

**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: 813 7358 8621      Meeting Password: 700731**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 25, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on September 22, 2022

**1. Call to Order: 6:02pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Present: Garcia, Kelling, Neyman and Schoenberg.

Absent: Gipson.

Director Garcia 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 and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.

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

**Motion: Move that we table #6.**

**Kelling/Neyman 3/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**Absent: Gipson.**

**3. Public Comments - None.**

**4. Ad Hoc Committee Reports:**

**Project Committee.**

This committee attended the State Update meeting. Director Neyman gave a brief summary of that meeting. This committee also met with Dee Jaspar, General Manager (GM) Jonnie Allison, and Joan Kotnik to review the latest update to the Sphere of Influence (SOI) map.

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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.**

This committee has been meeting to work through the book asset detail and the budget. They will not have this work completed by the end of August like they planned, but are hopeful they will have something to present to the full Board by the middle of September.

**Treasurer Committee.**

Since Director Schoenberg was not available, Directors Kelling and Neyman went to the bank to address fees charged to District accounts. \$32.00 was charged to the USDA Payment Fund, and \$25.00 per month since May. Copies of these charges were given to Brenda at California Bank & Trust, who will check into it and issue the appropriate refunds.

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

Deborah Angel reported that three checks were cut from the Meter-Well Supply Project Account for Claim #4, for a total of \$2,198.70.

Six checks were cut out of the FP-LOW Planning Account for Claims #17, #18, and #19, for a total of \$1,924.50.

Eight checks were cut out of the Revenue/Operating Account for a total of \$15,884.97. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

ADS sent the District a notice stating that there were unpaid invoices from 2021.

Deborah contacted them and got copies of the unpaid invoices. She notified ADS that those invoices would be presented for payment at the next meeting.

**Motion: Move that we pay our bills.**

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

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

**Absent: Gipson.**

**6. CLOSED SESSION pursuant to Gov't Code §54957.**

**Conference with Legal Counsel - Anticipated Litigation. Gov't Code §54956.9(b): 1 Item - Tabled.**

**State Funded Grant Projects - Discussion began at 6:16pm.**

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

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

The Board discussed the timeline and put an estimated deliverable date for the Memorandum of Understanding (MOU) for January 2024.

**b. Discussion/Vote on a New Budget Adjustment Request.**

The Project Ad Hoc Committee will meet with Dee Jaspar and Carlos Bravo to go over the changes needed to the project budget.

**c. Discussion/Vote on the Production Well Property Appraisals.**

There was no update on this item.

**d. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Production Well Property or Easement.**

There was no update on this item.

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

The Project Ad Hoc Committee met with Dee Jaspar, GM Allison, and Joan Kotnik to review the boundary lines. Dee will update the map so that the District's east boundary will run up to the border of Lebec Water District's boundary line. Dee had a discussion with Blair Knox from LAFCo, who indicated that they would be interested in looking at the preliminary map. Blair also clarified that if the District was interested in including properties in the Ventura County area, that Kern LAFCo would handle all of the dealings with Ventura LAFCo. Dee thinks he will have the final draft ready by next week so the committee can meet for a final review.

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

Dee Jaspar spoke to Bravish from Stanley Hoffman Associates. As soon as the SOI map is completed, Bravish will review it and put together a revised proposal for the MSR.

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**g. Discussion/Vote on the Early Drilling of Well #8 and the Quote from Tom Dodson & Associates for Environmental Work.**

Tom Dodson provided a quote of about \$30,600.00 for the complete CEQA work that has to be done for Well #8. Carlos Bravo explained that before the District can move forward with the environmental work, Lawrence Sanchez would have to approve moving forward so that SHE could pay for it through their Technical Assistance (TA) funds.

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

The bids came in for LOW's \$3.5 million mainline replacement project (Phase 2). The bids are currently under review.

The engineers are currently drawing up plans for the next phase of the project

**i. Discussion/Vote on Claim #21, Other Claims and Payouts, and State Forms 260 and 261.**

Claim #21 - \$18,107.25.

Director Fees - \$600.00.

Staff Administration Costs - \$96.75.

Dee Jaspar & Associates Invoices for July 2022 - \$17,410.50.

Invoice #22-07062, dated 07/31/2022, in the amount of \$17,410.50.

**Motion: Move that we approve Claim #21 for submittal in the amount of \$18,107.25.**

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

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

**Absent: Gipson.**

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

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

**b. Discussion/Vote on the Access Easement Through C&C Property.**

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**Motion: Move that we table #a and #b until we can actually address it with our attorney.**

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

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

**Absent: Gipson.**

**c. Discussion/Vote on the Status of the Meter Project Budget and Requesting Additional Funding.**

Lawrence Sanchez wants to wait until Well #7 is drilled before applying for additional project funding.

**d. Discussion/Vote on the Bridge Loan for Meter Replacement.**

Oscar Cisneros explained that he does not have an update from Jessi Snyder but the application process is moving forward.

**e. Discussion/Vote on the Plans and Specifications for the Meter Replacement.**

The plans and specifications are complete and a copy was provided to the District. GM Allison reviewed them and recommended the Board approve the documents.

**Motion: Move that we approve the plans and specifications for the meter replacement.**

**Kelling/Neyman 3/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**Absent: Gipson.**

Director Schoenberg stated she abstained from the vote because none of the Directors reviewed the documents.

**f. Discussion/Vote on Going Out to Bid for Meter Replacement.**

The Board approved the plans and specifications in the previous discussion, so now the project can go out to bid. Dee explained that there will be plenty of time in the bid approval process for the District to finalize the bridge loan. There may also be a delay in ordering meters because of low availability.

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**Motion: Move that we go out to bid for the meter replacement.**  
**Neyman/Kelling 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

\* GM Allison contacted the attorney for the previously scheduled closed session, and he indicated he will be available around 7:45pm.

**Motion: Move that we untable #6 which we will go to when our legal counsel is available.**  
**Neyman/Kelling 3/0/1, Motion Passed.**  
**Aye: Garcia, Kelling, and Neyman.**  
**Abstain: Schoenberg.**  
**Absent: Gipson.**

**g. Discussion/Vote on Claim #6, Other Claims and Payouts, and State Forms 260 and 261.**

**Claim #6 - \$9,149.73.**

**Dee Jaspar & Associates Invoices for September 2021 - July 2022 - \$8,854.73.**

**Invoice #21-09012, dated 09/30/2021, in the amount of \$2,317.14.**  
**Invoice #21-10015, dated 10/31/2021, in the amount of \$2,047.30.**  
**Invoice #21-12018, dated 11/30/2021, in the amount of \$749.79**  
**Invoice #22-07014, dated 07/31/2022, int the amount of \$1,882.50.**  
**Invoice #22-07015, dated 07/31/2022, int the amount of \$1,860.00.**

**Young Wooldridge Invoices for July 2022 - \$295.00.**

**Invoice #91296, dated 07/30/2022, in the amount of \$295.00.**

There was an error in the claim packet for the amounts of two invoices. Oscar will make the corrections and send the amended claim to Tiffany.

**Motion: Move that we approve Claim #6 in the amount of \$9,149.73 for the invoices stated, based on the corrections.**  
**Neyman/Schoenberg 4/0/0, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Absent: Gipson.**

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

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

The potholing work is taking place on several of the trails on the north part of town. They will be moving to Elm and Pico Trails starting on Monday, then potholing the trouble spots around Logan and Grant Trails. Dee explained they have been getting helpful information that explains why the pipes start and end the way they do.

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

The pipeline replacement portion of the project won't have a budget until the potholing and mapping is done.

**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.

**State Funded Grant Projects - Discussion concluded at 7:23pm.**

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

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

The generators have been ordered and should arrive in December and January.

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

There was no update on this item.

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

**a. Discussion/Vote on Project Quotes and Bids.**

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Dee Jaspar spoke with Tom Dodson and confirmed that the District will need to file a Notice of Exemption for the Elm Tank replacement. Dee estimates that should cost about \$2000.00 - \$3000.00. DJA previously provided a budget for the engineering and geotechnical work needed for the Elm site.

**b. Discussion/Vote on Funding the Water Tank Replacement.**

Dee estimates a total project budget of about \$500,000.00. The engineering portion quoted by Dee was for about \$35,000.00. This work will determine the specifications and design that will be used to price out the replacement tank.

**Motion: Move that we go with Dee Jaspar & Associates on Elm Tank and that we accept his engineering quote of \$35,000.00 and that he goes forward with designs and specs so that we can get the actual [total project\*] quote and get the project moving forward.**

**Neyman/Kelling 3/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**Absent: Gipson.**

**\*The attorney logged on the zoom call and was ready for Item #6.**

**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.**

- 6. CLOSED SESSION pursuant to Gov't Code §54957.**  
**Conference with Legal Counsel - Anticipated Litigation. Gov't Code §54956.9(b): 1 Item.**

**Entered Closed Session at: 7:39pm.**

**Returned From Closed Session: 8:02pm.**

**Report of Actions in Closed Session:**

There was nothing to report.

**12. Discussion/Vote/Update on the Nitrate Analyzer and Returning to Compliance.**

**\* Motion Amended for Clarity.**



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Dee Jaspar is working on the operation manual requested by Jesse Dhaliwal from the State. He is waiting on the lab results from the water testing, but the lab first needs to correct an error in their report. Once it is written it will be sent to Jesse for review, and any amendments he requests will be made.

**13. Discussion/Review/Vote on the Employee Handbook.**

**Motion: Move that we table this until our regular meeting because we have too many other things that we have to go over.**

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

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

**Absent: Gipson.**

**14. Discussion/Vote on Donation Request from CalWARN.**

The District is part of an organization called CalWARN, which is a group of water companies that help each other out when one has an emergency. Membership is free. The organization has sent an email requesting donations to help with the costs of running the program. GM Allison suggested the FPPUD donate \$500.00.

**Motion: Move that we donate \$500.00 to CalWARN for the moment, and we may think about doing that in the future as well.**

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

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

**Absent: Gipson.**

**15. Discussion/Vote on Reducing the Electric Bill.**

The Board discussed ways to possibly reduce electricity costs in the office. GM Allison was directed to look into solar solutions.

**16. Discussion/Vote on Reducing and/or Changing the Answering Service.**

The monthly invoice from the answering service has continued to increase each month. Tiffany was asked to call various businesses on the hill that use a live answering service to get referrals and price comparisons.

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**17. Discussion/Vote on Employee 401(k) Program Matching by the District.**

GM Allison explained to the Board that it is becoming difficult to retain good employees because water companies on and off the hill are offering higher wages and more benefits. This agenda item and the next were two ways to incentivize employees to stay. Dee Jaspar spoke on the difficulty of running and maintaining a water system as specialized as the FPPUD, the learning curve, and how important it is to keep workers who are willing and able to keep the system running. GM Allison's first proposal was that the Board offer to match employees' 401(k) retirement contributions up to 2%.

**Motion: Move that we approve of the 401(k) matching and that the company matches up to 2%.**

**Neyman/Schoenberg 3/0/1, Motion Passed.**

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

**Abstain: Kelling.**

**Absent: Gipson.**

**18. Discussion/Vote on Employee Retention and Wages.**

GM Allison's second proposal was that the District increase employee wages. First the Board looked at the employee wage scale and adjusted the range for each job title.

**Motion: Move that we extend the meeting to finish business.**

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

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

**Absent: Gipson.**

**Motion: Move that we approve this new employee classification/wage table.**

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

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

**Absent: Gipson.**

Next, the Board discussed the proposal and agreed to allow GM Allison to increase wages up to \$2.00 an hour per employee, at his discretion.

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**Motion: Move that for all five employees, they can have up to a \$2.00 raise at the discretion of the manager.**

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

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

**Absent: Gipson.**

GM Allison asked the Board to consider extending his contract so that he has a longer term, which gives him job security. A review of the General Manager's contract will be added to the next agenda.

**19. Review and Approve Meeting Minutes for 07/07/2022 Public Hearing, 07/14/2022 Regular Meeting, 07/28/2022 Regular State Planning and Project Meeting, and 08/18/2022 State Update Meeting.**

There were not enough Directors present to approve the minutes for 07/07/2022.

**Motion: Move that we approve the Minutes for 7/14/2022 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 3/0/1, Motion Passed.**

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

**Abstain: Garcia.**

**Absent: Gipson.**

**Motion: Move that we approve the Minutes for 7/28/2022 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/Kelling 4/0/0, Motion Passed.**

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

**Absent: Gipson.**

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**Motion: Move that we approve the State Update Meeting Minutes for 8/18/2022 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.**

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

Regular Meeting September 8, 2022:

- An agenda item to review the General Manager contract.

Regular State Planning & Project Meeting September 22, 2022.

**21. Adjournment.**

**Motion: Move that we adjourn.**

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


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

**Absent: Gipson.**

**Meeting Adjourned: 9:41pm.**

**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