

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: 878 6790 3833 Meeting Password: 876939
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, MAY 26, 2022, 6:00PM
Schoenberg/Kelling 3/0/0 - Directors Garcia and Gipson Absent
Minutes Approved on June 9, 2022

1. Call to Order: 6:01pm.

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, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Item #11 until the next Meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

3. Public Comments.

Members of the public were given the opportunity to comment before and during consideration of each item. Public comments are limited to five minutes.

4. Ad Hoc Committee Reports:

Project Committee.

Directors Garcia and Schoenberg attended the State Update Meeting. The draft minutes for this meeting were included for approval later on the agenda. New discussion items from that meeting have been added to this agenda.

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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.

Book Asset Detail Committee.

At their first meeting, this committee reclassified all of the District well and tank sites. At the most recent meeting they worked on reclassifying the heavy equipment under the category for plant equipment.

Budget Committee.

Directors Gipson and Schoenberg met and were able to get through most of the receivables. They will meet again soon to continue working on the budget. They hope to be able to present it to the full Board in July.

Treasurer Committee.

Director Schoenberg and Director Neyman spoke to the bank and had them reverse any incorrect fees.

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

Deborah Angel reported that 11 checks were cut out of the Revenue/Operating Account for a total of \$9,689.18. The checks were reviewed by the Board for accuracy. There were two items over \$3,000.00, one was a payment to BHK, and the other was to Ferguson.

Motion: Move that we pay our bills.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

State Funded Grant Projects - Discussion began at 6:11pm.

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

a. Discussion/Vote on Updating the Project Timeline.

The Board reviewed the project timeline and needed to adjust the deliverable date on the Sphere of Influence Map since it was originally slated for January 2022. The new deliverable date will be July 2022.

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b. Discussion/Vote on Production Well Property Appraisals.

The appraisals for Well Sites #8 and #9 were completed. Dee Jasper will review the draft letters that were provided by the appraiser then forward them to the Board.

c. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

Motion: Move that we table #c until the next planning meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

The ad hoc committee will schedule a meeting date with Dee Jasper to review the changes needed to the Sphere of Influence (SOI) Map.

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

The District can't move forward on this item until the SOI Map is finalized.

f. Discussion/Vote on the Letter Addressing the Early Drilling of Well #8.

Dee Jasper had sent a preliminary letter to the State addressing the District's needs. At the State Update Meeting Lawrence had asked for some additional information. Dee will forward the original letter and look into what is needed for the follow-up.

g. Discussion/Vote on Lake of the Woods Project Concerns.

At the State Update Meeting Joan Kotnik asked if the District knew where the approximate point was where the District would be connecting with the Lake of the Woods' (LOW) System. This information will help them as they move forward with their system improvements. LOW will send their final designs to Dee Jasper to review so he can address that connection, and Dee will send his preliminary design to LOW.

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h. Discussion/Vote on Compatible SCADA Systems with Lake of the Woods.

Ness Sanli provided a quote to Pam Jarecki for work on their SCADA system. LOW will discuss the quote at their next Board meeting.

i. Discussion/Vote on Claims and Payouts.

When claims are approved by the State, they send updated copies of forms 260 and 261 to the FPPUD Board President, SHE, and Lawrence Sanchez. The Board requested SHE forward those emails to Tiffany and the ad hoc committee so they can be reviewed at the meeting.

***Due to the engineer's need to leave early, the Board skipped to items in the agenda that he needed to address.**

8. a. Discussion/Vote on the Technical Assistance Work Plan and Self-Help Enterprises' Contract with Dee Jaspar & Associates.

Dee has received the amended contract from SHE. He stated that he will sign it tonight and have it in the mail tomorrow.

7. b. Discussion/Vote on the Access Easement Through SEA Property.

Nathan Arias has not returned the signed letter granting the temporary easement. Dee spoke with the attorney, who recommended sending an email letting SEA know the District will be moving forward on acquiring the easement through eminent domain. This will give Nathan one more opportunity to sign the document and avoid going to court. The Board approved asking the attorney to draft that email.

c. Discussion/Vote on the Meter Project Budget and Requesting Additional Funding.

Dee prepared an updated budget for the meter portion of the project that came out to about \$3.1 million. He originally estimated the cost would be \$2.4 million. Dee will include a memorandum with that budget estimate and send it to Lawrence Sanchez.

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

Curtis Skaggs from DJA will work with PTS Rentals on eliminating the generator from the Harrison Tank Site in order to save money on the project.

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

i. Discussion/Vote on Claim #18, Other Claims and Payouts, and State Forms 260 and 261.

Claim #18 - \$1,055.52.

Director Fees - \$583.32.

Staff Administration Costs - \$64.50.

Dee Jaspar & Associates Invoice for April 2022 - \$408.00.

Invoice #22-04013, dated 04/30/2022, in the amount of \$408.00.

Motion: Move that we accept and submit Claim #18 to the State.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

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

Bakersfield Well & Pump is ready to get started on drilling Well #7. Jesse Dhaliwal needs to approve and send the permit before drilling can begin. In the meantime, GM Allison will talk to Curtis about adding a bowl and motor to Well #6 to try and increase production.

b. Discussion/Vote on the Access Easement Through SEA Property - Discussed earlier in the agenda.

c. Discussion/Vote on the Meter Project Budget and Requesting Additional Funding - Discussed earlier in the agenda.

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d. Discussion/Vote on a Bridge Loan for Meter Replacement.

Oscar explained that with a bridge loan from SHE you don't have to pay any interest or fees. The loan can be taken out for a maximum of \$500,000 and must be paid back in one year. The District could use this to help pay project costs while moving forward with meters and waiting for State funding.

e. Discussion/Vote on the Plans and Specifications for the Meter Replacement.

Dee provided the draft Plans and Specifications to the Project Ad Hoc Committee and GM Allison. GM Allison provided his comments to Dee.

f. Discussion/Vote on Going Out to Bid for Meter Replacement.

The District can't go out to bid until the funding is secured and the Plans and Specifications are reviewed and approved by the State.

g. Discussion/Vote on Claim #3, Other Claims and Payouts, and State Forms 260 and 261.

At Dee Jaspar's request, the District has prepaid the charge for The Bakersfield Californian in the amount of \$836.12 included in Invoice #22-01015.

Claim #3 - \$39,826.53.

Director Fees - \$500.00.

Staff Administration Costs - \$37.63.

Dee Jaspar & Associates Invoices - \$37,737.40.

Invoice #21-X1253, dated 12/31/2021, in the amount of \$364.00.

Invoice #21-X1218, dated 12/31/2021, in the amount of \$457.00.

Invoice #22-01016, dated 01/31/2022, in the amount of \$1,250.00.

Invoice #22-02018, dated 02/28/2022, in the amount of \$2,490.90.

Invoice #22-02019, dated 02/28/2022, in the amount of \$5,431.50.

Invoice #22-01015, dated 01/31/2022, in the amount of \$8,655.47.

Invoice #22-04016, dated 04/30/2022, in the amount of \$5,321.25.

Invoice #22-03018, dated 03/31/2022, in the amount of \$4,625.00.

Invoice #22-03017, dated 03/31/2022, in the amount of \$4,063.28.

Invoice #22-04017, dated 04/30/2022, in the amount of \$5,078.50.

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Young Wooldridge Invoice - \$1,551.50

Invoice #88407, dated 04/30/2022, in the amount of \$1,551.50.

Motion: Move that we approve and submit Claim #3 in the amount of \$39,826.53, including the invoice that was declared in the record.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on the Technical Assistance Work Plan - Discussed earlier in the agenda.

b. Discussion/Vote on the Project Budget.

This requires that potholing and mapping is done first.

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

This requires that potholing and mapping is done first.

d. Discussion/Vote on Potholing and Mapping.

Dee will be sending the signed contract and then work can begin.

e. Discussion/Vote on Resolution FP-20220526-01 for the Project Application.

The Board read the resolution out loud and did not have any changes.

Motion: Move that we approve Resolution FP-20220526-01 - In The Matter Of: Resolution By The Governing Body Of Frazier Park Public Utility District To Apply For And Enter Into An Agreement With The State Of California And Designating A Representative To Sign The Agreement, And Any Amendments Thereto, For Frazier Park Public Utility District Pipeline Replacement Under Drinking Water State Revolving Fund (DWSRF) - Construction.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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State Funded Grant Projects - Discussion concluded at 7:11pm.

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

a. Discussion/Vote/Update on the Purchase of the Generators - Discussed earlier in the agenda.

b. Discussion/Vote on Engineering and Design.

This work won't begin until the District has the generators. The FPPUD will pour the pads, and Dee Jaspar will help with the design.

10. Discussion/Vote on Installing the Nitrate Analyzer.

The analyzer has been installed. The manufacturer and P&J Electric have an appointment with GM Allison on June 8th to bring it online.

11. Discussion/Review/Vote on the Employee Handbook - Tabled.

12. Discussion/Vote on the Grand Jury Report and the District Response.

The District has until July 7th to submit a response. GM Allison has contacted Cal Rural Water requesting free leak detection. He will include this in the response to the Grand Jury recommendation.

13. Discussion/Vote on Hybrid Meeting Solutions.

a. Discussion/Vote on Zoom Hardware as a Service.

Tiffany showed the Board a short video on how the equipment and application works. The Board had additional questions that they wanted answered first before committing to the program. This will carry over to the next regular meeting.

b. Discussion/Vote on Purchasing Additional Equipment (eg: TV, Laptop, etc.).

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c. Discussion/Vote on Meeting Room Setup and Installation.

The Board is interested in having more outlets installed when the meeting room is upgraded for the new video equipment. GM Allison suggested doing that at the same time the room is painted and carpeted since adding outlets would necessitate cutting holes in the floor. Once the Board makes the decision on the equipment, an expert can be called in to make recommendations.

14. Review and Approve Meeting Minutes for 05/19/2022 State Update Meeting.

Motion: Move that we table the approval of these minutes until the next regular meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

15. Discussion/Vote on Future Agenda Items.

Regular Meeting June 9, 2022:

- An agenda item to discuss preparation for the upcoming public meetings at the park.

Regular State Planning & Project Meeting June 23, 2022.

16. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 8:00pm.

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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: Gerald Garcia, Secretary

seal