

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: 869 7540 7802 Meeting Password: 493572
REGULAR MEETING MINUTES FOR THURSDAY, JUNE 13, 2024, 6:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225
And 3844 Mt Pinos Way, Frazier Park, CA 93225

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 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) - Mary Dreier 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 - No change.

3. Public Comments - None.

4. Report of Officers:

President: Director Schoenberg reported she signed two claims.

Vice-President: Absent

Secretary: No report.

Treasurer: No report.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported that the crew has been busy helping with the meter project and working on several leaks this month.

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a. **Administrative Assistant's Report** - No report.

7. Standing Committee Reports.

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.

State Update Meeting Committee.

This committee will meet with the State next Thursday.

8. Ad Hoc Committee Reports.

Project Committee.

This committee has not met.

Financial Committee.

Directors Neyman and Schoenberg met to go over the USDA bond book. They discovered that the District has not been putting enough money into the USDA Replacement Account. An agenda item will be added to the next meeting to review changes in monthly transfers.

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

Deborah Angel reported that 27 checks were cut out of the Revenue/Operating Account for a total of \$50,235.48.

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/Neyman 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

As discussed in the committee report above, Director Neyman joined the Financial Ad Hoc Meeting in place of Director Kelling for one meeting to review the bond book.

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Motion: Move that for one time, we put Director Neyman on the Financial Ad Hoc, which was on May 30, 2024, to go over the bonds.

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

Aye: Gipson, Kelling, and Schoenberg.

Abstain: Neyman.

Absent: Garcia.

GM Allison explained that during meter replacement, the crew found another account that was being billed as a 1" meter when there was a 3/4" meter in the ground. That customer is due a refund of \$3,919.16.

Motion: Move that we process that refund and make the correction.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

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 Schoenberg announced the closed session at 6:23pm.

10. CLOSED SESSION pursuant to Gov't Code §54957.

**Conference with Legal Counsel - Existing Litigation. Gov't. Code §54956.9(d)(1).
Frazier Park Public Utility District v. C&C Elite Properties LLC, et al.
Kern County Superior Court, Case No. BCV-24-100199**

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 6:54pm.

Oral Announcement Following Closed Session. Gov't Code §54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present thereon.

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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 on the Project Timeline.

There was no update on this item.

b. Discussion/Vote on the Budget and Adjustment Request.

There was no update on this item. The standing committee will address this item at the State Update Meeting.

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

SHE has executed the agreement with the consultant. There will need to be an amendment to the agreement in order to extend the date of completion. The contractor indicated a completion date of December 2025.

d. Discussion/Vote on the Acquisition and Development of Well #8 and #9 Property.

There was no update on this item.

e. Discussion/Vote on the Acquisition and Development of Well #9 Booster and Tank Site

DJA will be surveying the site, laying out the property corners and the plant.

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

The finalized budget numbers were sent to Bravish to incorporate into the MSR.

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

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

The following updates were presented by Lake of the Woods:

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

This grant was amended to add another \$1,001,000 to include the generators. All the generator project paperwork has been submitted, signed, and sent to DFA. They are now waiting on the fully executed agreement.

All of the tie-ins for the line replacement are done and the system wide boil notice was canceled on May 30th. They hope to finish the cleanup and paving this month.

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

They are still waiting on the plans and working with Forestry.

Well #4

The well is still offline. The latest readings show that the more the well is run, the lower the levels of iron and manganese.

Blending Station:

Nitrates are between 5.8 and 6.5 for the month of May.

i. Discussion/Vote on Claims and Payouts.

Claim #43 will be prepared for review at the State Update Meeting.

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

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

There was no update on this item.

b. Discussion/Vote/Update on Meter Replacement.

Brough Construction is almost finished with the project. They are going back and fixing the last leaks and installing the remaining meter boxes. GM Allison would like the District to purchase and install meters for the commercial accounts so that the whole system can be migrated to Neptune. He estimates it will cost around \$22,000.00.

Motion: Move that we allow Jonnie Allison to order all of the remaining meters in order to install them and get them up and running with the new system.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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c. Discussion/Vote on Claims and Payouts.

Claim #28 will be prepared for review at the State Update Meeting.

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

The FPPUD should have just received the bridge loan deposit for Brough Construction Progress Payment #3. DJA has also provided the new invoice for Progress Payment #4. The bridge loan balance will be short about \$30,000.00 if used to cover Progress Payment #4.

14. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Engineering and Design.

The plans have been completed to 95%.

b. Discussion/Vote on the Project Application.

Carlos Bravo is working on the TMF package and he should have it uploaded next week.

State Funded Grant Projects - Discussion concluded at 7:43pm.

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

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

Only three of the generators have been tested. Two have load banks working correctly but one needs to be put under more load. The generator at the Elm Tank site needs a key. Also, PTS is claiming that the generator at Well #5 will not need diesel exhaust fluid but GM Allison wants proof from the manufacturer. Harrison tank has not been started or tested, and the hoods that cover the units need to be painted to match the load banks.

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

PTS Rentals has been installing the load banks. Three out of four of them have been installed. The final load bank will be installed when it comes in next week. Greg will be creating and installing hoods over the load banks to protect them from snow.

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Motion: Move that we table Item #16.
Neyman/Gipson 4/0/0, Motion Passed.
Aye: Gipson, Kelling, Neyman, and Schoenberg.
Absent: Garcia.

16. Continue Discussion/Vote on the District's Record Retention Policy - Tabled.

17. Discussion/Vote on District Water Tank Repair/Replacement and Funding.

Tiffany Matte heard back, and the District is being considered for the Community Development Block Grant. The County did have a concern that the Department of Housing and Urban Development did not show Frazier Park as a Disadvantaged Community. The County gave the District three options: Do an income survey; wait for the new HUD data set (which will be available at the end of July); or prove the immediate need. For now, the District will wait for the HUD data, which should show the community as disadvantaged.

18. Discussion/Vote on Changing the Meeting Time for Regular Meetings.

GM Allison suggested the Board move the first regular meeting of the month to 4:00pm to match the meeting time of the second regular meeting. Lake of the Woods voiced that the earlier meeting time would be better for Pam and Joan. The consultants previously voiced that the earlier meeting time helped them out as well.

Motion: Move that we change the meeting time for regular meetings to 4:00pm.
Gipson/Neyman 3/1/0, Motion Passed
Aye: Gipson, Neyman, and Schoenberg.
No: Kelling.
Absent: Garcia.

19. Review and Approve Meeting Minutes for 04/09/2024 AP Standing Committee, 04/11/2024 Regular Meeting, 04/16/2024 Quarterly Financial Standing Committee, 04/23/2024 AP Standing Committee, 04/25/2024 Regular State Planning and Project Meeting, 05/07/2024 AP Standing Committee, 05/09/2024 Regular Meeting, 05/21/2024 AP Standing Committee, and 05/23/2024 Regular State Planning and Project Meeting.

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Motion: Move that we approve the minutes for 04/09/2024, 04/11/2024, 04/16/2024, 04/23/2024, 04/25/2024, 05/07/2024, 05/21/2024, and 05/23/2024, with any of the amendments sent to Tiffany previous to and after the meeting, and with any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the minutes for 05/09/2024, with any of the amendments sent to Tiffany previous to and after the meeting, and with any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Gipson

Absent: Garcia.

20. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting June 27, 2024.

Regular Meeting July 11, 2024.

21. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 7:52pm.

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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: Brahma Neyman, Secretary

Seal