

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: 872 3409 1581 Meeting Password: 471656
REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 14, 2021, 6:00PM
Schoenberg/Gipson 3/0/1 - Director Neyman Abstain, Director Kelling Absent
Minutes Approved on November 11, 2021

1. Call to Order: 6:03pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Director Garcia was present as the chairperson.

Also present: Deborah Angel, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Items #20 and #21 will carry over until the next regular meeting in October.

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

4. Report of Officers:

President: No report.

Vice-President: Absent.

Secretary: No report.

Treasurer: Director Schoenberg reported she still needs to go into the bank to dispute the bank charges that were added to some of the District accounts.

There was an issue at the front desk where a check was run through twice. The bank caught the error and the money was returned to the customer.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

Tiffany Matte explained a little more about the incident that the Treasurer described in her report.

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It turned out to be human error on the part of the employee making the deposit in an amount over \$5,000. The money was returned to the customer the next day and the General Manager (GM) handled the employee issue. On the agenda for the next meeting will be an agenda item to form an ad hoc committee to review the daily check deposits.

Director Schoenberg reported that the District will be sending out two letters in order to follow Worker's Compensation protocol. The letters will explain that according to 2021 law employees are entitled to 12 weeks of paid medical benefits. After that point they can elect COBRA to continue benefits.

a. Administrative Assistant's Report.

The reports will be given under the related agenda items.

7. Ad Hoc Committee Reports:

Local Information Committee.

This committee was dissolved and the item will be removed from the agenda.

Project Committee.

The ad hoc will meet with the State next week for the update meeting.

Financial Committee.

The committee reviewed the financials with the Bookkeeper.

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

Bookkeeper Deborah Angel began by updating the Board on what she accomplished this month. During the month of September she was trained on the FPPUD financials. She cleaned and organized the paperwork in the work space. She put away the previous fiscal year's files and set up the new year, and established the status of the bank and credit card reconciliations. During this process she has kept current on all of the daily bills and receipts.

Deborah recommended alphabetizing the Chart of Accounts to make it easier to use, as well as adding class codes to the accounting structure.

Checks were cut for the billed invoices and reviewed by the Board for accuracy. 35 checks were cut for a total of \$64,519.96. The Revenue/Operating Account has a current balance of \$172,281.44.

Dee Jaspar provided a statement with the amounts of Partial Payments #2 and #3 for work on the Test Wells by Johnson Drilling.

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The statement did not include the original invoices. The ad hoc would like to work with the Bookkeeper to cut those checks as soon as the invoices are received so that the contractor is paid in a timely manner. The District would be reimbursed as soon as the check for the project claim is received.

Motion: Move that we pay our bills and keep in consideration the Johnson Drilling checks we may need to cut separately.

Schoenberg/Gipson 4/0/0, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Motion: Move that we allow the financial ad hoc committee to go over the invoices from Dee Jaspar for Johnson Drilling and allow the Bookkeeper to cut two checks to be taken around for signatures outside of the Board Meeting.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Schoenberg.

Absent: Neyman.

9. Discussion/Vote on the Book Asset Detail.

The Book Asset Detail for the Rate Study was provided to David from RCAC. The District is waiting for a spreadsheet from David that will show the projected numbers for the next five years.

10. Discussion/Vote on 2021 Engagement Letter with BHK for the Annual Audit.

BHK provided a letter describing the services and price for the annual audit for the fiscal year ending 2021.

Motion: Move that we accept the engagement letter with BHK for the annual audit which includes a price increase.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

FP - LOW Area Annexation Planning Project - Discussion began at 6:36pm.

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

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a. Discussion/Vote/Update on Test Well Reports.

Dee Jaspar is putting together the report which should be ready by the end of the month. He is working with the hydrogeologist on the results of the water quality samples that will be included in the appendix of the report.

Dee has been in contact with Johnson Drilling to get the final invoices for the progress payments on the Test Wells. The contractor is aware that the final payments cannot be released without those invoices.

b. Discussion/Vote on a New Budget Request.

This request cannot be made until the final cost for the Test Wells is tabulated.

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

Claim #11 will be submitted for approval by the Board at the next meeting. Claim #9 has been approved by the State. Carlos is providing more information as requested by the State for Claim #10.

d. Discussion/Vote on Possibly Purchasing the SEA Property Before the Construction Agreement for a District Well.

The Board is waiting for more information from the attorney about purchasing this property. They are also interested in purchasing the property from Test Well #2 since that License Agreement is only good for two years. The ad hoc committee will also continue discussion with Lawrence Sanchez at the next State Update Meeting.

Dee informed the Board that they will need to pass a Resolution stating their intention to purchase the properties. This will be added as an item on the next agenda.

FP - LOW Area Annexation Planning Project - Discussion concluded at 6:56pm.

**Motion: Move that we take a five minute break in lieu of our ten minute break.
Gipson/Schoenberg 4/0/0, Motion Passed.**

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Meeting Break from 6:57pm - 7:03pm.

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

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a. Discussion/Vote/Update on Going Out to Bid for Well #7.

The Well #7 project is currently out to bid. Dee Jaspar & Associates (DJA) will be issuing an addendum to make a correction noted by Lawrence Sanchez. The bids are due by November 3rd.

b. Discussion/Vote on Amended Plans and Specifications for Meter Replacement.

DJA is working on the Plans and Specifications now. There is no estimate as to when this will be finished.

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

Dee does not expect the project to be ready to go out for another one to two months.

d. Discussion/Vote on Claims and Payouts.

Tiffany Matte reminded the Board that there is an outstanding invoice for this project from the attorney. The Board agreed to pay the invoice and wait for reimbursement from the State.

13. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Project Funding.

The District is still waiting on a funding commitment letter from the State. It is currently being reviewed by the State's Chief Council. Self-Help Enterprises (SHE) is working on amending the Work Plan with the State so it can be sent for approval. They will need the engineering and environmental costs to put together a budget for the project.

b. Discussion/Vote on the Contract with Dee Jaspar & Associates.

DJA is putting together a Scope of Work for the project that will be included in his contract with SHE.

c. Discussion/Vote on Potholing and Mapping.

There was no update.

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

a. Discussion/Vote/Approve the Bid for the Purchase of the Generators.

Two proposals were submitted to provide generators for the CalOES project. The quote from the highest bidder included only Tier 4 Generators, and the lower bidder quoted all Tier 3 Generators. Dee Jasper explained that according to regulations, the two smaller sites could run the Tier 3 Generators, which could save \$20,000 to \$30,000 on the project. With that savings, the total would still be about \$90,000 over the grant the District received. Dee recommended going with the higher bidder for \$408,691.00 because they would provide the required Tier 4 Generators for the larger sites. Dee will negotiate with the contractor for providing two generators that are Tier 3. According to the bid, they expect to deliver the generators by February 2022. The grant requires all money to be spent by March 31, 2022.

Motion: Move that we award the bid to the higher bidder because of the Tier 4/Tier 3 issues, and that we negotiate further to make the Harrison Tank and Pine 1 Tank Tier 3 rather than a Tier 4 since those are legal to be covered with a Tier 3 [Generator because the tanks have smaller kilowatt per hour requirements*], and that the negotiations keep to the February 2022 delivery.

Schoenberg/Gipson 4/0/0, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

b. Discussion/Vote on the District Paying for the Purchase and Installation of the Generators if the Project Goes Beyond the Deadline.

This item will carry over in the hope that the District will receive the generators by the deadline.

c. Discussion/Vote on Engineering and Design.

This item will carry over until the generators are delivered.

An agenda item will be added to talk about the progress report that is required by CalOES and due by the end of November.

15. Discussion/Vote on Emergency Repairs to the Wolfe Booster and Tank Site.

* Motion amended for clarity.

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a. Discussion/Vote on Retention Payment.

Dee Jaspar will check with Curtis to make sure all of the paperwork has been submitted for the completion of the project and that the retention payment can be released.

Motion: Move that we pay the retention payment due Unified Field Services for the Wolfe Booster and Tank Site, and the ad hoc working with our Bookkeeper will cut a check, and then take the check around and get the necessary signatures.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Schoenberg.

Absent: Neyman.

16. Discussion/Vote on Community Water System COVID Relief Program.

Tiffany Matte reported that the program application is available now through the State EAR Portal. It was published on October 5th, and the District has 60 days to complete the application. Tiffany will work on the application when she returns on October 25th so that it is submitted by the end of the month.

17. Discussion/Vote on Well #5 Blending Station.

There is a phone call with the State on Monday after which there will be more information on what they will require.

18. Discussion/Vote on T-Mobile Site Improvements.

T-Mobile proposed two different upgrades to the equipment located on District property that need to be approved by the Board. With their request letters they included detailed Plans and Specifications which are available for the Board to review at the District Office. Director Garcia will review those documents next week with GM Allison.

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Motion: Move that we approve the T-Mobile request to modify and upgrade their facilities which are on our leased property [property the District leases to T-Mobile*] with our approval, contingent on Gerry and Jonnie getting together to look at the specs a little bit more closely, and if everything's okay, allow Gerry to sign the Landlord signature line as our President.

Schoenberg/Gipson 3/0/1, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Abstain: Garcia.

Absent: Neyman.

19. Discussion/Vote on Conditional Will Serve Letters.

GM Allison and Director Schoenberg have worked on and prepared two versions of a conditional Will Serve Letter. One would cover property outside of the District's current Sphere of Influence and/or property which requires water system improvements, the other is for property within the District's boundaries.

Both of the letters are contingent on the completion of Well #7. The letters were read and reviewed by the Board.

Motion: Move that we accept the [Conditional*] Will Serve Letter [for property within the District's boundaries*] with the possibility for amendments for typos or other errors that may need to be corrected.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Schoenberg.

Absent: Neyman.

Motion: Move that we approve this Conditional Will Serve Letter for [property*] out of boundaries and/or projects [requiring water system improvements*], with any amendments for typos that we may find.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Schoenberg.

Absent: Neyman.

20. CLOSED SESSION pursuant to Gov't Code Section (54957) - Tabled.
(54954.5(e)) Public Employee Performance Evaluation.
Title: General Manager.

***Motion amended for clarity.**

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21. Discussion/Vote on the General Manager Contract - Tabled.

22. Review and Approve Meeting Minutes for 09/09/2021 Regular Meeting, and 09/23/2021 Planning Meeting.

Motion: Move that we accept the minutes for September 9, 2021, with the changes previously submitted, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

23. Discussion/Vote on Future Agenda Items.

Planning Meeting October 28, 2021:

- An agenda item to discuss the change in meeting dates for November and December.
- An agenda item to approve the Resolution to continue remote meetings.
- An agenda item for discussing a Resolution to approve the purchase of the Test Well Sites.
- An agenda item to discuss the progress report to CalOES for the generator project.

Regular Meeting November 11, 2021:

- An agenda item to discuss holiday activities or purchases.

24. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Meeting Adjourned: 8:33pm.

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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

seal