

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: 893 1029 9918 Meeting Password: 624492
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 23, 2023, 6:00PM

1. Call to Order: 6:02pm.

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, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Item #7, #8, and #15.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

3. Public Comments - None.

4. Standing Committee Reports:

Accounts Payable Committee.

Director Schoenberg stepped in as an alternate for Director Neyman. She and Director Kelling met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item. The committee verified that the bridge loan deposit was made, and so the check to Unified Field Services was prepared.

State Update Meeting Committee.

Director Neyman gave a brief update on what was discussed during the meeting. Additional updates will be given under the corresponding agenda items.

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Quarterly Financial Committee.

This committee will meet in the beginning of April.

5. Ad Hoc Committee Reports:

Project Committee.

No report.

Financial Committee.

No report.

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

Deborah Angel reported that one check was cut out of the Meter/Well Account to Unified Field Services for Progress Payment #3 in the amount of \$324,956.18.

One check was cut out of the FP/LOW Planning Account in the amount of \$6,429.50 for Claim #25.

16 checks were cut out of the Revenue/Operating Account for a total of \$20,922.46.

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.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

Conference with Real Property Negotiators. Gov't Code §54946.8

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 - Tabled.

Conference with Real Property Negotiators. Gov't Code §54946.8

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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State Funded Grant Projects - Discussion began at 6:13pm.

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

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

There was no update on this item.

b. Discussion/Vote on the Budget Adjustment Request.

The Project Ad Hoc Committee will meet with Dee Jaspar and Carlos Bravo on Monday to review the project budget and make the necessary adjustments.

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar is working on the memo now. An abbreviated version will be included as part of the MSR.

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

There was no update on this item.

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

Dee is preparing the layout for Well #9. Negotiations on the property will start at a later date.

f. Discussion/Vote/Update 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.

The draft engineer report will be ready next week. After that Stanley Hoffman associates will work on their portion, which should be completed by the end of April.

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

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

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Lake of the Woods got the final budget approval on the \$3.5 million grant for pipeline replacement. The change order for additional replacement is still being processed. The contractor was given the go ahead to begin work.

The \$5 million is still moving forward. They are working on the paperwork to include generators as part of that project.

j. Discussion/Vote on Claim #28 and Other Claims and Payouts.

Claim #28 - \$10,389.77.

Director Fees - \$683.32.

Staff Administration Costs - \$88.12.

Dee Jaspar & Associates Invoices for February 2023 - \$9,618.33.

Invoice #23-00211, dated 02/28/2023, in the amount of \$6,956.25.

Invoice #23-00212, dated 02/28/2023, in the amount of \$2,662.08.

Motion: Move that we approve Claim #28 in the amount of \$10,389.77 with the invoices that Carlos called out.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

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

Because of the low production and bad water quality results, Well #7 will be abandoned. Dee Jaspar will write out a detailed explanation to Lawrence Sanchez. He is also putting in a change order for filling in the well with concrete.

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

The AMI meters have been ordered. They will take about a year to be delivered.

c. Discussion/Vote on Claim #13 and Other Claims and Payouts.

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Claim #13 - \$1,077.00.

Dee Jaspar & Associates Invoices for February 2023- \$1,077.00.

Invoice #23-00217, dated 02/28/2023, in the amount of \$79.50.

Invoice #23-00219, dated 02/28/2023, in the amount of \$997.50.

Motion: Move that we approve Claim #13 in the amount of \$1,077.00 with the invoices that Oscar stated.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

The District received the money for the first funding request on the bridge loan from Self-Help Enterprises. That amount covered the check being paid to Unified Field Services for Progress Payment #3. Oscar Cisneros explained that the loan can be repaid with a check payable to Self-Help Enterprises, sent to the attention of Jessi Snyder.

11. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

Lyles is still waiting on clear weather to finish up the last few days of potholing work.

b. Discussion/Vote on the Project Budget.

Once the mapping information is complete Dee Jaspar can move forward with putting together the project budget.

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.

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

The project claim is still under review. Oscar will reach out to Mark Magtoto for an update.

State Funded Grant Projects - Discussion concluded at 6:43pm.

13. 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.

All of the generators have been delivered to the District. The final payment to PTS Rentals is dependent on the performance and final inspection of the generators. Dee is waiting on information from PTS so he can complete the permit application for San Joaquin Air Pollution Control District.

b. Discussion/Vote on Engineering and Design.

Once the generator locations are determined for each site, Dee can prepare plans for the slabs. Some of the sites may require a grading plan.

14. Discussion/Vote/Update on the District Water Tank Repair and/or Replacement.

a. Discussion/Vote/Update on Elm Tank.

Once the weather clears up GM Allison will look into moving forward with repairs. He will need to determine if the tank can be drained without any of the residents losing water. While doing the repairs they will also need to dig under the tank in order to remove the drain for resealing and repair.

b. Discussion/Vote on Parcel B.

GM Allison reached out to Dan Johnson through email. He explained the situation with Parcel B to see if there are any options for funding. Dan is out of town and GM Allison will update the Board when he gets a response.

15. Discussion/Vote on the Employee Handbook - Tabled.

***Director Gipson left the meeting due to technical difficulties.**

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16. Discussion/Vote on Changing the Start Time for Regular Board Meetings.

GM Allison asked the Board to consider moving the time for the second regular board meeting to earlier in the day during business hours. The Board discussed the time change and agreed to move the meeting time for the second regular board meeting to 4:00pm.

Motion: Move that for our Regular State Planning Meeting (which is normally the fourth Thursday of every month), that the time on Thursdays be changed to starting at 4:00pm.

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

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

17. Review and Approve Meeting Minutes for 03/16/2023 State Update Meeting.

Motion: Move that we approve the State Update Meeting Minutes for Thursday, March 16, 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 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

***Diretor Gipson returned to the meeting.**

18. Discussion/Vote on Future Agenda Items.

Regular Meeting April 13, 2023.

Regular State Planning & Project Meeting April 27, 2023.

Motion: Move that we go back to financial business Item #6.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

Director Neyman reported he made a transfer from the FP/LOW Planing Account to the Revenue/Operating Account for board and staff fees for Claim #25. He also made a transfer from the Capital Improvement Reserve Account into the Revenue/Operating Account for DJA Invoice #23-00216 for work on Elm Tank.

Hh

19. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 7:03pm.

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