

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: 874 1685 8539 Meeting Password: 477145
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 8, 2022, 6:00PM
Kelling/Neyman 3/0/1 - Director Garcia Abstain, Director Gipson Absent
Minutes Approved on January 12, 2023

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Director Gipson 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) - Mary Dreier, Stan Eisman, Patricia Hampton, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Absent.

Treasurer: Director Neyman reported the District received the checks for Claims #21 and #22. He made the necessary transfers. Included in the reimbursement was the \$15,000.00 the District paid early in order to cover the charge from Valbridge for the appraisals. Director Neyman also explained that he and Director Kelling will be returning to the bank to discuss the \$55 fee being charged in error.

JPIA Representative: No report.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison expressed his appreciation to one of the field crew who came in over the weekend and passed out 750 notices to residents canceling the boil water notice.

The Board had approved \$200.00 toward food for the Christmas party. GM Allison ordered \$225.00 worth of food, expecting to cover the extra, but when running the credit card the taco truck mistakenly ran it for \$250.00. The Board agreed to increase the food budget to cover the extra \$50.00.

Motion: Move that we approve the extra \$50.00 for the Christmas party.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Although the Board voted to increase the party budget here, it will be added as an agenda item for vote at the next meeting.

JPIA approved the claim for \$32,000.00 for property damage caused by a leak on Julin Trail. The District is fortunate not to have several claims filed for the leaks on Summit Trail.

Finally, GM Allison explained that he wrote a letter for print in the newspaper thanking the local water companies for their help when the FPPUD needed to haul water. The Board read and approved sending the letter for publication.

a. Administrative Assistant's Report.

Tiffany Matte reminded the Board that they will need to renew their ethics and sexual harassment prevention training starting in January.

7. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update Meeting last month, which was on the same day as the Regular State Planning & Project Meeting.

Accounts Payable Committee.

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

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Financial Committee.

The ad hoc committee reported that they met numerous times and have made changes to how expenses are being classified, although it doesn't change the bottom line. They will meet with the auditor on Tuesday, then Wednesday if needed, to ask all of the questions that have come up as a result of reviewing the financials. The auditors requested final changes for the 2021 audit by the end of December so they can finalize by February or March. The ad hoc committee wanted Board approval to finish the last few items they can, then have the Bookkeeper send the finalized QuickBooks file to the auditor. After that, they can continue to correct the 2022 and 2023 fiscal years financials. The Board gave approval under the next agenda item.

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

Deborah Angel reported that three checks were cut from the FP-LOW Planning Account in the amount of \$15,033.16 for Claims #21 and #22.

A check was cut to DJA for \$5,000.16 as a partial payment on Invoice #22-01018. 31 checks were cut out of the Revenue/Operating Account for a total of \$122,219.31. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

The District did not receive the invoices for JPIA insurance, BTE Communication, nor Edison, so those were approved to be paid when they come in so they will not be late.

Motion: Move that we pay our bills and that we also add on the okay to pay Edison, the JPIA insurance, and BTE when they come in and have Deborah cut the check and bring them around for signature.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

As discussed earlier, the Board directed the Financial Ad Hoc Committee to meet with the auditors and get the 2021 audit done with the changes they have already made and then move forward with 2022.

State Funded Grant Projects - Discussion began at 6:49pm.

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

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

The deliverable date for the MSR will move from December 2022 to February 2023.

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b. Discussion/Vote on a Planning Budget Adjustment.

The budget needs to be adjusted to cover charges for invoices that need to be paid. The Project Ad Hoc Committee will meet with Carlos Bravo and Dee Jaspar to discuss the adjustments needed.

c. Discussion/Vote on Production Well Property Acquisition.

The owners of C&C Elite Properties responded to a previous email. The Project Ad Hoc Committee, Dee Jaspar, and GM Allison will set up a meeting with them to talk about plans for the property.

d. Discussion/Vote on the Early Drilling of Well #8.

There was no update on this item.

e. Discussion/Vote/Update on District Sphere of Influence Map for the Annexation.

This item has been submitted to LAFCo and will be tabled until after the MSR is completed.

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

Bravish from Stanley Hoffman Associates plans to have a revised quote for the MSR by early next week.

g. Discussion/Vote on the Memorandum of Understanding.

Discussion on the MOU will begin again once the MSR is complete.

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

There were no updates from LOW.

i. Discussion/Vote on Claims and Payouts.

Carlos Bravo will have a draft of Claim #25 ready for the State Update Meeting next week.

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

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

Dee Jaspar reported that the yield of the well is much lower than anticipated. The contractor came and did an acid treatment to try and remove the drilling material from the hole. They hope this treatment will increase the amount of water the well can produce.

b. Discussion/Vote on Meter Replacement.

After discussions with Brough Construction, Dee Jaspar is comfortable giving his formal recommendation to award the bid to them. He will prepare that letter and have it ready so the Board can award the bid at the next meeting.

c. Discussion/Vote on the Project Budget.

The total estimated combined budgets for the well and meter replacement comes to a total of about \$3.2 million. The project funding agreement was for \$3.9 million.

d. Discussion/Vote on the Bridge Loan.

There was no update on the status of the bridge loan. Tiffany Matte reported that she sent SHE the requested liability insurance certificate naming them as additionally insured.

e. Discussion/Vote on Claims and Payouts.

Tiffany will send the information needed for Claim #10 to Oscar Cisneros so he can have it prepared for the State Update Meeting.

11. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

Dee Jaspar reported that they are almost done mapping the information they gathered from potholing. With the remaining budget he will have the contractor go back and explore the areas where more information would be helpful.

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b. Discussion/Vote on the Project Budget.

There was no update on this item.

c. Discussion/Vote on the Draft Project Plans and Specifications.

There was no update on this item.

d. Discussion/Vote on the Project Application.

There was no update on this item.

12. Discussion/Vote on the Water Supply Emergency.

a. Discussion/Vote/Update on Water Hauling.

The water hauling concluded on November 5th. The District will not need to haul any more water.

b. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding.

Tiffany met with the Project Manager Mark Magtoto and Oscar Cisneros to review the budget template and how it should be filled out. Mark preferred the District submit the budget when it is a complete project so no estimates are needed. Now that GM Allison confirmed the District would not need to haul any more water, Tiffany will submit the completed budget.

State Funded Grant Projects - Discussion concluded at 7:39pm.

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

a. Discussion/Vote/Update on Purchasing of the Generators.

DJA will speak to PTS Rentals next week to get an updated status on the deliveries.

b. Discussion/Vote on Engineering and Design - Tabled

14. Discussion/Vote on District Water Tank Replacement.

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a. Discussion/Vote/Update on the Project Work.

There was no update on the project work.

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

The plans were sent to GM Allison who gave his comments. They are now ready to go out to bid.

c. Discussion/Vote on Going Out to Bid on the Project.

Motion: Move that we go out to bid for the Elm Tank Project.

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

Aye: Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

Absent: Garcia.

15. Discussion/Vote on Renewing the Cross Connection Control Contract.

David Wasserman sent the District the cross connection control contract for the annual renewal. There were no changes other than the date.

Motion: Move that we approve the agreement for implementation of the cross connection control program for 2023.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

The Board discussed their current positions, which they have all held for one year. They agreed to keep their positions for one additional year.

Motion: Move that we keep the Board positions the same for next year, and we will rotate them next year.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

17. Discussion/Update on New Brown Act Legislation.

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Tiffany Matte informed the Board of the three new laws that are amending The Brown Act: Assembly Bill 2449 which addresses teleconferencing; Assembly Bill 2647 which addresses agenda-related materials; and Senate Bill 1100 regarding removing disrupting individuals from meetings.

18. Discussion/Vote on Possible Redistricting by Kern County.

There was no new information. This item will carry over to the next agenda.

19. Discussion/Vote on Resident's Potential Water Bottling Business.

GM Allison called CDPH and left a message but hasn't received a call back. This item will carry over to the next agenda.

20. Review and Approve Meeting Minutes for 11/10/2022 Regular Meeting, 11/17/2022 State Update Meeting, and 11/17/2022 Regular State Planning and Project Meeting.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, November 10, 2022 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/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the Regular State Planning & Project Meeting Minutes for Thursday, November 17, 2022 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/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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Motion: Move that we approve the State Update Meeting Minutes for Thursday, November 17, 2022 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/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

21. Discussion/Vote On Future Agenda Items.

Regular State Planning and Project Meeting December 22, 2022.

Regular Meeting January 12, 2023.

22. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 8:16pm.

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