

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: 854 7312 6079 Meeting Password: 183703
Frazier Park - Lake of the Woods Area Annexation
REGULAR PLANNING MEETING MINUTES FOR THURSDAY, AUGUST 26, 2021, 6:00PM
Schoenberg/Kelling 5/0/0
Minutes Approved on September 9, 2021

1. Call to Order: 6:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

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

Director Garcia was present as the chairperson.

Also present: Jonnie Allison and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary - No change.

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

FP - LOW Area Annexation Planning Project - Discussion began at 6:06pm.

4. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.

a. Discussion/Vote/Update on Test Wells.

Dee Jaspar and Curtis Skaggs visited the test well sites along with General Manager (GM) Jonnie Allison and verified everything has been cleaned up and returned to its original condition. Dee will be issuing the Notice of Completion.

b. Discussion/Vote on Extending the Project Timeline.

A draft of suggested deliverable dates was provided to the Board for review. Some of the dates were updated by Lawrence Sanchez and some were updated by Dee Jaspar. The ad hoc committee along with Dee and Carlos will talk to Lawrence at the next State Update Meeting to ask if the MSR, Sphere of Influence, and LAFCo work can be added as tasks on the timeline. Discussion will carry over to the next planning meeting in September.

c. Discussion/Vote on District Sphere of Influence for the Annexation: Data Collection; and Mapping.

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The SOI map will be updated with additional lots located in Lake of the Woods, one additional property in Cuddy Creek, and a few other locations. Dee will get together with GM Allison at the District office to mark out the new SOI Boundary. Director Schoenberg asked to be included in that meeting when the map is reviewed.

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

Dee Jaspar will begin work on the MSR along with Stanley Hoffman Associates since it is now a line item in the Planning Budget.

e. Discussion/Vote on Revised FP/LOW Transfer Agreement/MOU.

This item will be addressed near the end of the project timeline.

f. Discussion/Vote on a New Budget Adjustment.

The budget adjustment letter was sent to Lawrence Sanchez requesting budget line items for engineering consolidation and MSR work. The total was \$30,000 to be taken out of the contingency. Lawrence approved the changes.

g. Discussion/Vote on Claim #9 and Other Claims and Payouts.

The Board reviewed Claim #9 and noted amendments for formatting and invoicing totals.

Claim #9 - \$146,129.94

Project Management & Administration Costs - \$1,302.45.

Young Wooldridge Invoices from June 2021 through July 2021 - \$2,904.00

Invoice #78614, dated 06/30/2021, in the amount of \$118.00.

Invoice #79604, dated 07/31/2021, in the amount of \$2,762.75.

Invoice #79605, dated 07/31/2021, in the amount of \$23.25.

Dee Jaspar & Associates' Invoices from June 2021 through July 2021 - \$25,614.99

Invoice #21-06056-B, dated 06/30/2021, in the amount of \$396.00.

Invoice #21-07051-B, dated 07/31/2021, in the amount of \$17,595.99.

Invoice #21-07052-B, dated 07/31/2021, in the amount of \$7,623.00.

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Johnson Drilling Progress Payment #1 for Test Well Drilling for Well #1 & #2, in the amount of \$116,308.50

Motion: Move that we accept and approve Claim #9 with the amendments mentioned.

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

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

FP - LOW Area Annexation Planning Project - Discussion concluded at 7:04pm.

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

a. Discussion/Vote on Amended Specifications for Well #7.

In order to amend the specifications for drilling Well #7, Dee Jaspar needs to draft the specifications for the wells on the SEA and Wainright-French property, since they will be drilled using the same method.

Director Schoenberg began discussion on the possibility of purchasing and drilling a well on the SEA property before the construction phase of the annexation project. This topic will be added to the regular meeting agenda for further discussion.

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

The District cannot go out to bid until the amended specifications have been approved.

c. Discussion/Vote on Claims and Payouts.

There were no new claims for this project.

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

This project has been completed. The final invoice for the retention payment should be issued next month.

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

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a. Discussion/Vote on Professional Engineering Cost Proposal: Phase Two and Three.

These costs won't be finalized until the District purchases the generators.

b. Discussion/Vote on the Bid Package for the Generators.

Dee and Curtis met with GM Allison and the ad hoc committee at the District office to review the Specifications. The document will be amended with the changes discussed at that meeting. The committee asked that the engineers ensure that the generators were not too powerful for the load that they would be providing for. Dee will also be checking with the San Joaquin Valley Air Pollution Control District to make sure the generators comply with their air quality standards and that they will issue the necessary permits.

Motion: Move that we approve the bid package that we have with the amendments that we mentioned. We need to have Curtis and Dee deal with the San Joaquin Valley Air Pollution Control District approval that the generators will comply and that they will comply for enough years so that we are not wasting our money. Secondly, that we have the correct load for Well #7. With those changes I'd like to approve this bid package to be able to go out on the street.

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

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

c. Discussion/Vote on Purchasing the Generators.

According to the terms of the grant, the money will need to be spent by March 31, 2022. Other districts have stated there is a lead time of almost a year to be able to purchase generators. If it looks like the money will not be able to be spent by the deadline, the District will need to try and petition CalOES for an extension.

This item will carry over until the generator bids are compiled.

A new agenda item will be added for the Board to consider whether the District would still purchase the generators if the grant money had to be returned.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote/Update on Project Funding.

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There will be a conference call tomorrow with the Department of Water Resources (DWR) and the State Water Resources Control Board (SWRCB) to discuss funding the project through the agreements already in place with the SWRCB. The project ad hoc committee expressed concerns that if they passed up the \$9.8 million offered by DWR, there is no guarantee that money would still be available later. This item will carry over to the next regular meeting.

b. Discussion/Vote on Potholing and Mapping.

This item will carry over.

c. Discussion/Vote on Engineering Contract.

This item will carry over.

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

Tiffany Matte attended a webinar put on by the State to give program information and explain how to fill out the program survey. This relief program is intended to cover outstanding residential and commercial water bills for charges incurred from March 2020 through June 2021. This will include accounts that were turned over to the Kern County tax roll.

Tiffany filled out a TA application requesting assistance in filling out the application once the program opens. Self-Help Enterprises will be providing that assistance. The State anticipates they will begin distributing funds as early as November.

10. Review and Approve State Update Meeting Minutes for 08/19/2021.

Motion: Move that we approve the meeting minutes for Thursday, August 19, 2021, at 10:00am, with the amendments mentioned, 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/Neyman 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

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

The financial ad hoc committee reviewed the checks prepared by the new Bookkeeper Deborah Angel. The list of checks was read out loud by the Board. A check will be written out of the FP/LOW Planning Account to cover Johnson Drilling's Progress Payment #1 in the amount of \$116,308.50 as soon as the original invoice is received by the District. This invoice is part of Claim #9 but will be covered by the District until funds are received from the State. Money will be transferred from the Capital Improvement Reserve Account to the Planning Account to cover the payment. The attorney has not sent an answer to the questions submitted regarding the Bookkeeper's contract. It was signed by Deborah and the Board President, and will be reviewed at the regular meeting in November. She will submit insurance documents as soon as she obtains the required coverage.

Motion: Move that we pay our bills, including the \$116,308.50 that we have not cut yet from the Planning Account.

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

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

Motion: Move that we adopt the contract with Deborah Angel as written knowing that it is not fully accepted without insurance documents from Deborah.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

12. Discussion/Review of Resolution FP-20210826-01 Re: Resolution for Change of Officers of the District / Authorized Banking.

The banking resolution includes changes for adding two new bank accounts, updating the credit card information for the General Manager, and adding authorization for the new Bookkeeper. The Board noted amendments to some of the wording.

Motion: Move that we approve Resolution FP-20210826-01 In The Matter Of: FPPUD Financial Accounts Held At California Bank & Trust - Board Positions, Account Signers, and Account Designations, with the amendments mentioned.

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

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

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13. Discussion/Vote on Future Agenda Items.

Regular Meeting September 9, 2021:

- An agenda item to discuss the possibility of purchasing the SEA property before the construction project begins.
- An agenda item for discussion/vote on purchasing backup generators if the grant funding had to be returned.
- Carry over all discussion on the Pipeline Project.

Regular Planning Meeting September 23, 2021.

- Carry over discussion/vote on extending the Planning Project timeline.

14. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 8:12pm.

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