

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: 842 8264 3311 Meeting Password: 436629
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 24, 2023, 4:00PM
Additional Teleconference Location: 3844 Mt. Pinos Way, Frazier Park, CA 93225

1. Call to Order: 4:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

Director Gipson was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Deborah Angel, Jonnie Allison and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar and Curtis Skaggs.

2. Discussion/Vote/Adjust Agenda if Necessary - No change.

3. Public Comments - None.

4. Standing Committee Reports:

Accounts Payable Committee.

Since Director Kelling was out of town, Directors Neyman and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item. They also contacted the USDA to find out why the amount withdrawn for the interest payments on the bonds did not match the FPPUD calculations.

State Update Meeting Committee.

Director Neyman and Director Garcia attended the State Update Meeting on August 17th. Updates will be given under the corresponding agenda items.

5. Ad hoc Committee Reports:

Project Committee.

There was no report from this committee.

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Financial Committee.

Directors Kelling and Schoenberg met with the Bookkeeper to continue work on the 2022 financials for the audit. They moved several items from the Profit & Loss Statement over to the Balance Sheet. They are almost done with this work.

Generator Pad Construction Committee.

Director Garcia was absent. There was no report.

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

Deborah Angel reported that five checks were cut out of the Revenue/Operating Account for a total of \$1,462.97. The checks and check detail were reviewed by the Board for accuracy. There were no disbursements over \$3,000.00.

Motion: Move that we pay our bills.

Neyman/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

Director Neyman reported that he received a response from the USDA stating that his calculations were correct and they did not withdraw the full amount due. They will move forward and collect the difference. For future payments, Director Neyman suggested making monthly deposits into the USDA Payment Account so the District does not have to come up with the funds all at once.

Motion: Move that we transfer \$7,000.00 every month into the USDA Payment Account.

Schoenberg/Neyman 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

Motion: Move that we take the \$20,000.00 that we put in the long term capital expense, and we move \$5,000.00 of it to the SLA Account so we're able to replenish the SLA.

Schoenberg/Neyman 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

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Tiffany Matte reported that the District's credit card processor was automatically changed from Payeezy to Clover due to changes within California Bank & Trust (CB&T). The process was supposed to be seamless but some customers are reporting that they are being charged multiple times after payments are being declined. Tiffany is working on the problem both with CB&T and with Clover. If Clover does not end up being compatible with the District's credit card processing they may need to switch providers.

State Funded Grant Projects - Discussion began at 4:17pm.

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 Gipson announced the closed session at 4:18pm.

- 7. 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**
- 8. 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 4:34pm.

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

- 9. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**
 - a. Discussion/Vote/Review of the Project Timeline and Extension.**

The District submitted a project extension request to Lawrence Sanchez, who forwarded the request to his management. Approval can take six to eight months.

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b. Discussion/Vote on the Budget Adjustment Letter.

Carlos Bravo provided the following budget adjustment request for the project.

(4A) Planning:

Budget Item	Budget	Revised	For
Management, Administration	\$34,591	\$54,591	Increased by \$20,000
Legal	\$15,553	\$25,553	Increased by \$10,000
Consolidation Legal	\$9,000	\$19,000	Increased by \$10,000

(4B) Appraisals:

Budget Item	Budget	Revised	For
Appraisals	\$46,000	\$66,000	Increased by \$20,000

(4F) Contingency:

Budget Item	Budget	Revised	For
Contingency	\$76,832	\$0	Reduced by \$76,832

The adjustment request will need to be amended to add \$16,832.00 to the line item for the engineering report.

Motion: Move that we approve the budget adjustment letter with the correction, adding in the engineering report for \$16,832.00, so that it balances and that we approve it and send it to Lawrence.

Neyman/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar is continuing to work on the technical memo as well as the expedited drinking water grant for Well #8. He estimates the memo will be completed in about three months.

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

There was no update on this item.

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

There was no update on this item.

f. Discussion/Vote/Update 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 final draft of the MSR is complete. Bravish from Stanley Hoffman Associates will be sending it to Dee for a final review, then to the Board for approval.

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

i. Discussion/Vote on Raising the Stand-By Fee.

In March 2022 the District received a proposal from NBS for the assessment needed to raise the Stand-By Fee under Proposition 218. The total cost was about \$40,000.00. Carlos Bravo will reach out to see if this could be covered under the SHE Technical Assistance Work Plan.

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

Consolidation: LOW is putting together a proposal for the best way to connect to Frazier Park's water system and route it through their blending station.

\$3.5 million Grant: This project is moving forward ahead of schedule and they are hoping to get approval next week for the additional pipeline.

\$5 million Grant: LOW is in the design and permit stage.

Generator Grant: They are still waiting to hear back from the State.

k. Discussion/Vote on Claim #33 and Other Claims and Payouts.

Claim #33 - \$21,443.98.

Director Fees - \$566.66.

Staff Administration Costs - \$91.00.

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Dee Jaspar & Associates Invoices for July 2023 - \$20,266.32.

Invoice #23-00711, dated 07/31/2023, in the amount of \$2,196.82

Invoice #23-00712, dated 07/31/2023, in the amount of \$7,161.00

Invoice #23-00713, dated 07/31/2023, in the amount of \$10,908.50

Young Wooldridge Invoices for July 2023 - \$520.00

Invoice #102721, dated 07/31/2023, in the amount of \$520.00

Motion: Move that we approve Claim #33 in the amount of \$21,443.98 with the invoices and costs that Carlos had explained to us.

Neyman/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

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

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

Updates were given under the next item.

b. Discussion/Vote on the Contract Termination Memo and Change Order #2.

Curtis Skaggs provided a memorandum detailing the termination of the meter project. Lawrence Sanchez explained in the State Update Meeting that the District is responsible for the cost of the materials that will not be used in the well. That totals \$27,337.75 and will be removed from the total cost listed on Change Order #2. It may be possible to use the equipment in Well #8 or Well #9 and submit it to the State for reimbursement. The cost to replace the fencing is \$11,000.00 so the District wanted to confirm that all new materials will be used.

Motion: Move that we approve the technical memorandum with the changes that we discussed, making sure that the fence is brand new, and changing the blurb that FPPUD would do the deletion of the \$27,337.75 that will be paid for by us.

Neyman/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

c. Discussion/Vote/Update on Meter Replacement.

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The propagation study has been finalized. There will be two locations for the gateway. Curtis Skaggs will reach out to Neptune to see if there has been any changes to the delivery schedule. General Manager (GM) Jonnie Allison will also ask for any updates when he is at Neptune's meter conference in September.

d. Discussion/Vote on the Project Extension.

The project extension request is being processed with the modification that is being made to the funding agreement.

e. Discussion/Vote on Claim #18 and Other Claims and Payouts.

Claim #18 - \$2,989.65.

Dee Jaspar & Associates Invoice for July 2023 - \$2,989.65.

Invoice #23-00714, dated 07/31/2023, in the amount of \$2,142.15.

Invoice #23-00715, dated 07/31/2023, in the amount of \$847.50.

Motion: Move that we approve Claim #18 in the amount of \$2,989.65 for the invoices that I stated.

Neyman/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

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

There was no update on this item.

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

a. Discussion/Vote on Potholing and Mapping.

The potholing and mapping work is complete.

b. Discussion/Vote on Engineering and Design.

A draft of the plans and specifications for the design has been completed and will be reviewed by Curtis. They will be sending those over to GM Allison early next week.

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c. Discussion/Vote on the Project Budget.

There was no update on this item.

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

There was no update on this item.

e. Discussion/Vote on the Project Application.

The general package has already been submitted with a \$10 million budget. The environmental work and application package is being completed by Tom Dodson. GM Allison will sign and file the Notice of Exemption. The financial and technical packages will also need to be submitted.

State Funded Grant Projects - Discussion concluded at 5:25pm.

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

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

The District is waiting for delivery of the load banks.

b. Discussion/Vote on Engineering and Design.

DJA has the preliminary designs done for the generator pads. They will meet with GM Allison to finalize the design and location for the generator at the Wolfe Tank Site.

13. Discussion/Vote/Update on the Parcel B District Water Tank Repair and/or Replacement.

There was no update on this item.

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14. Review and Approve Meeting Minutes for 08/17/2023 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, August 17, 2023, 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/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

15. Discussion/Vote on Future Agenda Items.

Regular Meeting September 14, 2023.

Regular State Planning & Project Meeting September 28, 2023.

16. Adjournment.

Motion: Move that we adjourn.

Neyman/Schoenberg 3/0/0, Motion Passed.

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

Meeting Adjourned: 5:30pm.

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