

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: 849 1745 3038 Meeting Password: 037071
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 9, 2023, 6:00PM
Neyman/Kelling 3/0/1 - Director Gipson Abstain, Director Garcia Absent
Minutes Approved on March 9,2023

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Director Schoenberg 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) - Patricia Hampton, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- BHK - Danhira Millan and Scott Westall.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #10 and #11.

Kelling/Neyman 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

3. Public Comments

The public was given the opportunity to address the Board. Comments were limited to five minutes.

4. Report of Officers:

President: Absent.

Vice-President: No report.

Secretary: No report.

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Treasurer: Director Neyman reported the FPPUD's General Fund was charged another monthly fee of \$55 in error. The Accounts Payable Ad Hoc Committee will address this with the bank. Director Neyman transferred \$125,323.60 from the Capital Improvement SLA into the Revenue/Operating Account. This is the balance of the grant funding that will be used to make a payment to PTS Rentals for the generators. Lastly, Director Neyman reported he transferred the interest payment on the USDA Loans for the payment due in April. That transfer came out to about \$49,000.00.

JPIA Representative: No report.

5. Board Member Initiatives.

Director Kelling explained that in her ethics training she learned about standing committees versus ad hoc committees. She believes some of the ad hoc committees fit the description of a standing committee, and would like an agenda item to discuss forming standing committees.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported that on the next agenda there will be an item addressing the lease on the main copy machine. He will be getting a new quote from American Business Machines (ABM). The lease on the scanner was canceled since it is rarely used. ABM has also acquired a subsidiary that does screen printing so he will look into pricing from them the next time the District needs to order logo printed t-shirts.

GM Allison put a chart on the white board in the office to track the required Board Member training. Once everyone has completed their training, Tiffany will re-apply for the transparency certification through CSDA.

There was a bill for about \$7,000.00 from Santana Plumbing for cleaning up all of the asphalt, concrete, and old pipes in the District yard.

The last time the District had a leak in the area, a resident's hillside on Summit and Pico Trails was washed out. The crew cleaned everything up but there remained a rut that directed rainfall back toward that resident's property. The crew put up sandbags to stop mud from running down and continuing to cause damage. GM Allison would like to hire Santana to grade the slope to avoid that issue, but needs to find the owner of the adjacent property to get permission to run the equipment on their land.

GM Allison and Dee Jaspas met with the owners of the property being considered for Wellsite #9 in order to find the survey markers and map out the property lines. They were only able to find one, but Jeff French will continue to look for a second marker and notify the District when he does.

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Lastly, GM Allison informed the Board that Parcel B has been leaking very badly for awhile. He was hoping it would be replaced as part of the consolidation project, but that is still a few years away. He asked that the Board allow Dee Jaspar to review the last dive report. If he agrees that it needs to be replaced as soon as possible, he would like the Board to begin seeking funding for an emergency replacement. This item will be added to the next agenda so discussion can continue.

a. Administrative Assistant's Report.

Last month Tiffany Matte was instructed to contact Streamline and get more information on their intranet option they call Streamline Portals. She reviewed the platform but Streamline stated they are reassessing their rate structure, and would not be signing any new contracts until that is established.

7. Ad Hoc Committee Reports:

Project Committee.

This committee will attend the State Update Meeting next week.

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.

Financial Committee.

Director Gipson was not able to attend the last committee meeting. Director Schoenberg and Deborah Angel went over their questions with the auditor regarding the annual report being sent to the State Controller's Office.

8. Discussion/Vote/Presentation of 2021 Fiscal Year Audit.

Danhira Millan and Scott Westall were present as representatives of BHK, the independent CPAs who conduct the annual audit on behalf of the District. They reviewed the audit process and presented the Audited Financial Statements, the Governance Letter, and the Management Comment Letter. The auditors gave a clean audit opinion.

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Motion: Move that we approve the letters and the audit report for fiscal year 2020 to 2021.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

Deborah Angel reported that four checks were cut from the Meter/Well Project Account for Claim #9, totaling \$223,277.88.

35 checks were cut out of the Revenue/Operating Account for a total of \$186,032.07.

The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

Motion: Move that we pay our bills.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

10. CLOSED SESSION pursuant to Gov't Code §54957 - Tabled per adjustment of the agenda.

Conference with Real Property Negotiators. Gov't Code §54956.8

Property: 255-320-28

Agency Negotiators: Lisa Schoenberg, Brahma Neyman, Dee Jaspar.

Negotiating Parties: Veronica Alcaraz, Carlos Saucedo

Under Negotiation: Price and Terms of Payment

11. CLOSED SESSION pursuant to Gov't Code §54957 - Tabled per adjustment of the agenda.

Conference with Real Property Negotiators. Gov't Code §54956.8

Property: 256-070-54 & 256-070-55

Agency Negotiators: Lisa Schoenberg, Brahma Neyman, Dee Jaspar.

Negotiating Parties: Jeff French, Emilie Wainright

Under Negotiation: Price and Terms of Payment

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

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

a. Discussion/Vote/Review of the Project Timeline.

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There were no changes to the timeline.

b. Discussion/Vote on the Property Appraisal and Early Drilling of Well #8.

The second property appraisal for Well #8 should be completed by the middle of March.

c. Discussion/Vote on the Acquisition and Development of Well #9 Property.

This topic was covered under the Manager's Report.

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

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

Dee Jaspar reported he is working on the engineering portion of the MSR now. He has plotted the transects and recalculated the volumes of water in the basin. His numbers came very close to the original estimates of water availability.

f. Discussion/Vote on the Memorandum of Understanding.

The MOU will be revisited once the MSR has been completed.

g. Discussion/Vote on Lake of the Woods Projects and Consolidation.

There were no new updates from Lake of the Woods.

h. Discussion/Vote on Claims and Payouts.

Carlos Bravo will have the next claim ready for review at the State Update Meeting.

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

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

Dee is still waiting on the water quality analysis to come back from the lab. The well is expected to produce about 25 gallons a minute if run non-stop, or about 30,000 gallons per day.

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b. Discussion/Vote/Update on Meter Replacement.

DJA has received the signed contract from Jeff Brough. GM Allison will pick up the contract from his office for District signature.

Motion: Move that we allow the Vice President to review and sign the contract for Brough.

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Schoenberg.

Absent: Gipson.

At the next regular meeting the Board can decide whether to proceed with the AMR or AMI meter systems. The AMI system does carry an annual cost.

c. Discussion/Vote/Update on the Bridge Loan Requests and Payments.

There were no bridge loan requests at this time.

d. Discussion/Vote on Claims and Payouts.

The new claim for this project will be available for review at the State Update Meeting.

14. Discussion/Vote on Pipeline Replacement Project.

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

All of the potholing information has been plotted and the map was sent to GM for review. There is still enough money left in the budget for a couple more days of potholing which can fill in areas that could use more information. DJA is also working on the pipeline design for the area of Summit Trail. Once that preliminary layout is done, the engineers will want to meet with GM Allison at that location to see where it will be laid. The project engineer will be on vacation for the next two weeks so work will not resume until he returns.

b. Discussion/Vote on the Project Budget.

There was no update on this item.

c. Discussion/Vote on the Project Plans and Specifications.

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There was no update on this item.

d. Discussion/Vote on the Project Application.

There was no update on this item.

15. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding Agreement.

The State provided the final agreement for the District's signature and a Payee Data Record. They also sent a form requiring the District to assign a Project Director, and a Designee who will review and approve disbursement requests and progress reports for the project. The Board assigned GM Allison as both the Project Director and the Designee.

Motion: Move that we have Tiffany fill this out and have Jonnie sign the agreement from the State Water Resources Control Board for the \$195,000.00, and have Tiffany fill out the Project Director Certification Form and have Jonnie sign that along with the Payee Data Record.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

State Funded Grant Projects - Discussion concluded at 7:30pm.

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

a. Discussion/Vote/Update on the Purchase and Delivery of the Generators.

Greg from PTS Rentals stated he received delivery of all of the generators. Dee Jaspar and Curtis Skaggs will inspect the equipment and verify they are the items that were ordered. Once verified, GM Allison will give them a check for the remaining amount of the grant funds. When it's time to deliver the generators to the District, a heavy duty forklift will be rented. There will still be a final balance remaining on the invoice to be paid when everything is finalized.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

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17. Discussion/Vote/Update on District Water Tank Replacement.

a. Discussion/Vote/Update on the Project Work.

There is no update on this item.

b. Discussion/Vote on the Project Bids and Bid Award.

Today was the closing date for the bids on the tank replacement. DJA received four or five bids. They range from about \$940,000.00 to just over \$1 million. These prices are much higher than anticipated and more than the District can afford. Dee will look into options to cut the cost of the project. Because of the change, he foresees rejecting the current bids, then going back out to bid with the new design. Since a second tank on that location is part of the regional project, GM Allison suggested replacing Elm with a smaller tank, or just trying to perform a rehab on it until grant funds can pay for a new tank.

18. Discussion/Vote/Review of the Employee Handbook.

The attorney returned a draft of the Employee Handbook with the changes made by the District as well as all of the legal updates. The Board scheduled a Special Meeting on February 15th to review the changes.

19. Review and Fill Out Form 700: Statement of Economic Interests.

The Directors were given the informational packets, handouts, and forms. The members present signed and returned their Form 700s.

20. Discussion/Vote on Disposing of Obsolete Equipment: Dump Truck; Leak Truck; Trailer; and Backhoe.

District has tried to sell off the old equipment but no one has responded to show interest. Santana Plumbing has indicated that they deal in scrap and salvage. GM Allison would like to approach them to make an offer on hauling away the old equipment. Director Schoenberg asked for an opportunity to confirm that the equipment has been fully depreciated before it is scrapped.

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Motion: Move that we go ahead and instruct Jonnie to get an offer from Santana to scrap that, contingent on the items being depreciated and Director Schoenberg will get with Jonnie and let him know.

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Schoenberg.

Absent: Gipson.

21. Discussion/Vote on Sending the General Manager to the CSDA General Manager Leadership Summit.

GM Allison explained that the State has a four part system that they use to rate Districts. The FPPUD is in the risk categories for affordability and water supply. The State asks management to be proactive by getting training in the categories that show risk. This training and the one on the next agenda item both have modules that provide training in the areas rated by the State.

Motion: Move that we approve Jonnie going to the General Manager Leadership Summit and pay for the travel expense.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

22. Discussion/Vote on Sending the General Manager to the AWWA Utility Management Conference.

This training takes place in March in the Sacramento area. All of the rooms with discounted rates have been booked up. GM Allison will search in the surrounding areas and only book a room if the cost is under \$300.00 per night.

Motion: Move that we approve sending Jonnie to the Utility Management Conference based on the cost of the lodging not to exceed \$300 per night.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

23. Discussion/Vote on the Board Member Teleconferencing Policy.

Part of the new Brown Act legislation for teleconferencing required agencies to adopt a teleconferencing policy.

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The draft provided to the Board came from the attorneys conducting the CSDA training.

Motion: Move that we approve the Board Member Teleconferencing Policy presented here.

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

Absent: Gipson.

24. Discussion/Vote on Grace Period for Late Fees.

This discussion item was added when a resident sent a public comment letter asking if the District could have a grace period for those on social security. The Board was provided a copy of the current late fee policy. The Board discussed the issue and could not find an equitable way to provide a grace period. They did agree to not charge a late fee on bills sent in the mail if they are postmarked by the 20th of the month.

Motion: Move that late fees will be assessed based on the postmark for payments that are mailed.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

25. Review and Approve Meeting Minutes for 01/12/2023 Regular Meeting and 01/26/2023 Regular State Planning and Project Meeting.

Motion: Move that we approve the Minutes for the Regular Meeting for Thursday, January 12, 2023 with any of the amendments that were sent to Tiffany previous to and after 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.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Motion: Move that we table Thursday, January 26, 2023 until the next regular meeting.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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26. Discussion/Vote on Future Agenda Items.

Special Meeting February 15, 2023.

Regular State Planning and Project Meeting February 23, 2023.

Regular Meeting March 9, 2023.

- An agenda item to review the District's record retention policy.

27. Adjournment.

Motion: Move that we adjourn.

Neyman/Garcia 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

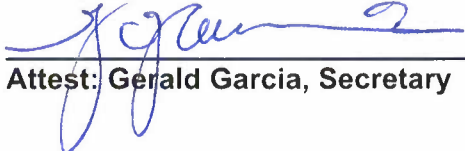
Absent: Gipson.

Meeting Adjourned: 8:24pm.

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