

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: 843 3607 1676 Meeting Password: 706755
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, JULY 27, 2023, 4:00PM

1. Call to Order: 4:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

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

Director Gipson was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Deborah Angel, Jonnie Allison and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- One Member of the Public.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move up our closed sessions #7 and #8 to between #3 and #4.

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

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

3. Public Comments - None.

Motion: Move that we do #8 first, then if there is something necessary on #7 we do Item #7.

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

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

Oral Announcement Prior to Closed Session. Gov't Code §54957.7(a): A representative of the legislative body to orally announce the items to be discussed in closed session prior to any closed session meeting.

Director Gipson announced the closed session at 4:06pm.

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8. **CLOSED SESSION pursuant to Gov't Code §54957.**
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

7. **CLOSED SESSION pursuant to Gov't Code §54957.**
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

Returned from closed session at 4:56pm.

Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):
Director Gipson announced that in the closed session there was no action taken.

4. 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. They also reviewed the USDA bond books to calculate the principal and interest payments that will be due in October. Director Neyman looked back to 2021 to double check his calculations and they were all correct. In April 2023 the USDA withdrew a lower interest payment than expected. This committee will contact someone in the USDA bond department to find out why there was a change.

State Update Meeting Committee.

Director Schoenberg and Director Garcia attended the State Update Meeting on July 20th. Their updates will be given under the corresponding agenda items.

Quarterly Financial Committee.

Director Kelling stood in for Director Schoenberg. She and Director Gipson met and reviewed all of the expenditures for the second quarter of 2023. At the next meeting the committee will go over balance sheet accounts.

5. Ad Hoc Committee Reports:

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Project Committee.

This committee will be scheduling a meeting with Dee Jaspar and will give a report at the next regular board meeting.

Financial Committee.

Directors Kelling and Schoenberg met with the Bookkeeper to continue work on the 2022 financials for the audit. They estimate they are about half way through the work. They will be meeting again next week.

Generator Pad Construction Committee.

There was no report.

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

Deborah Angel reported that 20 checks were cut out of the Revenue/Operating Account for a total of \$41,428.53. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00. Changes were noted to how some expenses were categorized.

Motion: Move that we pay our bills.

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

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

7. CLOSED SESSION pursuant to Gov't Code §54957. (Moved 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.

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State Funded Grant Projects - Discussion began at 5:10pm.

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

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

- Item #4 on the project timeline, environmental documents, was changed from September 2023 to December 2023.
- Environmental clearance was added to the timeline with a deliverable date of October 2024.
- The construction application was changed from June 2024 to December 2024.

b. Discussion/Vote on the Project Extension.

The Board read the project extension request letter out loud and did not note any changes.

Motion: Move that we approve the letter to extend the contract for six months. Neyman/Garcia 5/0/0, Motion Passed.

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

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar is continuing to work on the technical memo. He expects to finish it in a couple more weeks but he has been focusing on working with Bravish from Stanley Hoffman Associates on the MSR.

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

The new offer letter will be going out soon.

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

The Project Ad Hoc Committee will be meeting with the property owners and Dee Jaspar to continue negotiations.

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

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

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Dee Jaspar has a rough draft of the MSR that he is reviewing. He is also submitting some updated mapping to be incorporated in the MSR. Dee estimates that a draft document will be complete by the end of next week for the Board to review.

h. Discussion/Vote on the Memorandum of Understanding.

The last draft copy was included in the Board packet for review. The document will need to be updated before it can be approved. Director Schoenberg suggested the District address the price of the Stand-By Fees before the MOU is complete.

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

\$3.5 million: This project is moving forward and is on schedule.

The recharge on the wells has slowed down and some have even leveled out. The nitrate levels at the blending station are going down.

LOW received verbal notice from the Department of Fish and Wildlife that they will be sending out approval for the project. They also received the CEQA Notice of Exemption for Phase 3. They are still waiting for the Department of Forestry Permit.

Pam Jarecki confirmed that the FPPUD Board has no issue with LOW pursuing connecting their Well #6 to the blending station.

j. Discussion/Vote on Claim #32 and Other Claims and Payouts.

After this claim the budget line item for Board Fees will be almost depleted. Carlos Bravo will draft a budget adjustment letter asking that \$12,000.00 be added to that line item.

Claim #32 - \$17,388.10.

Director Fees - \$633.34.

Staff Administration Costs - \$104.00.

Dee Jaspar & Associates Invoices for June 2023 - \$13,053.01.

Invoice #23-00608, dated 06/30/2023, in the amount of \$9,762.51

Invoice #23-00609, dated 06/30/2023, in the amount of \$3,290.50

Young Wooldridge Invoices for June 2023 - \$3,597.75

Invoice #101863, dated 06/30/2023, in the amount of \$130.00

Invoice #101864, dated 06/30/2023, in the amount of \$39.00

Invoice #101865, dated 06/30/2023, in the amount of \$3,428.75

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Motion: Move that we approve Claim #32 in the amounts specified by Carlos for the total amount of \$17,388.10.

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

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

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

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

The price for the well abandonment is \$31,000.00, which is less than the \$50,000.00 allocated in the budget. Dee Jaspar will send an email to the State asking them who will take possession of the unused parts and/or equipment from Well #7. He will also let them know the final costs for abandoning the well. The Board approved Bakersfield Well & Pump to move forward with abandoning the well.

b. Discussion/Vote/Update on Meter Replacement.

General Manager (GM) Jonnie Allison met with Curtis Skaggs from DJA and Jim from Neptune to determine how many antennas are needed to collect all of the meter reads remotely from the office. They determined they will only need two; one on Sam Young tank and the other on Wolfe Tank.

c. Discussion/Vote on the Project Extension.

Curtis had written and sent a project extension request back in February, asking to extend the project until August 2024. Lawrence Sanchez has not responded to the original request nor follow-up email. Dee Jasper will contact him again.

d. Discussion/Vote on Claim #17 and Other Claims and Payouts.

Claim #17 - \$169.50.

Dee Jaspar & Associates Invoice for June 2023 - \$169.50.

Invoice #23-00611, dated 06/30/2023, in the amount of \$169.50.

Motion: Move that we approve Claim #17 in the amount of \$169.50.

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

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

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

The District paid back the first loan request. When it comes time to pay Unified Field Services for the final cost of the well, the District can request a loan for that amount.

11. Discussion/Vote/Update on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

The potholing and mapping work was done, but GM Allison had some questions after he reviewed it.

b. Discussion/Vote on Engineering and Design.

Dee is currently reviewing the designs for Pico, Manita, and Oakdale Trails. He is also finishing up the design on Elm Trail. Once those are complete Dee will review them with GM Allison. As they construct each pipeline they will figure out how to connect it to the existing system.

c. Discussion/Vote on the Project Budget.

Because of the complexity of the system and the realization that there will be multiple change orders, a larger contingency will be built into the budget.

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

There was no update on this item.

e. Discussion/Vote on the Project Application.

There was no update on this item.

State Funded Grant Projects - Discussion concluded at 6:21pm.

12. 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.

There was no update on this item.

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b. Discussion/Vote on Engineering and Design.

Curtis Skaggs has been working on how to minimize the costs and maximize the safety of the generators. They are also working on figuring out the best way to get the cement to the site locations. GM Allison and Director Garcia will visit the sites to brainstorm ideas for laying the pads.

13. Discussion/Vote/Update on the Parcel B District Water Tank Repair and/or Replacement.

There was no update on this item.

14. Discussion/Vote Resolution FP-20230727-01 - Resolution Authorizing Kern County To Act As FPPUD's Agent in the Collection of Assessment Taxes For The 2023-2024 Tax Year.

Motion: Move that we approve Resolution FP-20230727-01 In The Matter Of: Water Availability Or Standby Charges Assessment; Delinquent Accounts Assessment; Resolution Authorizing Kern County To Act As Fppud's Agent In The Collection Of Assessment Taxes For The 2023 - 2024 Tax Year.

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

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

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

This item will be tabled until the regular meeting in September, before the committee meets to review the financials for the third quarter.

16. Review and Approve Meeting Minutes for 07/20/2023 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, July 20, 2023, at 10:00am, 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 5/0/0, Motion Passed.

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

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17. Discussion/Vote on Future Agenda Items.

Regular Meeting August 10, 2023.

Regular State Planning & Project Meeting August 24, 2023.

18. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 6:30pm.

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