

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: 823 6011 1063 Meeting Password: 054540
REGULAR MEETING MINUTES FOR THURSDAY, JULY 13, 2023, 6:00PM
Additional Teleconference Locations: 3844 Mt Pinos Way, Frazier Park, CA 93225 and 5337
Reef War, Oxnard, CA 93035

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Director Gipson 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) - Pam Jarecki and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.

2. Discussion/Vote/Adjust Agenda if Necessary - No change.

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Absent.

Treasurer: Director Neyman reported he made a transfer of about \$15,000.00 from the CIR to the Revenue/Operating Account to cover items that will be discussed under the financials.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

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General Manager (GM) Jonnie Allison reported that parts of the town were out of water for two days. The crew replaced the PRV at the station on Walnut Trail. They connected it to an existing pipe, which blew apart when the water was turned back on. The next day he bought all new pipes and hardware and had Santana Plumbing help complete the repairs. When the system was repressurized, it caused a leak on Logan Trail. The crew worked until 3:00am to complete the repairs.

The owners of the new construction on Kiwanis Trail hired Jeff French to engineer the mainline extension, and Santana Plumbing to run the pipe. Dee Jaspar will review and approve the plans.

GM Allison hired a CPR instructor out of Valencia to train the employees since it is beneficial to have everyone certified.

a. Administrative Assistant's Report - No report.

7. Standing Committee Reports:

Accounts Payable Committee.

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid. They had several questions that they wanted to address under the financial information agenda item.

State Update Meeting Committee.

This committee will meet with the State on July 20th. Director Schoenberg stepped down from this committee and Director Garcia will now join Director Neyman at the State Update Meetings.

Quarterly Financial Committee.

This committee will meet on July 18th and August 1st to review the financials for the second quarter.

8. Ad Hoc Committee Reports:

Project Committee.

This committee had no report.

Financial Committee.

This committee will meet on July 24th to continue to work on the financials for the 2022 audit.

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Generator Pad Construction Committee.

There was no report.

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

Deborah Angel reported that 35 checks were cut out of the Revenue/Operating Account for a total of \$78,483.29. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

Director Neyman went over the questions he had on the payables and expense categories.

***Dee Jaspar was only able to join the meeting for a short time so the Board adjusted the agenda so his items could be addressed.**

Motion: Move that we move up Items #10, #11, #12, #13, #14, and #15, to right now. Neyman/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

State Funded Grant Projects - Discussion began at 6:24pm.

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 Gipson announced the closed session at 6:26pm.

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

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Returned from closed session at 6:36pm.

Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):
 Director Gipson 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.

Dee Jaspar sent an updated project timeline.

b. Discussion/Vote on a Project Extension Request.

Dee has prepared a draft letter that outlined the history of the project, described the issues that affected the timeline, and requested a six month extension on the planning project.

c. Discussion/Vote on the Budget Adjustment Request.

Lawrence Sanchez requested that instead of having two line items for the engineering reports, that they be combined into one for the budget. Carlos Bravo drafted a letter for that adjustment. The letter will be available for approval at the next regular meeting.

(4C) PDR/Engineering Report:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Engineering Report	\$36,605	\$79,897	Increased by \$43,292

(4B) Test well Design:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
PER	\$43,292	\$0	Decreased by \$43,292

Motion: Move that we approve the letter to Lawrence for the planning budget to increase the engineering report to \$79,897.00 and zeroing out the PER budget items.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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d. Discussion/Vote on the Project Technical Memo.

Dee Jaspar wrote that the Technical Memorandum (Preliminary Engineering Report) is being prepared. Work is ongoing. The information used for the draft report already issued is being incorporated into the format that is required for a Preliminary Engineering Report. The target completion date is July 31st.

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

There was no update on this item.

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

There was no update on this item.

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.

There was no update on this item.

i. Discussion/Vote on the Memorandum of Understanding.

The draft MOU will be provided and discussed at the next regular meeting.

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

There was no update on this item.

k. Discussion/Vote on Claims and Payouts.

Carlos Bravo explained that Claim #31 was submitted but he had to adjust the budget lines that invoices were charged to. It did not change the total claim amount.

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

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

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Dee reported he has the final billing from Unified Field Services for \$113,050.00. This billing has been reviewed by himself and Curtis Skaggs. He will meet with the ad hoc committee before the State Update Meeting to review the information.

b. Discussion/Vote/Update on Meter Replacement.

The meter manufacturer is still working on the propagation study and should be done soon. They confirmed that the system will only need two antennas that will be placed at the Wolfe and Sam Young tank sites.

c. Discussion/Vote on Claims and Payouts.

Claim #17 will be prepared for approval 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.

There was no update on this item.

b. Discussion/Vote on Engineering and Design.

The draft plans and profile drawings should be complete by the end of the week. They will be reviewed by Dee Jaspar and GM Allison then sent to the State. These documents will be the basis of the CEQA work that Tom Dodson will be doing for the project.

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.

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e. Discussion/Vote on the Project Application.

There was no update on this item.

State Funded Grant Projects - Discussion concluded at 6:58pm.

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.

The generators have been delivered but the load banks will not arrive until the fall. Greg at PTS Rentals was told that the final retention payment will not be made until the District can test and confirm that everything is working properly.

b. Discussion/Vote on Engineering and Design.

Dee reported that the initial plans and topography for the generator pad locations are done.

9. Discussion/Vote on Accounts Payable and Financial Information. (Moved per adjustment of the agenda).

The Board continued discussion and clarified which categories some expenses were assigned to.

Director Neyman will transfer \$12,000.00 from the SLA Account into the Revenue/Operating Account to cover the cost of the Harrison Tank Booster. He will also transfer \$50,000.00 from the General Fund to cover the low balance in the Revenue/Operating Account. Finally, he will transfer \$594.00 from the CIR into the Revenue/Operating Account to cover the DJA invoice for the Wolfe Tank Site. The monthly transfer from the Revenue/Operating Account into the CIR will be reduced from \$30,000.00 per month, to \$20,000.00 per month due to increased expenses.

Motion: Move that we pay our bills.

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

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Absent: Garcia.

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

a. Discussion/Vote/Update on Elm Tank - Tabled.

Motion: Move that we take that off the table so that we can discuss it.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

The diver recommended that nothing be done to the tank until the District is ready to replace it. He feels like if any patches or repairs were attempted, that it would cause more leaks in other places. This item will be removed from the agenda until there is funding available.

b. Discussion/Vote/Update on Parcel B.

The diver recommended the District install sacrificial anodes in the tank to increase the life of the tank until there is funding in place to replace it.

Motion: Move that we take a 10 minute break.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Break: 7:33pm - 7:39pm.

The Board was not ready to act on the following items so they were tabled until the next regular meeting in August.

Motion: Move that we table Items #17, #18, and #20 until next month's regular meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

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

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19. Discussion/Vote on Participating in the Kern County Multi-Jurisdictional Hazard Mitigation Planning.

CalOES and thirty plus Districts are all currently part of this hazard mitigation plan. Should there be some natural disaster, participating districts would have priority access to FEMA money. Kern County is seeking participation from all interested organizations, and is hoping to get grant funding to cover the employee cost of participation. They ask that participating parties identify and mitigate any hazards that would result from a natural disaster. The deadline to submit a letter of intent to participate is early next week. The Board believed it is important that the FPPUD participate. Tiffany Matte and GM Allison would be the participating employees.

Motion: Move that we participate in the Kern County Multi-Jurisdictional Hazard Mitigation Planning.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

20. Discussion/Vote on the Quote for a New Skip Loader - Tabled.

21. Review and Approve Meeting Minutes for 06/06/2023 AP Standing Committee, 06/08/2023 Regular Meeting, 06/20/2023 AP Standing Committee, 06/21/2023 State Update Meeting, 06/22/2023 Public Hearing, and 06/22/2023 Regular State Planning and Project Meeting.

Motion: Move that we approve the minutes for the Accounts Payable Standing Committee for Tuesday, June 6, 2023, at 11:00am, 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, June 8, 2023, at 6:00pm, 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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Motion: Move that we approve the meeting minutes for Tuesday, June 20, 2023, at 11:00am, 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, June 21, 2023, at 10:00am, 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the minutes for the Public Hearing for Thursday, June 22, 2023, at 4:00pm, 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the minutes for the Regular State Planning & Project Meeting for Thursday, June 22, 2023, at 4:00pm, 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

22. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting June 27, 2023.

Regular Meeting August 10, 2023.

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23. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 7:53pm.

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