

**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: 870 9482 1510 Meeting Password: 744264**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 17, 2022, 6:00PM**  
Neyman/Kelling 4/0/0 - Director Garcia Absent  
Minutes Approved on December 8, 2022

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Present: Garcia, Gipson, Kelling, Neyman and Schoenberg.  
Director Gipson 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, Patricia Hampton, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo, Oscar Cisneros, and Jessi Snyder.
- Dee Jasper & Associates (DJA) - Dee Jasper.

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

**Motion: Move that we put forward item #10d to after Board Member Initiatives.**

**Schoenberg/Neyman 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:** Director Neyman reported he made several transfers from the Capital Improvement Reserve which included money to cover water hauling and work on the Elm Tank Replacement.

He went to the bank with Director Kelling to address another \$55.00 fee charged in error to one of the District's accounts.

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**JPIA Representative:** No report.

**5. Board Member Initiatives.**

Director Gipson asked if there was a way for renters to receive robocalls when they go out. Tiffany responded that the information comes from the billing software, so calls go out to whoever is listed on the account.

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

**d. Discussion/Vote on the Bridge Loan Commitment Letter.**

The Board received a copy of the commitment letter from Self-Help Enterprises (SHE) for the bridge loan but had several questions they wanted to ask. Jessi Snyder was present and was able to clarify the terms of the commitment letter for the Board.

**Motion: Move that we go ahead and approve the commitment letter for the bridge loan and have our President sign it and return it to Self-Help Enterprises.**

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

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

**6. Manager's Report.**

The State approved issuing an all clear notice to the residents after the need to boil water. GM Allison is trying to get permission from Jesse Dhaliwal to notify customers via a robocall until Monday or Tuesday when there are two workers in the field to pass out door hangers.

There were three large leaks in one day, so GM Allison called in Pat Banfield to help with the repairs.

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

**7. Ad Hoc Committee Reports:**

**Project Committee.**

This committee attended the State Update Meeting and will give updates under the related agenda items.

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**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.

**Financial Committee.**

The ad hoc committee met with the Bookkeeper and they are making adjustments in Quickbooks for the 2021 fiscal year for how items are categorized.

**Treasurer Committee.**

There is an item later in the agenda to fold this committee into the Accounts Payable Committee.

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

Deborah Angel reported that 13 checks were cut out of the Revenue/Operating Account for a total of \$19,041.56.

The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the item over \$3,000.00.

An invoice from JPIA came in late after it was found in an email spam account. Director Neyman asked that the Board approve paying this bill so Deborah can cut a check next week and get it paid on time.

**Motion: Move that we pay our bills and include the JPIA invoice that came in late and see if our Bookkeeper can cut a check next week and it can be taken around for signature.**

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

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

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

**9. Discussion/Vote on FP/LOW Consolidation Planning Project.**

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

There were no changes needed.

**b. Discussion/Vote on Production Well Property Acquisition.**

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Dee Jaspar contacted Alan Doud in order to ask what the next steps will be in acquiring the production well property. Dee is waiting to hear back.

**c. Discussion/Vote/Update on District Sphere of Influence Map for the Annexation.**

The map was finalized and sent to LAFCo and Stanley Hoffman Associates.

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

Bravish from Stanley Hoffman Associates is reviewing the SOI map and will see if they need to revise their original quote for the MSR based on the work needed.

**e. Discussion/Vote on the Memorandum of Understanding.**

The Board is not ready to address this yet but will need to move forward soon. Lake of the Woods (LOW) has been working to meet the conditions of annexation.

**f. Discussion/Vote on the Early Drilling of Well #8.**

There was no update on this item.

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

Joan Kotnik reported that LOW was trying to add more pipeline replacement to their \$3.5 million grant project. They have a meeting tomorrow with their legal counsel to see if they are following the correct procedures or if they need to continue with the project as is.

Their \$5 million is proceeding on schedule.

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

Director Neyman explained there is a charge for \$5,000.16 from Valbridge on an invoice for DJA for property appraisals. There is not enough remaining in the budget line item to cover that charge. The District will send a budget adjustment request to the State to move money into this line item. This charge will be included in a claim for a later date. At the next meeting the District will send a check in this amount to Dee Jaspar to help cover the cost until the State reimbursement comes in.

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Claim #24 - \$4,229.04.

Director Fees - \$366.66.

Staff Administration Costs - \$41.13.

Dee Jaspar & Associates Invoice for October 2022 - \$3,526.25.

Invoice #22-01018, dated 10/31/2022, in the amount of \$3,526.25.

Young Wooldridge Invoice for October 2022 - \$295.00.

Invoice #95040, dated 10/31/2022, in the amount of \$295.00.

**Motion: Move that we approve Claim #24 with the items that Carlos just stated for a total of \$4,229.04 and that we remove the claim for \$5,000.16 which will be paid on a future claim, and that we go ahead next meeting and issue a check to Dee for the \$5,000.16.**

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

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

Tiffany Matte updated the Board that the reimbursement checks for Claims #21 and #22 came in today.

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

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

Dee Jaspar reported that the test pump for the well should have been delivered, and now they are just waiting for an engine to drive the motor. While they are doing the development pumping the District may need to haul water.

**b. Discussion/Vote on Awarding the Bid for Meter Replacement.**

Dee Jaspar proceeded to give his bid recommendation for the meter replacement. The low bidder was Brough Construction with a bid of \$1.307 million. They submitted all of the required documents requested in the bid package. Their bid was 49% under the engineer's estimated cost for the project. They gave price options for both AMR meters, and AMI meters which would add \$230,000.00 to the project cost.

The low bidder for the well portion of the project was Unified Field Services. Their construction costs to date is about \$1.3 million.

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If the District were to choose AMI meters, and choose to replace all of the meter boxes, the cost for the meter replacement would be about \$1.9 million. The total of the meter and well replacements, along with added contingency, puts the total combined project cost at \$3.5 million. This falls below the funding agreement amount of \$3.97 million.

**Motion: Move that we award the meter replacement bid to Brough Construction.**  
**Neyman/Garcia 5/0/0, Motion Passed.**

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

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

This item was covered in the discussion above.

**d. Discussion/Vote on the Bridge Loan Commitment Letter.** (Moved per adjustment of the agenda.)

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

Claim #9 - \$223,277.88.

Unified Field Services Progress Payment #2 - \$204,418.50.

Dee Jaspar & Associates Invoices for October 2022 - \$16,430.73.

Invoice #22-01022, dated 10/31/2022, in the amount of \$1,129.16.

Invoice #22-01021, dated 10/31/2022, in the amount of \$15,301.57.

Young Wooldridge Invoice for October 2022 - \$2,429.00.

Invoice #95041, dated 10/31/2022, in the amount of \$2,429.00.

**Motion: Move that we approve Claim #9 in the amount of \$223,277.88 with the information that Oscar recited to us.**

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

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

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

**a. Discussion/Vote on Potholing and Mapping.**

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Dee Jaspar explained that they are plotting all the information gathered from potholing. Lyles is on hold while they see what information they have and what they may still need. Lyles had a budget of \$250,000.00 and they have spent about \$225,000.00. At the State Update Meeting Lawrence recommended designing the entire 24,000 feet of pipeline replacement instead of creating the design in phases. He said it is better to design the project bigger and cut back if necessary, than to design it small and then try to make it bigger later.

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

There was no update on this item.

**c. Discussion/Vote on the Draft Project Plans and Specifications.**

There was no update on this item.

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

There was no update on this item.

**12. Discussion/Vote on the Water Supply Emergency.**

**a. Discussion/Vote/Update on Water Hauling.**

The water hauling concluded on November 5th. The District may need to resume hauling water during the pumping process.

**b. Discussion/Vote on the Urgent Drinking Water Needs Funding.**

Mark Magtoto explained that he needs a project completion date and an updated budget to continue to process that funding application. The District is waiting for a final invoice from one of the water haulers to have a total cost.

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

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

**a. Discussion/Vote/Update on Purchasing of the Generators.**

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The first generator should be shipped on Monday. GM Allison will work on having a large forklift available to move the generators when they are delivered.

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

Once the generators are delivered and GM Allison picks the exact locations where they will be placed, then DJA will design the pads.

**Motion: Move that we table Item #13b until the first meeting in January.**

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

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

**14. Discussion/Vote on District Water Tank Replacement.**

**a. Discussion/Vote/Update on the Project Work.**

The plans and specifications have been completed to 90%. Dee explained that instead of trying to figure out how to build a pad on very uneven ground, they have decided it would be best to provide temporary tankage while the old tank is demolished and rebuilt.

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

DJA will send the Board and the State copies of the plans and specifications for review and comment.

**c. Discussion/Vote on Going Out to Bid on the Project.**

There was no update on this item.

**15. Discussion/Vote on Folding the Treasurer Committee into the Accounts Payable Committee.**

The Board agreed that since the Accounts Payable Committee is handling the banking and transfers, that the treasurer committee be folded into that committee.



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**Motion: Move that we fold the Treasurer Ad Hoc Committee into the Accounts Payable Ad Hoc Committee.**

**Schoenberg/Garcia 3/0/2, Motion Passed.**

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

**Abstain: Kelling and Neyman.**

**16. Discussion/Vote on Purchasing an Extended Warranty for the Backhoe.**

GM Allison recommended the Board purchase the 60 month/2000 hour extended powertrain and hydraulic warranty for the new backhoe. He estimates the most the District would use the backhoe in one week is about 15 hours. GM Allison stated that if the Board approves it, he will research more about the warranty. If it does not seem beneficial he will bring it back to the Board. If it is beneficial he will go ahead and purchase the warranty.

**Motion: Move that we purchase the 60 month/2000 hour extended warranty for powertrain and hydraulics on the new backhoe.**

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

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

**17. Discussion/Vote on Possible Redistricting by Kern County.**

Tiffany was not able to get more information from Kern County Elections. This item will carry over to the next meeting's agenda.

**18. Discussion/Vote on Resident's Potential Water Bottling Business.**

The Project Ad Hoc Committee brought this topic up to Jesse Dhaliwal at the State Update Meeting. He clarified that approval of a bottling business is under the jurisdiction of the California Department of Public Health, and Kern County Environmental Health. GM Allison will contact them to get more information and report back to the Board.

**19. Discussion/Vote on Purchasing a Turkey or Ham for the Employees for Thanksgiving.**

**Motion: Move that we purchase a turkey or a ham for the employees for Thanksgiving.**

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

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

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**20. Discussion/Vote on Plans for the Christmas Party.**

The Board discussed options for the Christmas party as well as what would be an appropriate appreciation gift. They agreed to purchase food or catering trays for a Christmas lunch and to give each employee a \$25 gift card.

**Motion: Move that we do \$200.00 for food for the Christmas party and then for each of the employees we give them \$25 gift cards.**

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

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

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

Regular Meeting December 8, 2022.

Regular State Planning & Project Meeting December 22, 2022.

**22. Adjournment.**

**Motion: Move that we adjourn.**


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

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

**Meeting Adjourned: 8:45pm.**

**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

  
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Attest: Gerald Garcia, Secretary

seal