

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: 879 7431 3120 Meeting Password: 746465  
**REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 14, 2023, 6:00PM**

**1. Call to Order: 6:00pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Director Schoenberg was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Deborah Angel and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Pam Jarecki, Joan Kotnik, and Martin Morehouse.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

**Motion: Move that we add an item to the agenda due to the need to take immediate action, and that the need for that action came to the attention of the local agency subsequent to the agenda being posted. The item is a discussion/vote on the funding agreement amendment to the meter/well project. The new item will become #13e.**

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

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

**Absent: Gipson.**

**Motion: Move that we table Items #18, #19, and #20 until the next regular meeting.**

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

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

**Absent: Gipson.**

**Motion: Move that we table #16 until the regular meeting in October.**

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

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

**Absent: Gipson.**

**3. Public Comments - None.**

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**4. Report of Officers:**

**President:** Absent

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Neyman reported that the checks for planning project Claims #29 and #30 came in. He made 13 transfers from the FP/LOW Planning Account to the Revenue/Operating Account to reimburse Board and staff costs as well as the invoices paid early.

**JPIA Representative:** Director Kelling called JPIA last week to address a collection notice on an insurance bond that was already paid to JPIA. The representative responded that they took care of the issue.

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

**6. Manager's Report.**

GM Allison was not present at the meeting so there was no report.

**a. Administrative Assistant's Report**

There was nothing to report.

**7. Standing Committee Reports:**

**Accounts Payable Committee.**

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid. After the invoices are paid the Revenue/Operating Account will have about \$70,000.00 left.

**State Update Meeting Committee.**

This committee will meet with the State on September 21st.

**8. Ad Hoc Committee Reports:**

**Project Committee.**

This committee has not met.

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**Financial Committee.**

This committee is continuing to meet and review the financials in preparation for the 2022 year end audit. They expect to have that work completed after their next meeting.

**Generator Pad Construction Committee.**

There was no new information from this committee.

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

Deborah Angel reported that 12 checks were cut out of the FP/LOW Planning Account for a total of \$56,650.94

32 checks were cut out of the Revenue/Operating Account for a total of \$57,138.33. 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: Garcia, Kelling, Neyman, and Schoenberg.**

**Absent: Gipson.**

Director Neyman explained to the Board that the USDA loans interest and principal payments will be due on October 15th for the amount of \$115,593.75. There is not enough money in the Revenue/Operating Account to pay that total. The Board agreed to borrow the money from the General Fund. In order to avoid the need to come up with the whole amount all at once every year, the District will take the total payment due and divide it into 12 amounts that will be transferred into the USDA Payment Account monthly.

**Motion: Move that we take the interest plus principal payments for loans #3, #4, and #6, which totals \$115,593.75, from the Pre-USDA General Fund to the USDA Payment Fund, and in addition to that we will take the yearly amount that we need for interest in April and principal and interest in October, and we will divide that by 12 and change the transfer from the Revenue/Operating Fund to the USDA Payment Fund monthly so the money will be there when we need to make the payments.**

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

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

**Absent: Director Gipson.**

**State Funded Grant Projects - Discussion began at 6:38pm.**

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

**Director Schoenberg announced the closed session at 6:40pm.**

- 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**

**Returned from closed session at 6:49pm.**

**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.

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

**a. Discussion/Vote/Review of the Project Timeline and Extension.**

There was no update on the timeline. The project extension request was submitted and can take six to nine months to approve.

**b. Discussion/Vote on the Budget Adjustment.**

The last budget adjustment request sent to Lawrence Sanchez was approved.

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

Dee Jaspar reported that he finished the technical memo for the early drilling of Well #8. He is now ready to work on the Expedited Drinking Water Grant Application.

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

There was no update on this item.

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

There was no update on this item.

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

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

The Board began to review the MSR. They asked questions and gave initial corrections to Dee Jaspar. The Project Ad Hoc Committee will meet with Dee and review the MSR in detail.

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

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

\$3.5 million Grant: The State approved the additional lines LOW requested to be replaced in the change order for this project.

\$5 million Grant: They expect to have 30% designs completed by the end of the month.

Generator Project: LOW is working with their engineers and Lawrence Sanchez to get more information for DFA.

Blending Station: The nitrate levels at the blending station are back under the MCL and averaging about 6 ppm.

Other: Well #4 was approved to go back online. They are just finishing up work on the electrical panel. The water levels in Wells #4 and #6 are leveling off. The levels in the north zone are continuing to rise without seeing any increase in the nitrate levels.

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

Claim #34 will be prepared for review at the State Update Meeting.

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

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

After speaking to Lawrence Sanchez, Curtis Skaggs added some clarifying information to Change Order #2. DJA is now waiting for review and approval of that document.

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

Neptune now estimates that meters will be delivered by the end of October. When they arrive they will be stored by the contractor. DJA will conduct an inventory of the meters. Once they confirm everything is there, the District will be billed for the meters. It will still be next year before the service brass comes in.

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

Claim #19 will be prepared for review at the State Update Meeting and approved at the next regular meeting.

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

There were no new requests.

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

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

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

**Absent: Director Gipson.**

**Meeting Break: 7:31pm - 7:35pm.**

**e. Discussion/Vote on the Funding Agreement Amendment.**

The Board reviewed the amendment and questioned why the date for the Final Inspection and Certification (September 2024), comes before the Completion of Construction (December 2024). They also wanted to push the project dates back three months. Finally, the Board wanted to ask Lawrence if it is possible to use the remaining funds to try and drill another replacement for Well #5.

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The Project Ad hoc Committee will meet and discuss that topic and the funding agreement.

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

**a. Discussion/Vote/Update on Potholing and Mapping - Completed.**

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

The plans are complete.

**c. Discussion/Vote on the Project Budget.**

The costs have been identified.

**d. Discussion/Vote on the Project Plans and Specifications.**

There was no update on this item.

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

With the plans complete the District is ready to complete the application. The General Application has been submitted. The Technical, Financial, and Environmental parts of the application will need to be completed. Tom Dodson has completed the Notice of Exemption, but Dee will check to see if he will be filling out the environmental portion of the application. Carlos will be putting together the attachments for the application.

**State Funded Grant Projects - Discussion concluded at 7:58pm.**

**15. Discussion/Vote/Update on Cal OES Community Power Resiliency Allocation to Special Districts Grant.**

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

Once the generators are in place and the load banks are installed the final payment will be made. The load banks are expected to come in by the end of October.

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

Dee Jaspar reported that they have started the plans but need to get the exact measurements of each generator before they can continue.

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- 16. Discussion/Vote/Update on the Parcel B District Water Tank Repair and/or Replacement.** (Tabled per adjustment of the agenda.)

- 17. Discussion/Vote on the District Financial Policy.**

The Board reviewed the policy and noted some amendments.

**Motion: Move that we approve the Financial Policy for Budget Control, Financial Reports, Reserve Accounts, Reporting, and Periodic Reviews with the changes that we have discussed.**

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

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

**Absent: Gipson.**

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

- 19. Discussion/Vote on Forming a Record Retention Ad Hoc Committee.** (Tabled per adjustment of the agenda.)

- 20. Discussion/Vote on Reforming the Quarterly Financial Standing Committee.**  
(Tabled per adjustment of the agenda.)

- 21. Review and Approve Meeting Minutes for 08/08/2023 AP Standing Committee, 08/10/2023 Regular Meeting, 08/22/2023 AP Standing Committee, and 08/24/2023 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Accounts Payable Standing Committee Minutes for Tuesday, August 8, 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: Garcia, Kelling, Neyman, and Schoenberg.**

**Absent: Gipson.**



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**Motion: Move that we approve the Regular Meeting Minutes for Thursday, August 10, 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/Garcia 3/0/1, Motion Passed**

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

**Abstain: Neyman.**

**Absent: Gipson.**

**Motion: Move that we approve the Accounts Payable Standing Committee Minutes for Tuesday, August 22, 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: Garcia, Kelling, Neyman, and Schoenberg.**

**Absent: Gipson.**

Approval of the 08/24/2023 minutes was carried over to the next meeting.

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

Regular State Planning and Project Meeting September 28, 2023.

Regular Meeting October 12, 2023.

**23. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Gipson.**

**Meeting Adjourned: 8:19pm.**

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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