

**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: 859 2628 0310      Meeting Password: 161033**  
**REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 12, 2023, 6:00PM**  
Neyman/Garcia 4/0/0 - Gipson Absent  
Minutes Approved on February 9, 2023

**1. Call to Order: 6:00pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, Neyman, and Schoenberg.

Absent: 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) - Mary Dreier, Stanley Eisman, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

**2. Swearing in of Elected/Appointed Board Members.**

Directors Kelling and Schoenberg were sworn in by the Clerk of the Board.

**3. Discussion/Vote/Adjust Agenda if Necessary - No change.**

**4. Public Comments.**

A member of the public emailed a letter to the Board asking them to allow a grace period on late fees for residents on social security. The letter was read out loud. This topic will be added to the agenda for the meeting on February 9th.

**5. Report of Officers.**

**President:** Absent.

**Vice-President:** No report.

**Secretary:** No report.

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**Treasurer:** Director Neyman reported the District received the checks for Claims #23 and #24. He made the transfers for the reimbursement of director and staff fees. The bank refunded three months of the \$55.00 bank fee being charged in error. They did charge that fee again for the month of December.

**JPIA Representative:** No report.

**6. Board Member Initiatives.**

Director Schoenberg explained that she is interested in exploring a platform where documents can be uploaded and accessible to Directors or contractors. Streamline, the company that hosts the District's website, has an option for an intranet. She would like to have Tiffany contact Streamline and get more information on the price and capability of their product.

**7. Manager's Report.**

General Manager (GM) Jonnie Allison reported he hired a new employee who is supposed to start in a week. The current Lead Operator gave his two week notice, but stated that if he is available, he is willing to come in and help as needed as a temporary employee. GM Allison is hoping more applications come in so he can hire one or two more employees.

GM Allison ordered 10 loads of road base so the District can help repair the dirt trails after the big storms. He will focus on the trails where there are exposed water pipes, and those that lead to water tank sites. He contacted Gary Meyer from The Mountain Enterprise and asked how to get in touch with the Governor's office since he declared a State of Emergency due to the storms. Gary sent an email to the Governor, who forwarded it to the Office of Emergency Services. GM Allison is hoping they can help out with the road repairs.

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

Tiffany Matte reported that at the last meeting she was asked to update the website with all of the State Update Meeting Minutes and agendas since it only goes back to October 2020. She added all of the information back to when the meetings started. Tiffany reported that she also updated the website on the new water rates and fees. Finally, she reminded the Board that they need to renew their ethics and sexual harassment prevention training. The training is available on demand through CSDA.

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**8. 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. Unified Field Services (UFS) is asking for payment for Progress Payment #1, dated September 30, 2022. It was included in Claim #10, but may not come in for another month or two. The ad hoc committee had the check cut in advance, but will need to have it approved under the next agenda item.

**Financial Committee.**

The ad hoc committee met with the auditor and submitted all of the changes they made to the asset list and expense categories for the 2021 audit. They are now waiting for the auditor to give all of the adjusting journal entries they create for the year. The ad hoc committee is fixing the grant allocations for the 2022 and 2023 audit years so the auditors won't have to make all of those changes moving forward.

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

Deborah Angel reported that three checks were cut from the Meter/Well Project Account for Claim #8 and UFS, in the amount of \$122,821.42

Four checks were cut from the FP-LOW Planning Account in the amount of \$6,855.25 for Claims #23 and #24.

36 checks were cut out of the Revenue/Operating Account for a total of \$41,939.91.

The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

The District received a 5% dividend from State Compensation Insurance Fund in the amount of \$1,233.25.

**Motion: Move that we pay our bills and that we are prepaying the Unified Field Services in the amount of \$116,946.00 until we get a reimbursement from the State.**

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

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

**Absent: Gipson.**

**State Funded Grant Projects - Discussion began at 6:46pm.**

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**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 6:47pm.**

- 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 7:35pm.**

**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 on FP/LOW Consolidation Planning Project.**

**a. Discussion/Vote/Review of the Project Timeline.**

There were no changes to the timeline.

**b. Discussion/Vote on a Planning Budget Adjustment.**

The budget adjustment was emailed to Lawrence Sanchez and approved.

**c. Discussion/Vote on Production Well Property Acquisition.**

There was no update on this item.

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**d. Discussion/Vote on the Early Drilling of Well #8.**

There was no update on this item.

**e. Discussion/Vote/Update on District Sphere of Influence Map for the Annexation - Tabled.**

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

Bravish from Stanley Hoffman Associates sent his revised quote to the District. It was changed from \$12,420.00 to \$13,575.00. DJA has revised their budget from \$16,775.00 to \$18,118.00. This brings the total cost for the MSR to about \$31,700.00. Dee is currently working on updating the combined water demands for the Frazier Park and Lake of the Woods communities.

**g. Discussion/Vote on the Memorandum of Understanding.**

Discussion on the MOU will begin once the MSR is complete.

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

LOW is still waiting on the State for the \$3.5 million grant. They are still working on the designs for the \$5 million grant.

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

Carlos Bravo will have a draft of Claim #26 ready for the State Update Meeting next week.

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

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

Dee Jaspar reported they have been pumping the well for the last three days and have gotten very little yield. They took some water quality samples and sent them out for testing. GM Allison wants to use Well #7 to supplement Well #5 while trying to acquire funding for Well #8.

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**b. Discussion/Vote/Update on Meter Replacement.**

DJA has issued the Notice of Award to Brough Construction. They are putting together their bonds and insurance and reviewing the contract.

**c. Discussion/Vote on the Bridge Loan.**

The Bridge Loan Agreement and Promissory Note were given to the Board to review in their packet. There was one change from the commitment letter. The agreement indicates a fee will be assessed for late payments of \$500.00 or 1.5%, whichever is more. The commitment letter indicated the fee would be whichever is less. The loan is designed to be fee and interest free, so as long as the District pays SHE within 45 days of receiving the reimbursement check from the State, there will not be an issue.

**Motion: Move that we approve the Promissory Note and the Bridge Loan Agreement.**

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

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

**Absent: Gipson.**

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

Oscar Cisneros will prepare Claim #11 for approval. Progress Payment #1 from Unified Field Services was supposed to be added to Claim #9, but the State did not do that. Instead, Oscar included it in Claim #10.

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

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

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

**Absent: Gipson.**

**Meeting Break: 8:21pm - 8:26pm.**

**14. Discussion/Vote on Pipeline Replacement Project.**

**a. Discussion/Vote on Potholing and Mapping.**

Dee Jaspar reported that about 80% of the mapping has been completed. While they are working on that they are also taking cross sections of the Summit Trail area in anticipation of designing the pipeline replacement in that area.

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

There was no update on this item.

**c. Discussion/Vote on the Draft Project Plans and Specifications.**

There was no update on this item.

**d. Discussion/Vote on the Project Application.**

There was no update on this item.

**15. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding.**

There was no update from the State. The ad hoc committee will address this next week at the State Update Meeting.

**State Funded Grant Projects - Discussion concluded at 8:30pm.**

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

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

One generator has been delivered to PTS Rentals. On January 17th the two larger generators should be shipped out. The final two are scheduled to be shipped on the 24th.

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

**17. Discussion/Vote/Update on District Water Tank Replacement.**

**a. Discussion/Vote/Update on the Project Work.**

The project is out to bid. Bids are due on February 9th. The first job walk will be on January 25th, with the second scheduled for about a week later.

**b. Discussion/Vote on Going Out to Bid on the Project.**

Discussion was covered in the item above.

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**18. Discussion/Vote on Possible Redistricting by Kern County.**

There was no update on this item.

**19. Discussion/Vote on Resident's Potential Water Bottling Business.**

The Department of Public Health has not heard anything about a water bottling permit. The only bottling plant in process in Kern County is located in Delano. The representative took GM Allison's card and said she would contact him if there are ever any plans near the FPPUD.

**20. Discussion/Vote/Review of the Employee Handbook.**

When the Board reviewed the handbook they had a list of questions that they wanted to ask the attorney, Jerry Pearson. He provided those answers through email, and Tiffany Matte read them one at a time for the Board. There were a few additional questions that will be sent to the attorney along with the amendments to the handbook. Jerry will also update policies to be compliant with current laws.

**a. Discussion/Vote on Paid Time Off (PTO) Accrual Rates.**

GM Allison, Tiffany, the attorney Jerry Pearson, and Scott Westall from the auditor, have all been communicating about the PTO accrual rates as written in the Employee Handbook. The handbook states that employees are entitled to five days of PTO in their first year, ten days after their second year, and fifteen days after their fifth year. The accrual rates being posted through payroll by ADP have not reflected that, and will need to be corrected and updated. The corrected accrual rates were reflected in the new draft of the Employee Handbook.

**Motion: Move that we approve this schedule as is, and then we go ahead and have them [ADP\*] do the research and adjustments for what is owed to the employees.**

**Neyman/Garcia 3/1/0, Motion Passed.**

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

**No: Kelling.**

**Absent: Gipson.**

**\* Motion amended for clarity.**



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**Motion: Move that we extend the meeting to finish business.**

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

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

**Absent: Gipson.**

**Meeting extended at 8:58pm.**

**b. Discussion/Vote on Policy Regarding Cashing Out PTO.**

This policy was covered under the discussion of the Employee Handbook. The attorney did confirm that it is not possible to make an employee responsible for the cost of cashing out PTO outside of a regular payroll run.

**21. Review and Approve Meeting Minutes for 12/08/2022 Regular Meeting and 12/22/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Minutes for the Regular Meeting for Thursday, December 8, 2022 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.**

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

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

**Abstain: Garcia**

**Absent: Gipson.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, December 22, 2022 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 4/0/0, Motion Passed.**

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

**Absent: Gipson.**

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

Regular State Planning and Project Meeting January 26, 2023.

Regular Meeting February 9, 2023.


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**23. Adjournment.**

**Motion: Move that we adjourn.**  
**Neyman/Kelling 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**  
**Meeting Adjourned: 10:05pm.**

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