

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: 883 3685 2785 Meeting Password: 469994  
**REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 8, 2024, 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: 6:02pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, and Schoenberg.

Teleconference: Gipson and Neyman.

Director Garcia 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 and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- BHK - Danhira Millan and Scott Westall.
- Three members of the public.

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

**Motion: Move that we move #20 up under #8, then go to #10, then #9. Then I'd like to table #17, #18, #19, #22 and #23.**

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

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

**3. Public Comments - None.**

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** No report.

**JPIA Representative:** No report.

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**5. Board Member Initiatives - None.**

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that the District received the AED that the Board approved previously. He had a newspaper run an ad to let the public know that it was available to use in an emergency, and listed it in the PulsePoint app. It is located in an alarmed cabinet in the front lobby of the District office.

The nitrate levels have risen from the high 7s / low 8s to a spike of 9.0. It has since lowered back down to the average level. The higher than usual levels could be due to the rain and snowmelt from winter weather.

Micah Matte has been serving as an intern for a college class requirement. He has been scanning and organizing documents for the District. The Board expressed their appreciation.

**a. Administrative Assistant's Report - No report.**

**7. Standing Committee Reports:**

**Accounts Payable Committee.**

Directors Kelling and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

**State Update Meeting Committee.**

This committee will meet with the State on February 15th.

**8. Ad Hoc Committee Reports:**

**Project Committee.**

Directors Kelling (as a substitute for Director Neyman) and Schoenberg met with the owners of the Well #9 site property and moved forward with negotiations.

Directors Neyman and Schoenberg also met with Carlos Bravo and Dee Jaspar to review the budget for the planning project.

**Financial Committee.**

This committee will be setting up dates to work on the budget.

**Generator Pad Construction Committee.**

There was no update on this item.

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**20. Discussion/Vote on the Billboard Lease Agreement.**

Two directors from Mountain Memories were present for this discussion. The FPPUD Board asked them to attend to see if their organization was interested in taking over the contract for the billboard lease. They expressed interest but asked for time to review the contract, and discuss the offer with their insurance and financial representatives.

**10. Discussion/Vote/Presentation of the 2022 and 2023 Year Audits.**

Danhira Millan and Scott Westall presented their Governance Letter, Management Comment Letter, and the Audited Financial Statements for the fiscal years ending 2022 and 2023. They explained that both audit years were given an unqualified audit opinion, or a clean/good audit finding.

**Motion: Move that we accept the audit as well as the letters.**

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

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

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

Deborah Angel reported that 33 checks were cut out of the Revenue/Operating Account for a total of \$46,835.36. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

The purchase of a spreader bar used to place the generators was changed from an expense to an asset.

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

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

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

**10. Discussion/Vote/Presentation of the 2022 and 2023 Year Audits. (Moved per adjustment of the agenda.)**

**11. Discussion on Filling Out 700 Forms.**

The Board was given a copy of the 700 form packets as well as the Reference Pamphlet, and 2024 Guidelines and Helpful Suggestions. Tiffany Matte let the Board know that CSDA is offering a free webinar on how to fill out the 700 forms and giving information about any changes. The webinar will be held on February 15th. The forms are due April 2nd.

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**State Funded Grant Projects - Discussion began at 7:11pm.**

**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 Garcia recused himself from the closed session discussions and any possible vote.**

**Director Kelling temporarily took over as meeting chairperson.**

**Director Kelling announced the closed session at 7:15pm.**

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

**Conference with Legal Counsel - Existing Litigation. Gov't. Code §54956.9(d)(1).  
Frazier Park Public Utility District v. C&C Elite Properties LLC, et al.  
Kern County Superior Court, Case No. BCV-24-100199**

**13. 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**

**Returned from closed session at 7:30pm.**

**Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):  
Director Kelling announced that in the closed session there was no action taken.**

**14. 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.**

Dee has been corresponding with Lawrence Sanchez and answered all of his questions. Dee anticipates having an answer to the budget request by next week.

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

The Work Plan was submitted to the State and is still under review.

**d. Discussion/Vote on the Project Technical Memo.**

Dee Jaspar is finishing the memo with the project alternative number 3. That alternative consists of obtaining water from Tejon-Castac Water District.

**e. Discussion/Vote on the 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.**

All comments from FP and LOW were provided to Bravish from Stanley Hoffman Associates for review. Dee anticipates the final draft of the MSR will be available next week.

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

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

**3.5-million-dollar grant - Line Replacement & Permanent Generators:**

This project is still moving forward.

**5-million-dollar grant - South Tank & Line Replacement & SCADA Grant Phase 3 update:**

This grant project is still in the design phase.

**The Generator Project:**

This grant is still with the State and waiting for approval.

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Well levels in December have dropped 1.5 feet to 2.5 feet depending on which well is being looked at. Well levels are 11.5 feet to - 30.5 feet higher than they were last year at the same time.

Nitrate levels are averaging 4.3 to 4.8 ppm. The blending station operation report was approved on February 7th.

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

Claim #39 will be prepared for review at the State Update Meeting.

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

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

The District is still waiting for approval from the State to abandon the well and replace the fencing.

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

The District received an invoice from Brough Construction for a 2" meter and 23, 1" meters. Curtis from DJA will be visiting Brough Construction to confirm the inventory they have in stock.

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

Claim #24 will be prepared for review at the State Update Meeting.

**d. Discussion/Vote/Update on the Bridge Loan Extension.**

The current bridge loan expires at the end of February. SHE will work on drawing up an amended agreement to extend the contract. They should have it ready for Board approval by the next meeting.

**Director Schoenberg left the meeting at 7:42pm.**

**16. 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.**

The plans have been completed to 95% and have been submitted in the construction application.

**c. Discussion/Vote on the Engineering Contract with DJA.**

The Board reviewed the contract previously and Dee red lined the changes requested. The contract will be sent to Alan Doud to review.

**d. Discussion/Vote on the Project Application.**

Carlos Bravo has submitted the financial package portion of the application. He will need to attach a 3-year budget for fiscal years ending 2024 - 2026. The Financial Ad Hoc Committee will put some dates together to work on the budget. Dee and Carlos will work together on the technical package for both the pipeline and the Well #8 projects.

**State Funded Grant Projects - Discussion concluded at 7:57pm.**

**17. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant.** (Tabled per adjustment of the agenda.)

**18. Discussion/Vote/Update on the Water Tank/s Repair and/or Replacement and Funding.** (Tabled per adjustment of the agenda.)

**19. Continue Discussion/Vote on the District's Record Retention Policy.** (Tabled per adjustment of the agenda.)

**20. Discussion/Vote on the Billboard Lease Agreement.** (Moved per adjustment of the agenda.)

**21. Discussion/Vote on Updating the Mainline Extension Policy.**

Santana Plumbing has been working with the owners of the house on Kiwanis Trail to build the mainline extension. Santana provided bond documentation but some verbiage in the paperwork was incorrect. This item will carry over to the next regular meeting.

**22. Discussion/Vote on Tearing Down and Replacing the Old Office.** (Tabled per adjustment of the agenda.)

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**23. Discussion/Vote on the Quote for Audio/Video Meeting Equipment.** (Tabled per adjustment of the agenda.)

**24. Review and Approve Meeting Minutes for 01/09/2024 AP Standing Committee, 01/11/2024 Regular Meeting, 01/16/2024 QF Standing Committee, 01/23/2024 AP Standing Committee, 01/25/2024 Regular State Planning and Project Meeting.**

**Motion:** Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, January 9, 2024, 11:00am, with any of the amendments 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:** Garcia, Gipson, Kelling, and Neyman.

**Absent:** Schoenberg.

**Motion:** Move that we approve the Regular Meeting Minutes for Tuesday, January 11, 2024 with any of the amendments 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:** Garcia, Gipson, Kelling, and Neyman.

**Absent:** Schoenberg.

**Motion:** Move that we approve the Quarterly Financial Standing Committee Minutes for Tuesday, January 16, 2024, 11:00am, with any of the amendments 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:** Garcia, Gipson, Kelling, and Neyman.

**Absent:** Schoenberg.

**Motion:** Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, January 23, 2024, 11:00am, with any of the amendments 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:** Garcia, Gipson, Kelling, and Neyman.

**Absent:** Schoenberg.

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**Motion: Move that we table the minutes for the regular meeting for Thursday, January 25, 2024 at 4:00pm until our next meeting on the 22nd.**

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

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

**Absent: Schoenberg.**

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

Regular State Planning and Project Meeting February 22, 2024.

Regular Meeting March 14, 2024.

**26. Adjournment.**

**Motion: Move that we adjourn.**

**Neyman/Gipson 4/0/0, Motion Passed.**

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

**Meeting Adjourned: 8:06pm.**

**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