

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: 843 5217 1728 Meeting Password: 303730
REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 12, 2023, 6:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson. (Director Gipson joined via teleconference at 6:03pm)

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.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

***Director Gipson arrived at 6:03pm via teleconference.**

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table until the next regular meeting Item #18 - Discussion/Vote on the District's Record Retention Policy and #19.

Neyman/Garcia 4/1/0, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

No: Kelling.

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported that he transferred \$11,810.00 from the SLA Account to cover the invoice for Stanley Hoffman Associates.

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He also transferred \$1006.40 from the Revenue/Operating Account to the Meter/Well Account, to cover part of DJA Invoice #23-00714 for the charge from Pace Analytical.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported a new field worker will be starting on Monday.

There is a new insurance claim for damage to a newly installed asphalt driveway resulting from a leak on a 4" pipe. The customer has a repair quote for \$10,500.00. The claim was forwarded to JPIA for consideration.

a. Discussion/Vote on Will Serve Letter.

A customer wanted the Board to consider providing a Will Serve Letter for property on Roosevelt Trail. The resident has not filled out paperwork nor did he attend the meeting to discuss the issue.

b. Administrative Assistant's Report.

All reports will be covered under the appropriate agenda items.

7. Standing Committee Reports:

Accounts Payable Committee.

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid under agenda item #9.

State Update Meeting Committee.

This committee will meet with the State on October 19th.

8. Ad Hoc Committee Reports:

Project Committee.

This committee will be meeting to discuss the Well #9 property but that has not been scheduled yet.

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Financial Committee.

This committee is continuing to meet and review the financials in preparation for the 2022 year end audit. They have worked through about half of the first two quarters of 2023. They plan to have everything ready to submit to the auditors by the end of the month.

Generator Pad Construction Committee.

Director Garcia reviewed the generator pad plans with GM Allison. He realized the designs and work described were more than the FPPUD crew could do without contractor expertise. Director Garcia recommended the crew do all of the work they could, but accept bids from contractors to construct the forms and lay the concrete.

***Due to audio difficulty the Board took a short break to try and fix the problem.**

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

Deborah Angel reported that one check was cut out of the Meter/Well Account for a total of \$1,006.40.

Deborah Angel reported that one check was cut out of the FP/LOW Planning Account for a total of \$11,810.00.

29 checks were cut out of the Revenue/Operating Account for a total of \$36,778.20. 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.

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

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

To date the District has spent about \$30,000.00 toward upgrading the SCADA system. The total cost is expected to be around \$55,000.00. GM Allison emailed Marcos Ramos from the USDA, and he approved the District using the USDA Replacement Fund to pay for the upgrades.

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.

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

- 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 7:16pm.

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.

There was no update on this item.

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar reported that he is continuing to work on the memo. The information he is putting together for the Expedited Drinking Water Grant will also aid in putting together this memo.

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

There was no update on this item.

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

The ad hoc committee is hoping to meet with the property owners next week.

f. Discussion/Vote on District Sphere of Influence Map for the Annexation - Submitted/Tabled.

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

The Project Ad Hoc Committee reviewed the MSR and noted some changes. Bravish is working on making the revisions now.

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

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

\$3.5 million Grant: The waterline replacement is proceeding as expected.

\$5 million Grant: LOW received final approval from the Army Corps of Engineers needed for their permit.

Generator Grant: This grant is currently under review by Lawrence Sanchez.

j. Discussion/Vote on Claims and Payouts.

Claim #35 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.

Everything requested by Lawrence Sanchez has been submitted for review. Once he signs Change Order #2, Unified Field Services can be instructed to move forward and complete the abandonment of the well and fence restoration.

b. Discussion/Vote/Update on Meter Replacement.

Neptune expects the meters to come in by the end of the month. The brass won't be available until sometime after January.

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c. Discussion/Vote on Claims and Payouts.

Claim #20 will be prepared for review at the State Update Meeting and approved at the next regular 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.

GM Allison and the Lead Operator went to Dee Jaspar's office last week and reviewed all of the plans for the pipeline replacement. GM Allison anticipates that there will be a lot of change orders due to not being certain exactly what is in the ground. Meanwhile, Curtis Skaggs has been working on designs that would improve the hydraulics in the area.

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

The contract was not ready yet but the District will not need it until it is time to turn in the project application.

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

There was no update on this item.

e. Discussion/Vote on the Project Application.

SHE is working on gathering everything needed for the application, but they were not present at the meeting to give an update.

State Funded Grant Projects - Discussion concluded at 7:40pm.

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.

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The load banks are due in around January.

b. Discussion/Vote on Engineering and Design.

This item was addressed under the ad hoc committee report.

Motion: Move that we approve the designs with the amendments that Curtis is doing, and that we authorize Jonnie Allison and Director Garcia to get three prevailing wage quotes for each of the generator pads.

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

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

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

In the sanitary survey conducted by the State in 2021, which they didn't send, they had ordered the District to fix the leaks on the Parcel B tank. In this year's survey, they still want it fixed and are concerned about contaminants. GM Allison highly recommended the District do everything it can to obtain funding to replace the tank.

Tiffany Matte has been looking into a grant from CalOES for the tank. The funding has been delayed, but that gives the District more time to file a Notice of Interest.

17. Discussion/Vote on Resolution FP-20231012-01 Expedited Drinking Water Grant Funding Program Project Proposal Form - Authorized Representative Resolution.

This resolution is needed as part of the application for the Expedited Drinking Water Grant. The form came from the State.

Motion: Move that we pass Before The Board Of Directors Of The Frazier Park Public Utility District Resolution No. FP-20231012-01 In The Matter Of: Expedited Drinking Water Grant Funding Program Project Proposal Form Attachment 4 – Authorized Representative Resolution.

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

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

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

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

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20. Discussion/Vote on Reforming the Quarterly Financial Standing Committee.

The Standing Committee will remain as is, but Director Kelling will attend as a substitute for Director Gipson for the meeting scheduled for October 17th.

21. Review and Approve Meeting Minutes for 09/12/2023 AP Standing Committee, 09/14/2023 Regular Meeting, 09/26/2023 AP Standing Committee, and 09/28/2023 Regular State Planning and Project Meeting.

Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, September 12, 2023, 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/Garcia 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson

Motion: Move that we approve the Regular Meeting Minutes for Thursday, September 14, 2023, 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/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, September 26, 2023, 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/Garcia 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson

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Motion: Move that we approve the Regular Meeting Minutes for Thursday, September 28, 2023, 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/Garcia 4/0/1, Motion Passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Abstain: Gipson

22. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting October 26, 2023.

Regular Meeting November 9, 2023.

23. Adjournment.

Motion: Move that we adjourn.
Neyman/Garcia 5/0/0, Motion Passed.
Aye: Gipson, Garcia, Kelling, Neyman, and Schoenberg.
Meeting Adjourned: 8:01pm.

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