

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: 898 1845 7356 Meeting Password: 996898
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 9, 2023, 6:00PM

1. Call to Order: 6:10pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Kelling, Neyman, and Schoenberg.

Teleconference: Gipson.

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, Patricia Hampton, Pam Jarecki, and Joan Kotnik.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Mountain Communities Chamber of Commerce (MCCOC) - BJ Saidi.
- Two members of the public.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move up #11 to right after #5, also table table #20 until the next regular meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Absent.

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Treasurer: Director Neyman reported he transferred \$2,196.84 from the Capital Improvement Reserve into the Revenue/Operating Account to cover an invoice for Elm Tank. He also reported the bank charged another \$55.00 fee to the General Fund, so he will need to go to the bank and have it reversed.

5. Board Member Initiatives - None.

11. Discussion/Vote on Billboard Lease Agreement with the Mountain Communities Chamber of Commerce. (Moved per adjustment of the agenda).

The Board reviewed the agreement from the previous year. BJ Saidi explained that over the next year the MCCOC will be replacing some of the signs and the faded poppy flower. They will also be working on replacing the solar lights and encasing them in a more secure locking cage. The agreement will be renewed for an additional year with no increase in fees. Next year the Board will discuss a longer lease period.

Motion: Move that we sign the lease agreement for one more year as is, and we'll revisit it next year.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

6. Manager's Report.

Last Sunday the Parcel B Water Tank stopped being able to keep up with the water demand of the lower third of the town. General Manager (GM) Jonnie Allison and the crew drove all over town trying to find the source of the water leak. By Tuesday the leak had increased from around 100,000 gallons of water to 300,000 gallons. GM Allison reached out to a supervisor from Cal Rural Water, the General Manager from Mil Potrero Mutual Water Company, and Dee Jaspar, who all came out with their leak detection equipment to help. Due to the water shortage the District started hauling water. Finally, while the water hauler was driving his tall semi truck, he spotted water running by Frazier Mountain Park Road between Well #5 and Monte Vista Well. The crew was then able to fix the leak on Wednesday night. Boil Notices were issued and water samples were taken to the lab for testing. Once he gets those results, GM Allison will be able to issue the release for the boil notice.

The smog system on the loader was repaired which cost about \$10,000.00. GM Allison asked Coastline Equipment to send a salesman to evaluate the trade-in value in order to upgrade to a loader with tier four smog compliance.

a. Administrative Assistant's Report - No report.

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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 the financial information agenda item. There were no outstanding items.

State Update Meeting Committee.

There was nothing to report. This committee will meet next week.

Quarterly Financial Committee.

This committee will meet in the beginning of April.

8. Ad Hoc Committee Reports:

Project Committee.

No report.

Financial Committee.

No report.

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

Deborah Angel reported that 21 checks were cut out of the Revenue/Operating Account for a total of \$26,410.70. 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/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

10. Discussion/Vote on Reestablishing a Petty Cash Fund.

Currently the District's petty cash fund is combined with the front desk cash drawer. Based on the Auditor and Bookkeepers' recommendations, and for better tracking, GM Allison asked that the Board establish a separate petty cash fund in the amount of \$400.00.

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Motion: Move that we go ahead and increase petty cash to \$400.00 and re-establish the petty cash as a separate entity which will be tracked by the Bookkeeper.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

11. Discussion/Vote on Billboard Lease Agreement with the Mountain Communities Chamber of Commerce. (Moved per adjustment of the agenda.)

Motion: Move that we move #12 and #13 to after #19.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

12. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

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

13. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

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 6:49pm.

14. Discussion/Vote on FP/LOW Consolidation Planning Project.

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

There were no changes to the timeline.

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b. Discussion/Vote on the Budget Adjustment Request.

The last adjustment request was emailed to Lawrence Sanchez but he has not responded yet.

c. Discussion/Vote on the Project Technical Memo.

Once the MSR is complete Dee Jaspar will begin working on the technical memo. Some of the information for the memo will come from the MSR.

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

Alliance Ag Services sent the property appraisal report for the Well #8 site property. The total appraisal came out to \$8,257.00. Dee recommended the Board vote to accept the appraisal.

Motion: Move that we accept the appraisal from Alliance Ag from Mike Ming, Neyman/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

DJA is working on the layout of the well and the pump station for this location. Dee expects to have a preliminary layout ready by next week. There may also be a tank and booster station located there but that will depend on the final hydraulics.

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

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

Dee Jaspar is finishing up the engineering on the MSR. Once his portion of the MSR is complete he will send it to Bravish from Stanley Hoffman Associates.

h. Discussion/Vote on the Memorandum of Understanding.

The District will not be ready to work on the Memorandum of Understanding until some of the other work is done.

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Motion: Move that we table this until June.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

Pam Jarecki reported that they are expecting final approval for their \$3.5 million grant within the next few days.

They are still working on the paperwork for their \$5 million grant while the engineers design the plans for the generators. That cost will be included in the Final Budget Adjustment for their project.

LOW has asked their engineers for a tech memo on their Well #4. They are scheduled for March 21st to go through the LOW system.

j. Discussion/Vote on Claims and Payouts.

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

Motion: Move we go back to Item #6. Manager's Report.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

6. Manager's Report.

GM Allison updated the Board that on Monday a large forklift will be delivered. The next day all of the generators will be delivered in one load. They will be offloaded at the post office and brought to the District yard one at a time.

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

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

The water quality results came in for Well #7. The fluoride level came in at 14ppm. The maximum allowed is 2ppm. Due to the water quality and the very low production, Dee Jaspas recommended the District abandon the well. The water levels in Well #5 and Well #7 are very different and they produce different water quality. Dee concluded they must be part of a different production zone.

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b. Discussion/Vote/Update on Meter Replacement.

The contractor has ordered the AMI meters. The expected delivery date is January 2024.

c. Discussion/Vote on Claims and Payouts.

Claim #13 will be prepared for review at the State Update Meeting.

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

The form requesting funds was sent to Jessi Snyder last week. There have been no updates since it was emailed. The funds will be sent via direct deposit and the District will be notified when the funds are available.

16. Discussion/Vote on Pipeline Replacement Project.

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

DJA is currently designing the pipeline for Summit Trail. As soon as there is good weather they will contact Lyles Construction to do the last of the potholing. They plan on designing replacement piping for: Summit, Pico, Elm, Julin, Manita, North End, and Oregon Trails. They may also do Logan and Laurel Trails. Dee will be writing the contract so that if there is still extra money, the contractor will be responsible for potholing whatever is added.

b. Discussion/Vote on the Project Budget.

There was no update on this item.

c. Discussion/Vote on the 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.

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

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Tiffany Matte explained that she has been working with Oscar Cisneros and Mark Magtoto to put together the workbook forms and funding request required by the State. She was able to email the completed documents today.

State Funded Grant Projects - Discussion concluded at 7:25pm.

18. 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.

This topic was covered under the Manager's Report. All of the grant funding has been paid to PTS rentals. GM Allison asked them to send an updated invoice to show the payments and to include the cost of the load banks. DJA has started the process of permitting with the San Joaquin Air Pollution Control District. The cost will be about \$40 per permit for each generator.

b. Discussion/Vote on Engineering and Design.

Once the generators are delivered to the District yard DJA can work on designing the pads.

19. Discussion/Vote/Update on District Water Tank Repair and Replacement.

a. Discussion/Vote/Update on Elm Tank.

GM Allison will be looking into options for repairing the Tank while the District waits for funding for replacement under the regional project grant project.

b. Discussion/Vote/Update on Parcel B.

Next week GM Allison will get in contact with Dan Johnson from the USDA to talk to him about funding to replace Parcel B. Once the weather gets warmer the diver can come back, check the tank, and give an estimate on how long he thinks it will last.

Motion: Move that we take a brief recess for five minutes.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Break: 7:29pm-7:35pm.

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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 7:36pm.

12. CLOSED SESSION pursuant to Gov't Code §54957. (Moved by adjustment of the agenda.)

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

13. CLOSED SESSION pursuant to Gov't Code §54957 - Moved per adjustment of the agenda.

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 7:58pm.

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.

20. Discussion/Vote/Review of the Employee Handbook. (Tabled per adjustment of the agenda.)

21. Discussion/Vote on the District's Record Retention Policy.

Attorney Alan Doud provided an updated Record Retention Policy. The Board chose to table this item until Director Garcia is able to participate in discussions.

Motion: Move that we table the Record Retention Policy until the next regular board meeting in April.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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22. Discussion/Vote/Review of District's Board Member Code of Conduct.

The Board agreed they would read the previously adopted code of conduct and discuss it at the next regular meeting in April.

Motion: Move that we table Item #22 until the next regular board meeting in April.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

23. Discussion/Vote on the Bylaws and Rules and Regulations.

The Bylaws were amended to add a new item #3 addressing standing committees. The Board agreed that standing committees would be paid at the same rate as the ad hoc committees, which is \$33.33 an hour with a daily limit of \$100, payable in 15 minute increments. A better description of the pay rate will be added to Item #2 and #3 which pertain to ad hoc committees and standing committees.

Motion: Move that we approve the Resolution Before The Board Of Directors Of The Frazier Park Public Utility District Adopting Bylaws And Rules And Regulations, as of March 9, 2023, adding those two lines in under #2 and #3 that I just read.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

24. Discussion/Vote on Appointing Alternate Members to the Standing Committees.

Last month the Board approved creating standing committees for work that is done on a regular basis by board members. Since only two Directors were appointed to each committee, the Board named alternates in case one of the members was not able to attend.

Motion: Move that for the Project [State Update Meeting*] Standing Committee that we have alternates available of Rebecca Gipson, Terry Kelling, and Gerald Garcia.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

*Motion amended for clarity.

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Motion: Move that for the Quarterly Financial Standing Committee that we have the alternates of Brahma Neyman, Gerald Garcia, and Terry Kelling.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that for the Accounts Payable Standing Committee that we have as alternates Lisa Schoenberg, Rebecca Gipson, and Gerald Garcia.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

25. Review and Approve Meeting Minutes for 02/09/2023 Regular Meeting, 02/15/2023 Special Meeting, and 02/23/2023 Regular State Planning & Project Meeting.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, February 9, 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/Kelling 3/0/1, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Absent: Garcia.

Motion: Move that we approve the Special Meeting Minutes for Wednesday, February 15, 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/Kelling 3/0/1, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Absent: Garcia.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, February 23, 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/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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26. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting March 23, 2023.

Regular Meeting April 13, 2023.

27. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 8:33pm.

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