

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: 830 7165 3705 Meeting Password: 160041
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 28, 2023, 4:00PM
Additional Teleconference Location: 3844 Mt. Pinos Way, Frazier Park, CA 93225

1. Call to Order: 4:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson. (Director Gipson joined at 4:35pm.)

Director Neyman was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Deborah Angel, Jonnie Allison and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move up our closed sessions #7 and #8 after #3. Public Comments.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

3. Public Comments - None.

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 Neyman announced the closed session at 4:05pm.

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7. **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

8. **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 4:29pm.

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

4. 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.

Director Neyman and Schoenberg attended the State Update Meeting on September 21st. Updates will be given under the corresponding agenda items.

5. Ad Hoc Committee Reports:

Project Committee.

This committee met with Dee Jaspar and reviewed the MSR. They made a list of corrections that will be given to Bravish from Stanley Hoffman Associates so he can make the changes. Once he has amended the document it will be sent to LOW for their review and comments.

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Financial Committee.

This committee met with Deborah Angel and together they spoke with the auditor about the questions they had on the 2022 audit. The group decided to do the 2022 and the 2023 audits together to speed along the process. The ad hoc committee will need to have all of their reviews and changes done by the end of October.

Generator Pad Construction Committee.

Director Garcia received and reviewed the plans for the generator pads. He will meet with Jonnie next to visit the sites and view the layouts.

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

Deborah Angel reported that seven checks were cut out of the FP/LOW Planning Account for a total of \$24,352.51 for claims #31 and #32.

Ten checks were cut out of the Revenue/Operating Account for a total of \$7,909.57. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the disbursements over \$3,000.00.

Motion: Move that we pay our bills.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Director Gipson joined via Zoom at 4:35pm.

Tiffany Matte explained that there is an invoice from Stanley Hoffman Associates included in Claim #34. Since it normally takes a few months to receive claim reimbursement from the State, Linda Hoffman requested that the District cover the charge until the State check comes in.

Motion: Move that we go ahead and cover that amount once we have the MSR in place and it's done, and that we will then track it as you've done when we've done this previously. Once we get reimbursement we'll reimburse ourselves.

Schoenberg/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

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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

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Agency Negotiators: Lisa Schoenberg, Brahma Neyman, Dee Jaspar.

Negotiating Parties: Jeff French, Emilie Wainright

Under Negotiation: Price and Terms of Payment

State Funded Grant Projects - Discussion began at 4:38pm.

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

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

The extension request has been sent to the State. Approval can take six to nine months.

b. Discussion/Vote on the Project Technical Memo.

Dee Jaspar is continuing to work on the technical memo. He will send it to the State before the end of the month.

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

The District has made an offer to purchase the Well #8 property and is now just waiting to hear back.

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

The Project Ad Hoc Committee and Dee Jaspar will meet with the property owners when they return from being out of town.

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- e. **Discussion/Vote/Update on District Sphere of Influence Map for the Annexation - Submitted/Tabled.**
- f. **Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.**

The corrections from the ad hoc committee will be sent to Bravish for inclusion in the MSR.

- g. **Discussion/Vote on the Memorandum of Understanding - Tabled.**
- h. **Discussion/Vote on Raising the Stand-By Fee.**

Carlos Bravo is updating the SHE Work Plan to include the cost of the stand-by fee assessment. He has other changes to make so he expects to send the amendment out to the State by next month.

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

Pam Jarecki reported that everything is moving ahead smoothly. She will have updated production numbers for Dee Jaspar and GM Allison tomorrow.

- j. **Discussion/Vote on Claim #34 and Other Claims and Payouts.**

Claim #34 - \$32,893.30.

Director Fees - \$366.66.

Staff Recovery Costs - \$65.00.

Dee Jaspar & Associates Invoices for August 2023 - \$20,521.64.

Invoice #23-00812, dated 08/31/2023, in the amount of \$17,385.64

Invoice #23-00813, dated 08/31/2023, in the amount of \$1,519.00

Invoice #23-00814, dated 08/31/2023, in the amount of \$1,617.00

Young Wooldridge Invoices for August 2023 - \$130.00

Invoice #103692, dated 08/31/2023, in the amount of \$130.00

Stanley Hoffman Associates for September 2023 - \$11,810.00

Invoice #1404-1, dated 09/13/2023, in the amount of \$11,810.00

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This total claim was reduced by \$297.00 due to an overpayment to DJA.

Motion: Move that we approve Claim #34 in the amounts reported.

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

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

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

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

Updates were given under the next item.

b. Discussion/Vote on the Contract Termination Memo and Change Order #2.

Curtis Skaggs made some changes to Change Order #2 in accordance with what Lawrence Sanchez wanted. The State did request some additional information so Curtis is working with the contractor to put that together and send it to Lawrence.

c. Discussion/Vote/Update on Meter Replacement.

Currently DJA is working with the District to get a count of the meter boxes that will be needed. The meters should arrive by the end of October, but the service brass won't arrive until the new year.

d. Discussion/Vote on the Project Extension.

The project extension request was included in Funding Agreement Amendment #2. Lawrence strongly recommended the District approve the amendment as is, so payment requests aren't delayed. Once Well #7 is abandoned and the work completed, another amendment will be issued and any changes needed to the dates can be made. Lawrence said there isn't an issue with the final inspection date coming before the completion date because those are soft dates and are subject to change.

Motion: Move that we approve the project extension amendment #2.

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

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

e. Discussion/Vote on Claim #19 and Other Claims and Payouts.

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Claim #19 - \$1,864.68.

Dee Jaspar & Associates Invoice for August 2023 - \$1,864.68.

Invoice #23-00816, dated 08/31/2023, in the amount of \$1,864.68.

Motion: Move that we approve Claim #19.

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

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

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

There was no update on this item.

11. Discussion/Vote/Update on Pipeline Replacement Project.

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

b. Discussion/Vote on Engineering and Design.

Dee Jaspar will meet with GM Allison to go over some details on the plans.

c. Discussion/Vote on the Project Budget.

There was no update on this item.

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

There was no update on this item.

e. Discussion/Vote on the Project Application.

Carlos is putting together the attachments for the application. He will need a copy of the contract between the FPPUD and DJA. Dee will provide a contract for the Board to approve next month.

State Funded Grant Projects - Discussion concluded at 5:09pm.

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

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

Greg from PTS Rentals spoke to GM Allison yesterday and explained the manufacturer is pushing back the lead time on the load banks. Greg is trying to fight against that and will keep GM Allison updated.

b. Discussion/Vote on Engineering and Design.

DJA has the preliminary designs done for the generator pads. Director Garcia and GM Allison will work on staking the area and moving forward with the project.

13. Discussion/Vote/Update on the Parcel B District Water Tank Repair and/or Replacement.

Tiffany Matte brought up the idea of looking into the CalOES Hazard Mitigation Grant Program as a possible funding source for replacing one or both of the water tanks that are in need of replacing. The Board agreed that she should look into the grant.

14. Discussion/Vote on Hach Service Partnership Renewal Quote.

Hach provides the service and calibration work on the District's nitrate analyzer. The service is mandated by the State. The contract has come up for its annual renewal at an annual price of \$3,026.81.

**Motion: Move that we approve the Hach service partnership renewal quote.
Garcia/Kelling 5/0/0, Motion Passed.**

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

15. Discussion/Vote on LIHWAP Project Extension.

The State extended the payment assistance program until May 2024. The District has the option of continuing to participate by signing a new agreement.

**Motion: Move that we stay a part of this program for our constituents.
Schoenberg/Garcia 5/0/0, Motion Passed.**

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

16. Discussion/Vote on the Rate Increase Letter.

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Based on the Prop 218 Rate Study schedule, the FPPUD's water rates will increase by 3% starting January 1, 2024. The administrative fees will increase 3.2% based on the Consumer Price Index (CPI) change for 2024. A letter will need to be sent out to residents by the end of October. The CPI amount will be included in the letter.

Motion: Move that we adopt our 3% scheduled rate increase for our water rates based on our Prop 218 and that we also adopt our administrative fees based on the 3.2% cost of living.

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

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

17. Discussion/Vote on State Planning & Project Meeting Dates in November and December.

Due to the meetings falling around the holidays in November and December, the Board agreed to hold the Regular State Planning & Project Meetings on November 16th and December 21st. The dates for the Accounts Payable Standing Committee meetings will change to November 14th and December 19th.

Motion: Move that we adjust our meeting dates due to the holidays to the 16th of November (from the 23rd of November) due to Thanksgiving, at our normal time which would be 4:00pm, and in December at our normal time which would be 4:00pm from the 28th of December to the 21st of December.

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

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

18. Review and Approve Meeting Minutes for 08/01/2023 Quarterly Financial Standing Committee, 08/24/2023 Regular State Planning & Project Meeting, and 09/21/2023 State Update Meeting.

Motion: Move that we approve the Quarterly Financial Standing Committee Meeting Minutes for Tuesday, August 1, 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.

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

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

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Motion: Move that we approve the Regular Meeting Minutes for Thursday, August 24, 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.

Garcia/Kelling 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, September 21, 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.

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

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

Director Neyman asked to return to Item #6 to give additional information.

Motion: Move that we go ahead and per Director Neyman's request, revisit the financials.

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

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

6. Accounts Payable and Financial Information.

Director Neyman reported he transferred \$616.66 from the FP/LOW Planning Account to the Revenue/Operating Account for Board fees for Claim #31. He transferred \$91.00 from the FP/LOW Planning Account to the Revenue/Operating Account for staff recovery for Claim #31. He transferred \$633.34 from the FP/LOW Planning Account to the Revenue/Operating Account for Board fees for Claim #32. Finally, he transferred \$104.00 from the FP/LOW Planning Account to the Revenue/Operating Account for staff recovery for Claim #32.

Director Neyman also reported he went over the bond books and transferred \$115,000.00 out of the General Fund into the USDA Payment Account for the interest and principal payments due in October. He set up monthly transfers of \$13,000.00 into the USDA Payment Fund for next year's payments, as well as the monthly transfers for the required deposits into the USDA Reserve and Replacement Accounts.

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19. Discussion/Vote on Future Agenda Items.

Director Schoenberg brought up that she would like to have birthday celebrations for meeting participants at no cost to the public.

Regular Meeting October 12, 2023.

Regular State Planning & Project Meeting October 26, 2023.

20. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 5:37pm.

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