

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: 850 3008 8293 Meeting Password: 119569
REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 9, 2023, 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: 6:05pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Kelling and Schoenberg.

Teleconference: Gipson

Absent: Garcia and Neyman.

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, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #11 Closed Session and #12 Closed Session.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

Motion: Move that we table #22, the approval of the meeting minutes, until the December regular meeting.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

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Secretary: Absent.

Treasurer: Absent.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

There was another leak on the corner of Alcott and Mt. Pinos. The crew had to use a hydrovac since there were two gas lines close to the water main. There was also a leak at the bottom of East End, and one at Oak and Mt. Pinos.

Zito Media has not been sending bills so the District had an invoice for \$1,200.00. Since this has continued to be a problem General Manager (GM) Jonnie Allison told them the District will pay the bill and cancel service.

The telemetry system will need a dedicated internet static IP, so GM Allison will be looking into the AT&T cellular internet.

a. Discussion/Vote on a Will Serve Letter.

This water application is for the house that was built on Kiwanis Trail. Santana Plumbing is working on getting the required bonds so they can build the mainline extension necessary for the residents to receive water, should the Board approve the application.

Motion: Move that we approve the application for water service installation at 3816 Kiwanis Trail, APN 260-127-11.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

b. Administrative Assistant's Report.

Tiffany Matte reported she returned from the CSDA Board Secretary/Clerk Conference that day and learned a lot from the conference. She suggested the Board review the Bylaws and add an item regarding public conduct at the District meetings. She also made contact with a company that had audio/video solutions for hybrid board meetings. The Board directed Tiffany to get a quote for the equipment.

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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 November 16th.

8. Ad Hoc Committee Reports:

Project Committee.

This committee met with the owners of Well Site #9 to review the layout for the well on the property.

Financial Committee.

This committee finished reviewing the financials for the 2022 and 2023 audit.

Generator Pad Construction Committee.

Dee Jaspar was not present at the meeting but left notes on the topics he addresses. He said the generator pads are designed, and that he is working on the plans and specifications for going out to bid.

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

Deborah Angel reported that four checks were cut out of the FP/LOW Planning Account for a total of \$27,086.32 for Claim #33.

21 checks were cut out of the Revenue/Operating Account for a total of \$19,666.01. 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.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

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10. Discussion/Vote on the Engagement Letter with BHK for the 2022 and 2023 Audits.

The District's auditors provided a letter to contract for the completion of audited financial statements for the fiscal years ending 2022 and 2023.

Motion: Move that we approve the engagement letter with BHK for the 2022 and 2023 audits.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

11. CLOSED SESSION pursuant to Gov't Code §54957 - Tabled.

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

12. CLOSED SESSION pursuant to Gov't Code §54957 - Tabled.

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

State Funded Grant Projects - Discussion began at 6:38pm.

13. 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.

Carlos Bravo provided a budget adjustment request to be sent to Lawrence Sanchez once it is approved.

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(4A) Planning:

Budget Item	Budget	Revised	For
Consolidation Engineering	\$45,757.27	\$80,954.93	Increased by \$35,197.66

(4E) Engineering Design:

Budget Item	Budget	Revised	For
Engineering design	\$266,166	\$230,968.34	Decreased by \$35,197.66

**Motion: Move that we approve the new budget letter.
 Kelling/Gipson 3/0/0, Motion Passed.
 Aye: Gipson, Kelling, and Schoenberg.
 Absent: Garcia and Neyman.**

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

Carlos Bravo is working to include everything needed on the Work Plan so he can send it to his management for approval.

d. Discussion/Vote on the Project Technical Memo.

Dee Jaspar reported that he is continuing to work on the memo.

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

The District is moving forward to acquire the property.

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

The District is working with the property owners on the layout of the well.

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.

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Bravish is working with the District to get financial information for the MSR.

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

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

\$3.5 million Grant: LOW is currently scheduling pressure and lab testing. They are bringing sections of the subdivision online.

k. Discussion/Vote on Claims and Payouts.

Claim #36 will be prepared for review at the State Update Meeting.

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

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

Lawrence Sanchez is working on the amendment and stated that it could take several months to send an approval letter. Until that change order is approved, the contractors cannot move forward with replacing the fencing and abandoning the well.

b. Discussion/Vote/Update on Meter Replacement.

The brass fittings should be delivered sometime after the first of the year.

c. Discussion/Vote on Claims and Payouts.

Claim #21 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.

15. Discussion/Vote on Pipeline Replacement Project.

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

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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.

The engineering contract will be submitted to the District next week.

d. Discussion/Vote on the Project Application.

Carlos Bravo is working on the project application. He is waiting on the engineering contract and the 2022 and 2023 year end audits. He will send emails requesting any additional information.

State Funded Grant Projects - Discussion concluded at 7:05pm.

16. 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 is waiting on the delivery of the load banks.

b. Discussion/Vote on Engineering and Design.

DJA is preparing the plans and specifications for bidding. GM Allison will be looking into the possibility of placing the generators on gravel beds in order to save money on the cost of constructing 12" concrete slabs.

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

Every year the State conducts a sanitary survey but they said they have not received a response. They are asking for repairs on the leaks on the Parcel B, Forestry, and Wolfe tanks.

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Last week Tiffany Matte submitted a Notice of Interest on behalf of the District for Hazard Mitigation Grant Funding. She spoke to CalOES the following Monday and they explained more about their funding opportunities. Currently, they don't have grant funding available but they will keep the NOI on file.

Tiffany explained that Kern County has opened up applications for their Community Development Block Grant, which are due by December 15th. This funding opportunity could also be used to replace Parcel B. There is engineering involved in the application so Tiffany asked the Board to consider approving DJA to fill out the engineering portion of that grant application.

Motion: Move that we ask Tiffany to contact our engineer to see if he is willing and able to help us fill out this Kern County Block Grant Application.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

- 18. Discussion/Vote on the Engagement Letter with BHK for the 2022 and 2023 Audits.**
(Duplicate agenda item).

Motion: Move that we table #19 and #20 until the first December meeting where hopefully we will have more Directors.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

- 19. Discussion/Vote on the District's Record Retention Policy - Tabled**

- 20. Discussion/Vote on Forming a Record Retention Ad Hoc Committee - Tabled.**

- 21. Discussion/Vote on Purchasing a Turkey or Ham for the Employees for Thanksgiving.**

Motion: Move that we give Jonnie permission to buy either a turkey or ham for our employees.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

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22. Review and Approve Meeting Minutes for 10/10/2023 AP Standing Committee, 10/12/2023 Regular Meeting, 10/17/2023 Quarterly Financial Standing Committee, 10/24/2023 AP Standing Committee, and 10/26/2023 Regular State Planning and Project Meeting. (Tabled per adjustment of the agenda.)

23. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting November 16, 2023.

Regular Meeting December 14, 2023.

24. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, and Schoenberg.

Absent: Garcia and Neyman.

Meeting Adjourned: 7:25pm.

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