

Draft to be Approved
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: 882 5024 0235 Meeting Password: 333060
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 14, 2023, 6:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225

1. Call to Order: 6:07pm

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) - Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.
- 3 Members of the Public.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #20, #21, and #24.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

3. Public Comments - None.

**4. Public Hearing: Necessity to Acquire Property by Eminent Domain.
Kern County APN 255-320-28.**

Director Schoenberg opened the public hearing for the purpose of considering whether to adopt a resolution of necessity authorizing the filing of an action to acquire interests in real property related to the District's planned Well #8. The Board considered:

1. Whether the public interest and necessity require the Project, the Project being the acquisition of interest in real property and the use of those interests for the construction, operation, repair and maintenance of the District's Well #8;

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2. Whether the Project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury; and
3. Whether the property sought to be acquired is necessary to the Project.

Dee Jaspar, the District's engineer consultant, described the Project and the District's need for the property interests that were the subject of the public hearing.

Director Schoenberg invited any members of the Board or District staff to ask any questions or make comments. She then invited the representatives of the landowners to speak on the three issues that were the subject of the hearing. Finally, she allowed any members of the public the opportunity to comment as well.

Director Schoenberg closed the public hearing and moved on to the next agenda item.

5. Discussion/Vote on Resolution FP-20231214-01: Authority for Action in Eminent Domain to Acquire Fee Simple Interests in Real Property for Public Utility District Purposes.

The Board noted a slight difference in the wording on the agenda item and the Resolution.

Motion: Move that we approve Resolution #FP-20231214-01 In The Matter Of: Authority For Action In Eminent Domain To Acquire Interest In Real Property For Public Utility District Purposes, and that we make the correction removing Rebecca Gipson as President, and we authorize the Vice President Lisa Schoenberg to sign the Resolution upon approval.
Neyman/Kelling 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

6. Report of Officers:

President: Absent

Vice-President: Director Schoenberg reported that she signed the resolutions that were passed at the special meeting, in place of the President, as authorized.

Secretary: Director Garcia reported he came into the office and signed the approved minutes and other documents that needed his signature.

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Treasurer: Director Neyman reported he made a transfer from the FP/LOW Planning Account, to the SLA Account, for the Stanley Hoffman Associates invoice previously paid from Claim #34. He also made the transfers from the FP/LOW Planning Account, to the Revenue/Operating Account, for the Board and staff fees for Claim #34. Finally, he transferred a \$200 Will Serve deposit from the Revenue/Operating Account into the Distribution System Emergency Reserve.

JPIA Representative: No report.

7. Board Member Initiatives - None.

8. Manager's Report.

General Manager (GM) Jonnie Allison reported that he has been working on responding to the sanitary survey, which is due tomorrow. There were an exorbitant amount of fixes they wanted that ranged from fencing, to leaks, to covering up graffiti. He commended Corey for helping him work on and submit the report. He also commended Tiffany for working on the grant while covering the front desk and doing her regular job.

a. Administrative Assistant's Report.

All updates will be given under the corresponding agenda items.

9. Standing Committee Reports:

Accounts Payable Committee.

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

State Update Meeting Committee.

This committee will meet with the State on December 21st.

10. Ad Hoc Committee Reports:

Project Committee.

This committee has not met.

Financial Committee.

This committee finished reviewing the financials for the 2022 and 2023 audit.

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Generator Pad Construction Committee.

Director Garcia reported that the District will no longer be going out to bid to lay concrete pads. He will oversee the crew in laying a gravel bed for the generators, bordered by railroad ties.

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

Deborah Angel reported that one check was cut out of the Meter/Well Account for \$1,864.68 for Claim #19.

Four checks were cut out of the FP/LOW Planning Account for a total of \$20,119.64 for Claim #34.

35 checks were cut out of the Revenue/Operating Account for a total of \$40,657.41.

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/Kelling 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

12. Discussion/Vote on Replenishing the General Fund.

At the previous meeting the Board expressed interest in replenishing the General Fund since it was down to about \$50,000.00. Currently, the District is contributing \$20,000.00 per month into the Capital Improvement Reserve (CIR) Account. They agreed to reduce the deposit into the CIR to \$10,000.00, and begin depositing \$10,000.00 per month into the General Fund and revisit the accounts in one year.

Motion: Move that we change the long term asset from \$20,000.00 a month down to \$10,000.00, and that we put \$10,000.00 a month to the General Fund to replenish it for the money we have taken from it.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

State Funded Grant Projects - Discussion began at 7:19pm.

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

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

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Lawrence Sanchez sent an email requesting an update to the project timeline. Dee Jaspar will review and update the timeline and the Board will review it at the next meeting.

b. Discussion/Vote on the Budget Adjustment.

The District submitted a budget adjustment last month but it has not been approved. Lawrence wanted to know why the District was moving money out of an active line item. Carlos responded and explained it was the only source of funding left, and that item would eventually run out of funds as well. Lawrence now wants an updated budget for the remainder of the planning phase. Dee Jaspar will work on creating that budget.

c. Discussion/Vote/Update on the Stand-By Fee Assessment and Funding.

Carlos Bravo has submitted the Work Plan to his management for review.

d. Discussion/Vote on the Project Technical Memo.

Dee Jaspar reported that he hopes to have the memo completed by the end of the year.

e. Discussion/Vote on the Acquisition and Development of Well #8 Property.

The Board adopted the Resolution of Necessity earlier in the meeting.

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

Dee Jaspar made the corrections to the property layout and sent the map to the property owners.

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

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

Dee Jaspar provided an updated draft of the MSR. The Board will review the document to ensure their changes were implemented. While they work on that, the draft will be sent to LOW for review and comment.

i. Discussion/Vote on the Memorandum of Understanding - Tabled.

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

\$3.5 million Grant: There was nothing new to report.

Generator Project: Lawrence has asked some questions about aspects of the generator project that LOW has answered.

\$5 million Grant: This project is moving forward.

k. Discussion/Vote on Claims and Payouts.

Claim #37 will be prepared for review at the State Update Meeting. There will not be funds in the line item for consolidation engineering until Lawrence approves the budget adjustment.

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

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

The District is not able to move forward with abandoning the well and replacing the fence until the State gives formal approval. GM Allison suggested that, since the C&C owners mentioned they are concerned about their animals escaping, the District hire someone to put up temporary fencing. He would also like to have a surveyor come out and confirm the property lines between the Well #5 tank site and the C&C property.

Motion: Move that we allow Jonnie to order a temporary fence to delineate our property line after Dee is able to relocate the one angle point that serves as our property termination.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

b. Discussion/Vote/Update on Meter Replacement.

The brass fittings are expected to be delivered some time in February.

c. Discussion/Vote on Claims and Payouts.

Claim #22 will be prepared for review at the State Update Meeting.

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

There were no new requests.

15. Discussion/Vote on Pipeline Replacement Project.

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

b. Discussion/Vote on Engineering and Design.

The plans are completed to 95% and ready to be submitted with the project application.

c. Discussion/Vote on the Engineering Contract.

Carlos Bravo and the District will talk to Lawrence on Thursday to see if the engineering contract is supposed to be between DJA and SHE, or DJA and the District.

d. Discussion/Vote on the Project Application.

Carlos needs the total cost to complete the project from Dee. He will also need the average water rate for residential and commercial connections.

State Funded Grant Projects - Discussion concluded at 7:44pm.

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.

The District is waiting on the delivery of the load banks.

b. Discussion/Vote on Engineering and Design and Going Out to Bid.

The District decided the generators will be placed on a gravel bed, framed by railroad ties.

17. Discussion/Vote/Update on the Water Tank/s Repair and/or Replacement and Funding.

GM Allison has a tank company coming in to see if it is possible to do repairs on the tanks and give a quote.

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Curtis Skaggs provided the engineering information needed for the Kern County CDBG application. That application will be emailed and mailed via USPS tomorrow.

18. Discussion/Vote on Rotating Board Positions per Resolution FP-20190214-01.

The Board of Directors have held their current positions for two years, so per Resolution FP-20190214-01 the positions needed to rotate. The Board discussed the matter and assigned new positions as follows:

Director Garcia - Seat 1 - Vice President.
Director Gipson - Seat 2 - JPIA Representative.
Director Neyman - Seat 3 - Secretary.
Director Schoenberg - Seat 4 - President.
Director Kelling - Seat 5 - Treasurer.

19. Discussion/Vote on the Quote for Office Cleaning.

The District received a quote for office cleaning from Brandy Moore, who has a local cleaning business. Her quote was for \$160.00 per visit, and she would clean once every two weeks. If he was not happy with the work, GM Allison would cancel the service.

Motion: Move that we try out Brandy Moore with the amount of \$160 biweekly.
Kelling/Garcia 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

20. Discussion/Vote on the District's Record Retention Policy - Tabled.

21. Discussion/Vote on Forming a Record Retention Ad Hoc Committee - Tabled.

22. Discussion/Vote on Reforming the Quarterly Financial Standing Committee.

There were no changes needed at this time. Director Kelling will attend as an alternate for the scheduled meeting in January.

Motion: Move that we table #22 and that Director Kelling can fill in for the quarterly if Director Gipson isn't available.
Neyman/Garcia 4/0/0, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

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23. Discussion/Vote on a Taco Truck Meal for the District Holiday Party.

The District used the taco truck last year for the holiday party and it turned out well. The Board agreed to use them again this year. GM Allison asked the Board to approve up to \$300.00.

Motion: Move that we approve the taco truck holiday party for the 20th and that we spend no more than \$300.00.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

24. Review and Approve Meeting Minutes for 10/10/2023 AP Standing Committee, 10/12/2023 Regular Meeting, 10/17/2023 Quarterly Financial Standing Committee, 10/24/2023 AP Standing Committee, and 10/26/2023 Regular State Planning and Project Meeting - Tabled.

25. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting December 21, 2023.

Regular Meeting January 11, 2024.

26. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 8:16pm.

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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: Brahma Neyman, Secretary

Seal