

**FRAZIER PARK PUBLIC UTILITIES DISTRICT  
Standby Charge Assessment District Formation Timeline**

Date	Scheduled Tasks	Responsible Party
July 18, 2024	Kick Off Call and Next Steps	NBS/District Staff
July 19, 2024	NBS Sends District Updated Data Request and Timeline	NBS
November 11, 2024	NBS circulates the 1 <sup>st</sup> draft of Preliminary Engineer's Report	NBS
November 25, 2024	Comments due on 1 <sup>st</sup> draft Preliminary Engineer's Report	District Staff/Legal Counsel
December 2, 2024	NBS circulates Initial Resolutions and Assessment Ballot Package	NBS
December 10, 2024	Comments due on Initial Resolutions and Assessment Ballot Package	NBS
December 16, 2024	NBS provides the final Initial Resolutions, Engineer's Report and Assessment Ballot Package for agenda upload	NBS
<b>January 23, 2025</b>	<b>Intent Meeting</b> – Board considers Initial Resolutions	<b>Board</b>
January 27, 2025	NBS circulates the draft Resolution Adopting Engineer's Report/Confirming Assessment and the Resolution Abandoning the Proceedings for review and comment.	NBS
February 3, 2025	Assessment Ballot Package mailed no later than this date (45 days before public hearing)	NBS
February 6, 2025	Comments due on draft Resolution Adopting Engineer's Report/Confirming Assessment and the Resolution Abandoning the Proceedings	District Staff/Legal Counsel
February 13, 2025	NBS provides the final Resolution Adopting Engineer's Report/Confirming Assessment and the Resolution Abandoning the Proceedings for agenda upload	NBS
<b>March 20, 2025</b>	<b>Public Hearing</b> – Board holds Public Hearing and Board Secretary oversees tabulation of Assessment Ballots, NBS to assist. Board considers the Resolution Adopting Engineer's Report/Confirming Assessment (or alternatively the Resolution Abandoning the Proceedings if there is a majority protest)	<b>Board, NBS</b>
May 2025	Levy of assessments submitted to the County (if District is approved)	District Staff

**Board meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month**