

**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: 874 9357 0471      Meeting Password: 977053**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, APRIL 28, 2022, 6:00PM**  
Schoenberg/Neyman 5/0/0  
Minutes Approved on May 12, 2022

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Garcia, Gipson, Kelling, Neyman, and Schoenberg.

Director Gipson was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that under Item #8 we table Items #a through #d, and just discuss Item #e. I would also like to table under Item #9 #d, and then I would like to table under Item #10, #c and #e.**

**Schoenberg/Neyman 5/0/0, Motion Passed.**

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

**3. Public Comments - None. Present: Dee Jaspar and three members of the public.**

**4. Ad Hoc Committee Reports:**

**Project Committee.**

Directors Garcia and Schoenberg attended the State Update Meeting. The draft minutes for this meeting were included for approval later on the agenda. Updates will be given under the corresponding agenda items.

**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.

**Book Asset Detail Committee.**

This committee will meet again next week with the Bookkeeper to continue work on the asset list.

**Treasurer Committee.**

Director Schoenberg and Director Neyman will meet next week to go over the information on the USDA Bonds and meet with the bank to fix incorrect charges.

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

Deborah Angel reported that seven checks were cut out of the Revenue/Operating Account for a total of \$1,802.28. The checks were reviewed by the Board for accuracy. There were no items over \$3,000.00.

**Motion: Move that we pay our bills.**

**Neyman/Garcia 5/0/0, Motion Passed.**

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

**6. Discussion/Vote on the Prop 218 Public Hearing Notice.**

Tiffany Matte provided the Board with a revised notice that included the updated information for meeting dates, locations, and rate and fee figures. They reviewed the notice and provided corrections and amendments.

**Motion: Move that we approve the Proposition 218 notification with the amendments that were mentioned thus far.**

**Schoenberg/Kelling 5/0/0, Motion Passed.**

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

**7. Discussion/Vote on the Prop 218 Resolution #FP-20220707-01.**

This draft was titled for the date of the Prop 218 Public Hearing, but will change to the first regular meeting after the hearing. The Board reviewed the resolution and provided their amendments and corrections.

**Motion: Move that we approve Resolution #FP-20220714-01 In The Matter Of: Resolution Establishing Procedures For A Proposition 218 Majority Protest Hearing And Calling For A Majority Protest Hearing On A Proposed Increase In The District's Base Water Rate And Administrative Fees, with the amendments that were mentioned.**

**Schoenberg/Neyman 5/0/0, Motion Passed.**

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

**State Funded Grant Projects - Discussion began at 6:34pm.**

**8. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**

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- a. **Discussion/Vote on Production Well Property Appraisals** - Tabled.
- b. **Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement** - Tabled.
- c. **Discussion/Vote on District Sphere of Influence Map for the Annexation** - Tabled.
- d. **Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo** - Tabled.
  
- e. **Discussion/Vote on Claims and Payouts.**

**Claim #17 - \$1,155.08.**

Director Fees - \$583.32.  
Staff Administration Costs - \$75.26.

Dee Jaspar & Associates Invoices for March 2022 - \$408.00.  
Invoice #22-03X16, dated 03/31/2022, in the amount of \$204.00.  
Invoice #22-03014, dated 03/31/2022, in the amount of \$204.00.

Young Wooldridge Invoices for March 2022 - \$88.50.  
Invoice #87366, dated 03/31/2022, in the amount of \$88.50.

**Motion: Move that we okay the amount of Claim #17 and send it in.**  
**Schoenberg/Kelling 5/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

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

**a. Discussion/Vote/Update on the Bid Award for Well #7.**

Dee Jaspar reported that the bid has been awarded. He is waiting to get the submittals from Unified Field Services and he will review them as they come in.

**b. Discussion/Vote on the Letter and Offer for Requesting Site Access Through SEA Property.**

Dee provided the amended offer letter that will be sent to SEA for use of their site while drilling Well #7. The Board reviewed the letter and provided additional amendments.

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The appraisal came out to \$190.00 but the Board wanted to offer a more reasonable amount. They discussed the increase and agreed to offer \$500.00 or \$1,000.00 based on what the attorney feels is fair, legal, and won't set a bad precedent. The Board would also like to ask the attorney if it is appropriate to negotiate with the current lessor of the property instead of with SEA.

**Motion: Move that we offer Nathan Arias either \$500.00 or \$1,000.00 for the temporary easement based on what our attorney recommends, and based on the question if we can negotiate with the person leasing the property currently as opposed to Nathan Arias.**

**Neyman/Garcia 4/1/0, Motion Passed.**

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

**No: Gipson.**

**c. Discussion/Vote on the Plans and Specifications for the Meter Replacement.**

The plans and specifications have been completed to 90% and are ready to send for review. Dee will send them to the Board and to the State for review.

**d. Discussion/Vote on Going Out to Bid for Meter Replacement - Tabled.**

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

Tiffany spoke with Oscar Cisneros, who stated that he would prepare Claim #3 and have it ready for approval at the next project meeting.

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

**a. Discussion/Vote on the Technical Assistance Work Plan.**

Tiffany spoke with Carlos Bravo, who stated he will draft the amendment next week and send it to Dee Jaspar for a signature.

**Motion: Move that we table Item #b and #d.**

**Schoenberg/Kelling 5/0/0, Motion Passed.**

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

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

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

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- d. **Discussion/Vote on Potholing and Mapping** - Tabled.
- e. **Discussion/Vote on Project Application** - Tabled.

**State Funded Grant Projects - Discussion concluded at 7:22pm.**

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

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

As previously reported, there have been issues with getting the specifications for Tier 4 generators that are needed to confirm that there will be no issues with wet stacking. Curtis Skaggs from Dee Jaspar & Associates (DJA) is looking into alternative solutions. The first is to get PTS Rentals to agree to pay some of the cost to have permanent load banks installed on the generators. The other alternative is to get the deposit back from PTS Rentals, and have Quinn Caterpillar provide Tier 3 generators. San Juaquin Air Pollution Control District would have to provide approval on the Tier 3 generators. PTS Rentals also believes they can downsize the generators so that they will run at greater than 40% of their load and not have an issue with wet stacking. Joe Prevendar will review that option and give his recommendation.

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

There was no update on this item.

**12. Discussion/Vote on Installing the Nitrate Analyzer.**

P & J Electric has received the nitrate analyzer. They will install it in the next two weeks, then the manufacturer will come to bring it online. Jesse Dhaliwal has been kept informed on the status of the installation.

The District received the approved Corrective Action Plan from Jesse in the mail earlier today. The plan no longer talks about the option to install a blending station since it was decided it wouldn't be possible.

**Motion: Move that we take a 10 minute break.**

**Garcia/Kelling 5/0/0, Motion Passed.**

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

**Meeting Break 7:39pm - 7:45pm.**

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**13. Discussion/Review/Vote on the Employee Handbook.**

The Board continued to read through the Employee Handbook together for the allotted 30 minutes, and discussed the portion related to employee dress code and uniforms.

**Motion: I say that we do [move that we provide\*] up to \$300.00 per year [boot allowance for employees in the field\*].**

**Schoenberg/Garcia 4/0/1, Motion Passed.**

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

**Abstain: Neyman.**

**Motion: Move that we do [provide\*] jeans up to \$300.00 as part of the uniform.**

**Schoenberg/Neyman 5/0/0, Motion Passed.**

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

**Motion: Move that we just list this stuff [in the Employee Handbook\*]: boots up to \$300.00; jeans up to \$300.00; 10 t-shirts a year provided by the District with the FPPUD logo; weather jacket up to \$100.00; and weather appropriate coveralls up to \$150.00 once per year as deemed necessary by the General Manager.**

**Schoenberg/Garcia 5/0/0, Motion Passed.**

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

This item will carry over to the next regular meeting.

**14. Discussion/Vote on the Grand Jury Report and the District Response.**

The Board addressed the Grand Jury Report. They are required to draft a response to every finding and recommendation within 60 days of publication of the report. GM Allison will create a draft response and have it ready for the Board to review at the next regular meeting.

**15. Discussion/Vote on Notifying Customers About LIHWAP Assistance.**

Tiffany provided the Board with a basic information sheet from the CSD website. The program should start in June 2022 and will run through August 2023. The District will ask the newspaper to run a notice for the community, information will be posted on the FPPUD website, and a flyer will be handed out at the Prop 218 public meetings.

\* Motion amended for clarity

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**16. Discussion/Vote on Modified Services in Response to COVID-19.**

The Board discussed this item and will continue with modified services, which now only includes not charging credit card fees for online payments, until there are any new COVID developments. This item will be removed from the agenda until it is needed.

**Motion: Move that we eliminate any of the modified services in response to COVID-19 except for the online payment credit card fee.**

**Garcia/Neyman 4/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**17. Review and Approve Meeting Minutes for 04/21/2022 State Update Meeting.**

**Motion: Move that we approve the State Update Meeting Minutes for April 21, 2022 with any of the amendments that were sent to Tiffany previous to 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.**

**Garcia/Neyman 4/0/1, Motion Passed.**

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

**Abstain: Kelling.**

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

Regular Meeting May 12, 2022.

Regular State Planning & Project Meeting May 26, 2022.

**19. Adjournment.**

**Motion: Move that we adjourn**

**Neyman/Garcia 5/0/0, Motion Passed.**

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

**Meeting Adjourned: 8:58pm.**

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**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