

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Teleconference Via: Zoom.com - Meeting ID 244 643 596
Phone in +1 (408) 638-0968
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, MARCH 26, 2020, 6:00PM
Gipson/Garcia 4/0/1 - Director Schoenberg abstain
Minutes Approved on April 9, 2020

1. Call to Order: 6:08pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

In Office: Neyman.

Teleconference: Garcia, Gipson, Kelling, and Schoenberg.

Director Neyman was present as the chairperson.

Also present: Jonnie Allison and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move to table Accounts Payable and Financial Information until our next regular meeting which is on April 9th.

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

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

3. Public Comments - None. Present on Teleconference: Oscar Cisneros, Dave Warner, Dee Jaspar, and two members of the public.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported the office is still closed to the public. He met with Dee Jaspar the day before to look at well sites again.

a. Administrative Assistant's Report.

Tiffany Matte reported she sent the disconnection policy and 45 day letter to the translator and has received them both back. The policy will be added to the website along with the 5 translations.

5. Accounts Payable and Financial Information. (Tabled per adjustment of the agenda.)

FP - LOW Area Annexation Planning Project - Discussion began at 6:12pm.

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

a. Update on Conference Call Held March 19, 2020*

Tiffany provided minutes summarizing the teleconference meeting with the State. The Board read them out loud and noted any corrections.

b. Vote/Approve State Update Meeting Minutes for 03/19/2020.

Motion: Move that we approve the minutes for the state update meeting on March 19, 2020 with the amendments given, 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.

Kelling/Schoenberg 4/0/1, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

c. Discussion/Update on Project Participation - Lake of the Woods Mobile Village.

Dee will reach out to the State tomorrow to share concerns on feasibility, and to see how important it is that the mobile village join in the project. Dave Warner explained that more information will be available on the cost when Dee does his report for the construction phase.

d. Test Well Site Location and Acquisition Update.

The test well sites have been identified. The first is the SEA property, the second will be at the Wainwright property. If one of those sites produces inadequate quantity or quality, the third site will be used. Alan Doud has been asked to proceed with writing up the test well agreements. The sites will be appraised, and the test wells drilled. The agreement will be written so that if the site proves viable, the land will be purchased at the agreed upon price. If not viable, the owner will be compensated for the test well only.

*date corrected from original agenda.

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e. Discussion/Vote on Increasing the New Connection Fees.

This question was brought up at a previous meeting because the State will be using established fees when paying the District the connection fees for services added to the Regional Project. Tiffany emailed the attorney to ask about how these fees could be increased. He responded that connection fees could be raised as long as: 1. They don't exceed the reasonable cost of providing the service pursuant to Gov. Code Section 66013; 2. The fee is only imposed for new water connection requests; 3. The requests are made voluntarily, and; 4. The District does not know which parcels will submit the request. Since Dee is able, the Board asked him to provide a quote for calculating the reasonable cost of service for the capacity fee. Dave will check with the State to see if the calculation expense can be covered as a TMF cost under Self-Help Enterprises' Technical Assistance Funds.

Motion: Move that we authorize our engineer to give us an estimate so that we can have some basis for our calculations and know what it is that we're dealing with.

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

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

f. Discussion/Vote on Claim #3.

A draft of Claim #3 was provided to the Board for approval. It includes costs for the Director's meetings, ad hoc meetings, and staff time. It does not include the \$1,000 paid for access to the SEA property. The Self-Help Enterprises' TA work plan can be modified to include coverage for this amount. The plan will also need to be altered to include more of the engineering costs, as well as to increase the budget. It will take a few months for the State to approve the change once submitted.

Motion: Move that we approve Claim #3 for the Frazier Park/Lake of the Woods Regional Consolidation Planning Project, Funding Agreement #SWRCB0000000000180201500.

Gipson/Schoenberg 5/0/0, Motion passed.

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

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:39pm.

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7. Discussion/Vote on Well 5 Emergency Replacement Project.

a. Update on USDA Grant/Loan Application.

Oscar Cisneros is continuing to work on the application and compiling the attachments.

b. Discussion/Vote on CEQA/NEPA Environmental Report.

This part of the application has been completed and uploaded to the application website.

c. Discussion/Vote on Claims and Payouts.

Dee Jaspar provided the Board a copy of the invoices he will submit to Tulare County for payment. Kelly from Dee's office will work with Tiffany to find the total of what needs to be reimbursed to the District, and a check will be cut.

Motion: Move that we approve the draft invoices for Dee Jaspar & Associates:

- November 30, 2019 - Invoice #19-17050 in the amount of \$1,067.00.
- December 31, 2019 - Invoice #19-12043 in the amount of \$331.21.
- January 31, 2020 - Invoice #20-01050 in the amount of \$1,576.83.
- February 29, 2020 - Invoice #20-01050 in the amount of \$763.76.

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

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

8. Discussion/Vote on Meter Replacement Project.

a. Discussion/Update on Project Application.

Oscar explained that the application is almost complete. When finished he will give the application to Dave for final review.

9. Discussion/Vote on Pipeline Replacement Project.

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a. Discussion/Update on Application for Technical Assistance Funds with Self-Help Enterprises.

The application has been submitted but the cost for the engineering work is more than the budget allows. Self-Help will be getting additional money from the State, and they will be in negotiations to find out where that money will be allotted. Dave explained that he will continue to work with the State but won't have any answers for at least a month.

Motion: Move that we table this, but I would like it to be on both the upcoming regular meeting, just in case there is any new information, and moved, additionally, over to the agenda for the next planning meeting.

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

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

b. Discussion/Vote on Estimates for Potholing and Mapping. (Tabled)

c. Discussion/Vote on Project Funding. (Tabled)

10. Discussion/Vote on Future Agenda Items.

Regular Meeting April 9, 2020:

- Carry over discussion on the Pipeline Project.

Regular Planning Meeting April 23, 2020:

- Carry over the discussion on the Pipeline Replacement Project.

11. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 8:11pm.

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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