

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: 862 7392 6918 Meeting Password: 677593
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 25, 2024, 4:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225

1. Call to Order: 4:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Gipson, Kelling, Neyman, and Schoenberg.

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 and Pam Jarecki.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- One member of the public.

2. Discuss/Vote/Adjust Agenda if Necessary.

Motion: Move that we move #15 to under #5, and remove #14 from the agenda.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

3. Public Comments - None.

4. Standing Committee Reports:

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.

State Update Meeting Committee.

Directors Gipson and Neyman attended the State Update Meeting. Updates will be given under the corresponding agenda items.

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Quarterly Financial Committee.

This committee met and reviewed the first quarter financials. They will not need an additional meeting.

5. Ad Hoc Committee Reports:

Project Committee.

This committee has not met.

Financial Committee.

This committee has been meeting to put together the District's budget. They provided a draft for the Board to approve in tonight's meeting.

15. Discussion/Vote on Selling the Portable Generator. (Moved per adjustment of the agenda.)

In 2013 the District bought a portable generator that has not been able to be used. This generator usually resales for about \$28,000.00, but the District was offered \$37,500.00 from an out of town buyer. GM Allison recommended the Board approve the sale.

Motion: Move that we sell the generator for \$37,500.00. If that sale does fail, then GM Allison is authorized to sell it as low as \$30,000.00.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

Deborah Angel reported that two checks were cut out of the Meter/Well Account for a total of \$32,736.30 for Claim #24.

Four checks were cut out of the FP/LOW Planning Account for a total of \$8,656.00 for Claim #39.

12 checks were cut out of the Revenue/Operating Account for a total of \$10,128.89. 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/Gipson 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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7. Discussion/Vote on the District Budget.

The previous version of the proposed budget mistakenly included amounts deducted for depreciation.

This budget made that correction and included updated numbers for some of the line items. The proposed budget for 2024 shows a loss of around \$100,000.00 in residential water sales. The FPPUD will be looking into that loss.

After reviewing the USDA bond books, Director Schoenberg discovered the District may not be transferring the correct amount into the USDA Replacement Fund. She also read that the District is allowed to use the reserve fund when needed.

Motion: Move that we approve the proposed operating 5 year budget and that we delete off of the last page the depreciation expense.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

The Board returned to #6 on the agenda.

6. Manager's Report.

GM Allison explained that during the meter project it was discovered that a customer has been paying for a 1" meter, although they have always had a ¾" meter in the ground. Tiffany Matte went back and calculated the amount of overpayment, which came to just under \$4,000.00. The Board agreed with GM Allison that crediting the account is the right thing to do.

Motion: Move that the customer in question get a credit on his/her bill, or be refunded if requested, the amount they are owed.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

State Funded Grant Projects - Discussion began at 4:40pm.

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 Schoenberg announced the closed session at 4:41pm.

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- 8. 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

- 9. 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 5:00pm.

Oral Announcement Following Closed Session. Gov't Code §54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present thereon.

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.

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

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

Dee Jaspar explained that next week DJA will be starting on the design survey for the pipeline alignment. He has set that project budget for \$200,000.00, but will notify the District as the costs reach \$100,000.00.

b. Discussion/Vote on the Budget and Adjustment Request.

Carlos Bravo explained that here is between \$20,000.00 - \$30,000.00 in outstanding invoices that cannot be paid until the State increases the budget or approves that budget adjustment request. The standing committee explained this to the new State project manager, Ruben Mora, at the last meeting, but Ruben is still getting up to speed on the projects.

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

The Work Plan was approved by the State and SHE has received the executed agreement.

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The SHE administration team will be sending their standard agreement to NBS Finance Group for signatures so work can begin. The work completion date is set to December 31, 2024.

d. Discussion/Vote on the Project Technical Memo.

Dee Jaspar has provided copies of the technical memo to the District and the State to review and comment.

e. Discussion/Vote on the Acquisition and Development of Well #8 and #9 Property.

There was no update on this item.

f. Discussion/Vote on the Acquisition and Development of Well #9 Booster and Tank Site

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.

Bravish was given all of the information he requested. He is currently working on the final draft of the document.

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

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

The following notes were provided by Lake of the Woods:

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

The pressure testing is done, waiting on 3 location labs. State has approved our tie-in procedure, we just need to finalize the schedule and how many service lines per section will be impacted. Jesse will also need to approve the system wide boil notice with the actual start date listed before we do our boil notice. The boil notice will stay in effect until all tie-ins are done and all 5 sample points have come back negative, hopefully will be done by the middle of May.

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

They are still waiting on plans and working with Forestry on what they need.

The Generator Project:

They will not hear anything until the later part of 2024.

Well #4

The well is still offline, they are collecting data on the high iron and manganese. The latest labs for 04-02-2024 is "non-detect" for both.

Blending Station:

Nitrates are between 4.1 and 5.6 for the month of March and first week of April with 5.6 being the most recent on 4-2-2024. Wells are up 4.5 to 26.5 from the last month (Well #4 - 24 ft and Well #6 - 26.25 ft). The wells are up 32.5 to 38.5 from last year.

Jesse Dhaliwal asked about the percentage of lines being replaced.

Phase #2 10,336 LF

Phase #3 19,000 LF plus south tank and SCADA.

Depending on funding it may turn into more phases and may have to be prioritized. Jesse recommended looking at funding elsewhere. LOW plans to once pricing and designs are in and they have a discussion with DFA about the amount the project may cost.

k. Discussion/Vote on Claim #41 and Other Claims and Payouts.

Claim #41 - \$20,314.95.

Director Fees - \$433.34.

Staff Recovery Costs - \$52.00.

Dee Jaspar & Associates Invoices for March 2024 - \$19,829.61

Invoice #24-00310, dated 3/31/2024, in the amount of \$19,178.61

Invoice #24-00311, dated 3/31/2024, in the amount of \$651.00

Invoice #24-00310 was reduced due to charges going over budget.

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Motion: Move that we approve Claim #41 with the reduction of DJA invoice #24-00310, in the amount of \$939.00 because it is over budget, which brings the total claim to \$20,314.95.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

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

The standing committee talked to Ruben Mora about closing out the well portion of the project. Curtis sent him the information he requested so Ruben will follow up with this management.

b. Discussion/Vote/Update on Meter Replacement.

There are about 370 new meters installed and Brough Construction is currently working on route 3. GM Allison purchased two sim cards and added the lines to the AT&T FirstNet plan so that the gateways can send out the meter information.

c. Discussion/Vote on Claim #26 and Other Claims and Payouts.

Claim #26 - \$4,378.55.

Director Fees - \$400.00.

Staff Recovery Costs - \$26.00.

RVS Invoice 190192, dated 03/27/2024 - \$1,250.00.

Dee Jaspar & Associates Invoice for March 2024 - \$2,702.55.

Invoice #24-00314R, dated 03/31/2024, in the amount of \$2,702.55.

Motion: Move that we approve Claim #26 in the amount of \$4,378.55.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

The District received reimbursement from the State so the repayment check was cut to SHE at this meeting.

12. Discussion/Vote/Update on Pipeline Replacement Project.

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

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

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

Dee will amend the contract so the project titles listed match the title used in the NOE. Once amended the contract will be resigned.

d. Discussion/Vote on the Project Application.

To complete the project application Carlos Bravo still needs some information for the TMF package and the finalized NOE. Carlos will contact the State Clearinghouse to check the status on the NOE.

State Funded Grant Projects - Discussion concluded at 5:48pm.

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

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

There was no update on this item.

b. Discussion/Vote/Update on the Final Placement of the Generators.

Greg from PTS Rentals is scheduling the installation of three load banks late next week. He is supposed to be bringing leads with him so each site can be tested.

14. Discussion/Vote/Update on the District Water Tank Repair and/or Replacement, and Funding. (Removed per adjustment of the agenda.)

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15. Discussion/Vote on Selling the Portable Generator. (Moved per adjustment of the agenda.)

16. Review and Approve Meeting Minutes for 04/18/2024 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, April 18, 2024 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/Gipson 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

17. Discussion/Vote on Future Agenda Items.

Regular Meeting May 9, 2024.

Regular State Planning & Project Meeting May 23, 2024.

18. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 5:54pm.

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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: Brahma Neyman, Secretary

Seal