

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: 810 7616 2772 Meeting Password: 115389
REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 11, 2024, 6:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225

1. Call to Order: 6:05pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Kelling, Neyman, and Schoenberg.

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

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move #17 and #18 down after #21.

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

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

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Director Neyman reported that he signed the approved minutes.

Treasurer: Director Kelling reported she made two transfers from the FP/LOW Planning Account into the Revenue/Operating Account for the Board fees and staff reimbursement from Planning Claim #35. As a bank administrator, Director Neyman gave Director Kelling a login and access to the District accounts.

JPIA Representative: No report.

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5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported he received a message from the insurance company of a resident on Spruce Trail that had water run into their house from a District water leak. GM Allison will contact them on Monday and address the claim. An insurance adjuster visited a residence on Pico Trail that had water damage from a leak on Summit. The adjuster noted that the resident did not allow them to view the full garage, but noted previous water damage.

GM Allison took the portable generator to PTS Rentals to be serviced and cleaned and is waiting for them to submit an offer to purchase it. If the Board does not accept the offer, then the generator can be consigned or put for sale at auction.

The delivery of the load banks has been pushed back to the beginning of March.

GM Allison bought a spreader bar in order to move the generators without causing damage. After the generators are moved the spreader bar can be sold to recover some of the cost.

The District paid AAA Water Remediation about \$1,600.00 for each of two houses affected by a water leak. The Board directed GM Allison to submit those costs to the District's insurance company for reimbursement.

a. Administrative Assistant's Report.

Tiffany Matte reported that she received the quote for purchase and installation of new audio/video equipment. She will add that item to the agenda for the next meeting.

7. 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. The FirstNet bill increased because the telemetry router was added onto the service. The health insurance bill contained a credit for the employee that is no longer with the District.

State Update Meeting Committee.

This committee will meet with the State on January 18th.

Quarterly Financial Committee.

This committee will meet next Tuesday to go over the fourth quarter financials.

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8. Ad Hoc Committee Reports:

Project Committee.

This committee will be meeting with the owners of the Well #9 property on January 23rd.

Financial Committee.

This committee will meet on the 16th to review some assets that the auditor believes should be changed and classified as an expense.

Generator Pad Construction Committee.

This committee has not met.

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

Deborah Angel reported that two checks were cut out of the Meter/Well Account for a total of \$909.50 for Claim #20.

Five checks were cut out of the FP/LOW Planning Account for a total of \$21,074.01 for Claim #35.

36 checks were cut out of the Revenue/Operating Account for a total of \$38,924.87. 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.

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

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

State Funded Grant Projects - Discussion began at 6:44pm.

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 Garcia recused himself from the closed session discussions and any possible vote.

Director Schoenberg announced the closed session at 6:45pm.

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- 10. 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
- 11. 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

Returned from closed session at 6:55pm.

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

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

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

There was no update on this item.

b. Discussion/Vote on the Budget Adjustment.

Dee provided a copy of the updated project budget to Lawrence Sanchez and to the Board for review. The Board asked for a more detailed breakdown of the costs so they know: what has been paid for; what costs have increased; what still needs to be accomplished; and the total project cost. Lawrence Sanchez requested some changes of his own that needed to be implemented in the budget. The Project Ad Hoc Committee will meet with Dee Jaspar on February 1st to review and amend the budget.

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

The Work Plan was submitted to the State for review and approval.

d. Discussion/Vote on the Project Technical Memo.

There was no update on this item.

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

There was no update on this item.

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

Director Neyman will not be available to attend the ad hoc meeting with the Well #9 site property owners. Director Kelling will attend in his place.

Motion: Move that we allow Terry Kelling to fill in for Brahma Neyman on the 23rd of January for the discussion with Jeff French and Emilie Wainright.

Neyman/Garcia 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Neyman.

Abstain: Kelling and Schoenberg.

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.

The Board reviewed their changes for the MSR and Director Neyman made notes on his copy. The amended copy will be sent to Dee Jaspar for correction.

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

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

3.5-million-dollar grant - Line Replacement & Permanent Generators:

This project is still moving forward with some delays for weather and the holidays.

The generator project:

There was nothing new to report.

5-million-dollar grant - South Tank & Line Replacement & SCADA Grant Phase 3 update:

There is a meeting set up for the engineers, staff and Board to work through the mapping of what they have discovered with Phase 2.

Well #4:

Well #4 is still being pumped to waste.

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Blending station:

LOW put in a VFD on their Well #1 so they can control it more during high nitrate years. Nitrates are between 4.3 and 4.5 for December. All well levels have been dropping 1.5 to 9 feet.

k. Discussion/Vote on Claims and Payouts.

Claim #38 will be prepared for review at the State Update Meeting. The Board reviewed an invoice from DJA that included charges for work on eminent domain, and charges for board meetings and engineering work. They agreed that the eminent domain charges will be included in the next State claim, but the invoice needs to be broken out into the individual charges.

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

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

The District is still waiting for approval from the State to abandon the well and replace the fencing.

b. Discussion/Vote/Update on Meter Replacement.

The brass fittings are expected to be delivered sometime in February or March.

c. Discussion/Vote on Claims and Payouts.

Claim #23 will be prepared for review at the State Update Meeting.

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

There were no new requests.

14. Discussion/Vote on Pipeline Replacement Project.

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

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

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c. Discussion/Vote on the Engineering Contract with DJA.

Dee Jaspar provided a copy of the contract for review. The Board went through the document and provided their changes to Dee. He will amend the contract which will then be sent to the FPPUD attorney for review.

d. Discussion/Vote on the Project Application.

Carlos Bravo had an additional piece of information that he needed from DJA for the financial portion of the application. He needed the annual operations and maintenance costs, including the amortized replacement cost upon completion. Dee will respond to Carlos's email with that information.

State Funded Grant Projects - Discussion concluded at 7:57pm.

15. 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 has possession of the generators but is still waiting for delivery of the load banks.

b. Discussion/Vote/Update on the Final Placement of the Generators.

This item was covered under the Manager's Report.

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

The grant application for funding to replace Parcel B under the CDBG was submitted but there was no update.

In order to repair the Elm Tank the whole bottom would have to be replaced, which would cost close to the same amount as replacing the entire tank. The District currently does not have the funds to do that work.

17. Discussion/Vote on the District's Record Retention Policy. (Moved per adjustment of the agenda).

18. Discussion/Vote on Forming a Record Retention Ad Hoc Committee. (Moved per adjustment of the agenda).

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19. Discussion/Vote on Reforming the State Update Meeting Standing Committee.

Motion: Move that we reform the State Update Meeting Standing Committee with replacing Director Garcia with Director Schoenberg.

Kelling/Garcia 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

20. Discussion/Vote on Updating the Mainline Extension Policy.

The current District policy was approved back in 2007 and needs updating. The policy will be sent to Dee to review and update. His corrections will be sent back to the Board for approval.

21. Discussion/Vote/Review the Billboard Lease.

The billboard lease contract with the Mountain Communities Chamber of Commerce is due for renewal in March. The Board wanted to review the document before the due date. The Board discussed offering the contract to a different entity, but will first review the District's agreement with Kern County at the next meeting to make sure that would not violate the agreement.

17. Discussion/Vote on the District's Record Retention Policy.

The Board began to review the policy and make corrections. They will continue discussion at the next regular meeting in February.

18. Discussion/Vote on Forming a Record Retention Ad Hoc Committee.

Motion: Move that we table the vote on forming the Record Retention Ad Hoc Committee until we finish and approve the District's Record Retention Policy.

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

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

22. Review and Approve Meeting Minutes for 11/07/2023 AP Standing Committee, 11/09/2023 Regular Meeting, 11/14/2023 AP Standing Committee, 11/16/2023 State Update Standing Committee, 11/16/2023 Regular State Planning & Project Meeting, 12/07/2023 Special Meeting, 12/12/2023 AP Standing Committee, 12/14/2023 Regular Meeting, 12/19/2023 AP Standing Committee, 12/21/2023 State Update Standing Committee, and 12/21/2023 Regular State Planning & Project Meeting.

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Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, November 7, 2023, 11:00am, with any of the amendments 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.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, November 9, 2023, 6:00pm, with any of the amendments 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.

Kelling/Gipson 3/0/2, Motion Passed.

Aye: Gipson, Kelling, and Schoenberg.

Abstain: Garcia and Neyman.

Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, November 14, 2023, 11:00am, with any of the amendments 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.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, November 16, 2023, with any of the amendments 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.

Motion: Move that we approve Regular State Planning and Project Meeting Minutes for Thursday, November 16, 2023, with any of the amendments 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 3/0/2, Motion Passed.

Aye: Kelling, Neyman and Schoenberg.

Abstain: Garcia and Gipson.

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Motion: Move that we approve the Special Meeting Minutes for Thursday, December 7, 2023, 6:00pm, with any of the amendments 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 3/0/2, Motion Passed.

Aye: Kelling, Neyman and Schoenberg.

Abstain: Garcia and Gipson.

Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, December 12, 2023, 11:00am, with any of the amendments 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.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, December 14, 2023, 6:00pm, with any of the amendments 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 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, December 19, 2023, 11:00am, with any of the amendments 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.

Motion: Move that we table the minutes for 12/21/23 State Update Meeting and the Regular State Planning Meeting.

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

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

23. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting January 25, 2024.

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Regular Meeting February 8, 2024.

24. Adjournment.

Motion: Move that we adjourn.

Neyman/Garcia Motion Passed.

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

Meeting Adjourned: 8:53pm.

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