

**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: 825 0094 6031 Meeting Password: 233030**  
**REGULAR MEETING MINUTES FOR THURSDAY, JUNE 9, 2022, 6:00PM**  
**Neyman/Kelling 3/0/2 - Directors Schoenberg and Neyman Abstain**  
**Minutes Approved on July 28, 2022**

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, Neyman, and Schoenberg. (Director Garcia left the meeting at 7:04pm.).

Absent: Gipson.

Director Neyman 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 and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion:** Move that we add an item to the agenda due to the need to take immediate action, and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

**Item to be added:** CLOSED SESSION.

**Conference with Legal Counsel - Anticipated Litigation (Govt. Code Sect. 954956.9(b)):** 1 item. To be added immediately.

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

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

**Absent:** Gipson.

**Motion:** Move that we change the items that Oscar specifically needs to deal with, which would be Item #10, and Item #11, and go ahead and move those to directly after we come out of our closed session.

**Schoenberg/Kelling 4/0/0, Motion Passed.**

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

**Absent:** Gipson.

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**New Item. CLOSED SESSION pursuant to Gov't Code Sect. 54957.**  
**Conference with Legal Counsel - Anticipated Litigation.**  
**Govt. Code Sect. 54956.9(b): 1 item.**

**Enter Closed Session at: 6:09pm.**  
**Return From Closed Session: 7:02pm.**

**Report of Actions in Closed Session:**

Director Neyman reported that the Board has authorized staff, legal counsel, and the Project Ad Hoc Committee to move forward with an initial offer on acquiring certain interests in real property consistent with eminent domain law. The vote was 4/0/0, Motion Passed. Director Gipson was absent.

**Director Garcia left the meeting at 7:04pm.**

**State Funded Grant Projects - Discussion began at 7:04pm.**

**10. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project. (Moved per adjustment of the agenda.)**

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

Dee Jaspar spoke with Bakersfield Well & Pump about possible delays in well drilling. They assured him that they will stick with the agreed upon drilling and pricing at least for the next couple months.

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

The District is still working on the easements needed to drill Well #7.

**Motion: Move that we take a five minute break.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**Meeting Break: 7:07pm. - 7:09pm.**

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

Dee wrote a draft letter to Lawrence Sanchez from the State, requesting additional funding for the meter replacement. The letter is ready for discussion at the State Update Meeting next week. Taking into account inflation, the request is for an additional \$302,000.00 for the project. The Board read the letter out loud and noted amendments for typos.

**Motion: Move that we approve the letter and place it on District letterhead to be signed by the General Manager and sent to Lawrence.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

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

Information was given in the previous meeting on how the bridge loans from Self-Help Enterprises (SHE) work. Carlos Bravo explained that if the District is considering applying for the loan, he recommends they do it as soon as possible. He believes there is only about \$1.5 million left in the SHE budget for bridge loans, and there have already been two agencies that have submitted applications. Carlos will send the application paperwork to Tiffany Matte tomorrow.

**Motion: Move that we approve moving forward on the bridge loan with Self-Help Enterprises for the meter replacement project in an amount up to \$500,000.00., and that we allow Tiffany to fill out the initial paperwork to send that in.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

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

Dee Jaspas updated the Board that the Plans and Specifications are completed to about 95% and are ready to go. Once the District has a bridge loan, the project will be ready to go out to bid.

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

Discussed in the previous item.

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**g. Discussion/Vote on Claims and Payouts.**

Claim #3 is being reviewed by the State. Oscar Cisneros has sent the additional information that was requested.

**11. Discussion/Vote on Pipeline Replacement Project.** (Moved per adjustment of the agenda.)

**a. Discussion/Vote on the Technical Assistance Work Plan.**

Dee has signed the amendment to the engineering agreement between SHE and Dee Jaspar & Associates (DJA). DJA is talking to three different contractors who have worked in the area. DJA is getting pricing on the potholing and mapping work, and will then select one who they feel will do the best job.

**b. Discussion/Vote on the Project Budget.**

This was covered in the previous discussion.

**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 Project Application.**

The due date for the General Application is July 1st. Carlos has most of the application complete, he just needs additional information from Dee. They will have a phone call to get that information together.

**State Funded Grant Projects - Discussion paused at 7:30pm.**

**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.

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The Board asked to return in the agenda to Item #2.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we table Item #15. Discussion/Review/Vote on the Employee Handbook.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**4. Report of Officers:**

**President:** Absent

**Vice-President:** No report.

**Secretary:** Absent.

**Treasurer:** Director Neyman reported that he and Director Schoenberg will need to return to the bank to fix the following incorrect service fees: A \$35.00 analysis fee on the General Fund Account; a \$13.00 monthly maintenance fee on the FP-LOW Planning Account; and a \$25.00 analysis fee on the USDA Payment Account.

**JPIA Representative:** No report.

**5. Board Member Initiatives - None.**

**6. Manager's Report.**

General Manager (GM) Jonnie Allison explained that parts that are needed for day to day business have been almost impossible to find. The only way for him to get any is to walk into a store and find one or two sitting on a shelf. He was directed to a store in Bakersfield that had a few things needed, but the District's credit account there had expired. GM Allison suggested he fill out a credit app to this store, and any other that may carry parts, so that he is able to buy parts as they come in.

The local newspaper asked the District to write a letter to support getting broadband funding for the mountain communities. Director Schoenberg wrote the letter, Director Garcia approved it, and GM Allison delivered it to the newspaper. It will be delivered together with the other letters written by local schools and businesses.

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The FPPUD received a bill for last month's charges for AT&T in the amount of \$1,100.00. GM Allison called them and had the increase reversed back to the normal monthly amount of around \$350.00. They said to pay that normal amount and it will take a few billing cycles to apply the change.

Last month GM Allison spoke about the leak on North End Trl that could have cost several thousand dollars to repair. He ordered some specially made clamps in the hopes that it would stop the leak and save money. The crew put it on and it stopped the leak.

A customer came up to work on weed abatement and there was no water to their house. The crew ran a new service line.

There was a mainline leak on Summit Trl that was fixed.

GM Allison hired a new probationary field employee who is working out well.

**a. Administrative Assistant's Report.**

Tiffany Matte reported that the Low Income Household Water Assistance Program is now available to customers who are past due on water bills. She put the flyer on the District's website and called the Family Resource Center to let them know that the FPPUD is a contracted water system.

**7. Ad Hoc Committee Reports:**

**Project Committee.**

This committee will attend the State Update Meeting next week.

**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. They also reviewed the budget categories that purchases are classified in. The categories that still had questions will be reviewed by the Book Asset Detail Committee.

**Book Asset Detail Committee.**

This committee has been working on reclassifying the asset detail. They will be meeting again on June 21st.

**Budget Committee.**

This committee met and continued to work on the five year budget. They will be meeting again on June 20th.

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**Treasurer Committee.**

As reported earlier, this committee will be going back to the bank to discuss fees on District accounts that were charged in error.

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

Bookkeeper Deborah Angel reported that there were 31 checks cut from the Revenue/Operating Account for a total of \$36,957.04. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

**Motion: Move that we pay our bills.**

**Kelling/Schoenberg 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**State Funded Grant Projects - Discussion resumed at 7:56pm.**

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

**a. Discussion/Vote on Production Well Property Appraisals.**

Dee Jaspar will contact Valbridge and ask them to provide the appraisals for the production well sites.

**b. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Production Well Property or Easement - Tabled.**

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

Dee will work with the Project Ad Hoc Committee to schedule a date to review the map.

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

**e. Discussion/Vote/Update on Claims and Payouts.**

A draft of Claim #19 will be provided at the State Update Meeting.

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**State Funded Grant Projects - Discussion concluded at 8:01pm.**

**10. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project.** (Moved per adjustment of the agenda.)

**11. Discussion/Vote on Pipeline Replacement Project.** (Moved per adjustment of the agenda.)

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

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

The Budget ad hoc reviewed the generator deposit and classified it as a pre-purchase of an asset.

DJA has told the contractor to move forward and purchase the generators. PTS rentals will end up absorbing the additional cost of the generators since they increased with inflation. They also guaranteed that they will provide a rental generator at no cost to the District if there ever is a problem with the generators or load banks. Quinn Caterpillar in Bakersfield confirmed that load banks will need to be used on any Tier 4 generator, and that the generator prices have increased about 6% to 7%.

**b. Discussion/Vote on Engineering and Design.**

There was no update on this item.

**13. Discussion/Vote/Update on the Nitrate Analyzer.**

GM Allison reported that the manufacturer came out and started the nitrate analyzer. Everything appeared to be working correctly. The next step is to contact Jesse Dhaliwal and find out what nitrate level the analyzer will be set to before it shuts down the well. Right now it is set to 10 mg/L. GM Allison will contact The Mountain Enterprise and the Bakersfield news station to give them an update on the progress.

**14. Discussion/Vote on the District Response to the Grand Jury Report.**

Tiffany Matte provided the Board a draft response to the Grand Jury Report.



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**Motion: Move that we make a couple of corrections to make it a little clearer and then send this off.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**15. Discussion/Review/Vote on the Employee Handbook - Tabled.**

**16. Discussion/Vote on Public Meeting Preparation.**

The Board members will wear a shirt with the District logo. The District will provide coffee and water.

**17. Discussion/Vote on the Contract with Resolute HR Services.**

This contract does not expire until August. The Board agreed to table this item until all of the Directors are present.

**Motion: Move to table the contract with Resolute until our next regular Board meeting.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**18. Discussion/Vote on the General Manager Attending the 2022 Neptune CONNECT Users' Conference.**

GM Allison thought it would be beneficial to attend this conference by Neptune where they show you all about how these meters work. This brand of meter was installed by Lake of the Woods and is what is slated to be purchased by the District in the meter replacement project. Dee Jasper added that it would be very helpful information for the District to have.

**Motion: Move that we go ahead and send Jonnie to the Neptune CONNECT Users' Conference.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

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**19. Discussion/Vote on Hybrid Meeting Solutions.**

There was no new information since the Zoom representative is out of town.

- a. Discussion/Vote on Zoom Hardware as a Service.**
- b. Discussion/Vote on Purchasing Additional Equipment (eg: TV, Laptop, etc.).**
- c. Discussion/Vote on Meeting Room Setup and Installation.**

**Motion Move that we table all of discussion #19.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**20. Review and Approve Meeting Minutes for 05/12/2022 Regular Meeting, 05/19/2022 State Update Meeting, and 05/26/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, May 12, 2022 with any of the amendments that were sent to Tiffany previous to 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.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, May 26, 2022 with any of the amendments that were sent to Tiffany previous to 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.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

**Motion: Move that we approve the State Update Meeting Minutes for 5/19/2022 with any of the amendments that were sent to Tiffany previous to 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.**

**Schoenberg/Kelling 3/0/0, Motion Passed.**

**Aye: Kelling, Neyman, and Schoenberg.**

**Absent: Garcia and Gipson.**

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**21. Discussion/Vote on Future Agenda Items.**

Regular State Planning and Project Meeting June 23, 2022.

Public Information Meeting June 25, 2022.

Protest Hearing July 7, 2022.

Regular Meeting July 14, 2022.

**22. Adjournment.**

**Motion: Move that we adjourn.**  
**Kelling/Schoenberg 3/0/0, Motion Passed.**  
**Aye: Kelling, Neyman, and Schoenberg.**  
**Absent: Garcia and Gipson.**  
**Meeting Adjourned: 8:27pm.**

**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



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Attest: Gerald Garcia, Secretary

seal