update Meeting.

a. Discussion/Vote on Production Well Property Appraisals - Tabled.

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

c. Discussion/Vote on District Sphere of Influence Map for the Annexation - Tabled.

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

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

A draft of Claim #18 will be provided at the State Update Meeting, then voted on by the Board at the next regular meeting.

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

a. Discussion/Vote/Update on Drilling Well #7.

Dee Jaspar explained that all of the easement documents have been prepared and are ready to be submitted to Nathan Arias. GM Allison will hand deliver the letter to the SEA office tomorrow. SEA will have 10 days to sign the easement agreement, if they don't, the District will proceed with the court to evoke eminent domain. Dee believes there will be a window opening up in 30 to 60 days where a driller can be on site.

b. Discussion/Vote on the Letter and the Status of Requesting a Temporary Easement to Drill Well #7.

The letter was read out loud for the Board so they could vote on the final draft.

Motion: Move that we go ahead and approve the letter that was just read by Jonnie Allison to be hand delivered tomorrow at their offices in Los Angeles.

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

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

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

Dee Jaspar will be sending paper copies of the Plans and Specifications to the District for review, and will email a pdf copy as well.

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

There is not enough money in the Project Funding Agreement to cover the total project cost for the meters. Dee will create a revised budget that can be sent to the State in order to request more money for the project.

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e. Discussion/Vote on Claims and Payouts.

Oscar Cisneros will prepare Claim #3 and have a draft for review at the next State Update Meeting. It will then be brought to the Board for approval at the State Planning and Project Meeting.

Motion: Move that we take a 10 minute break.

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

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

Meeting Break: 8:11pm - 8:23pm.

11. Discussion/Vote on Pipeline Replacement Project.

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

Carlos Bravo completed the amendment to the agreement between Self-Help Enterprises (SHE) and Dee Jaspar & Associates. The work was broken up into two phases. The first phase will cover the potholing and mapping, and any tasks that pertain to that work. That phase can begin once the amendment is signed. The second phase will cover the design work, and will start as soon as SHE receives an executed Work Plan from the State. As soon as he has a chance to review the contract amendmendment, Dee will sign and return it to Carlos.

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 the next planning meeting.

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

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

State Funded Grant Projects - Discussion concluded at 8:26pm.

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

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a. Discussion/Vote/Update on Purchasing of the Generators.

PTS Rentals submitted a proposal for using load banks for the generators to prevent them from wet stacking. That information was forwarded to Joe Prevendar, who will review it and provide a recommendation. Once it is determined the load banks will work, the parties involved can meet and discuss how the extra cost will be covered. Dee Jaspar estimated the load banks would cost about \$50,000.00. In order to reduce costs, Dee suggested eliminating one or two sites that were slated to receive generators.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

13. Discussion/Vote/Update on the Nitrate Analyzer.

P&J Electric has installed the analyzer. The manufacturer will come out in the beginning of June to bring it online. The last sample taken at Well #5 generated a result of 7.1 milligrams per liter (mg/L), which is well below the maximum contaminant level of 10 mg/L.

14. Discussion/Vote on the District Response to the Grand Jury Report.

GM Allison and Tiffany Matte will work together next week to draft the response to the Grand Jury Report.

Motion: Move that we table #15.

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

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

Motion: Move that we extend the meeting to finish business.

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

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

15. Discussion/Review/Vote on the Employee Handbook - tabled.

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16. Discussion/Vote on the Quote, Contract, and Equipment from Zoom for Hybrid Meetings.

The Board was given the quote for the Zoom services necessary to conduct hybrid meetings, as well as the addition of Zoom Rooms and Zoom Hardware as a Service (HaaS). The total annual cost came out to \$2,248.00 and requires a two year contract. Additional equipment and installation will still need to be purchased separately. The Board wanted more information on the technology and to see it working before they were willing to commit to two years. This item will carry over to the next regular meeting.

17. Review and Approve Meeting Minutes for 04/05/2022 Special Meeting, 04/14/2022 Regular Meeting, and 04/28/2022 Regular State Planning and Project Meeting.

Motion: Move that we approve the Special Meeting Minutes for Tuesday, April 5, 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/Neyman 5/0/0, Motion Passed.

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

Motion: Move that we approve the Regular Meeting Minutes for Thursday, April 14, 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/Neyman 4/0/1, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, April 28, 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/Neyman 5/0/0, Motion Passed.

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

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18. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting May 26, 2022.

Regular Meeting June 9, 2022.

19. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 9:03pm.

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: Gerald Garcia, Secretary

seal