

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: 893 5901 1405 Meeting Password: 266282
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, JUNE 23, 2022, 6:00PM
Neyman/Kelling 3/0/2 - Directors Garcia and Schoenberg Abstain
Minutes Approved on July 28, 2022

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Neyman and Schoenberg.

Teleconference: Gipson.

Absent: Garcia and Kelling. (Director Kelling arrived at 6:19pm.)

Director Schoenberg was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - 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.
- Rural Community Assistance Corporation (RCAC) - David Hossli.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #14. Discussion/Vote on Replacing Elm Tank, until the next regular meeting.

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

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

Motion: Move that we table #13. Discussion/Review/Vote on the Employee Handbook, until the next regular meeting.

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

Aye: Gipson, Neyman, and Schoenberg.

Absent: Garcia and Kelling.

3. Public Comments - None.

4. Ad Hoc Committee Reports:

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Project Committee.

Director Schoenberg attended the State Update Meeting. Since Director Garcia was ill, Director Neyman filled in at the meeting with the State regarding the nitrate analyzer. Jesse Dhaliwal and Ryan Icenhower asked for a demonstration of the nitrate analyzer. Dee Jaspar, and General Manager (GM) Jonnie Allison were also in attendance. The District will take the next month to review the results from the analyzer and compare them with water samples sent to the lab. The results will be given to Jesse, after which everyone will discuss how to proceed next.

After that meeting, the project committee, Joan Kotnik, and GM Allison met with Dee to begin working on the Sphere of Influence (SOI) Map. Dee will be getting a map of the Forestry and County boundaries to make sure the District's SOI is not encroaching on Ventura County when the map is created. They hope to have that map completed by August.

The committee also discussed with the attorney the easements for Well #7 and Well #8.

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. They brought two items to the Board to clarify where they will be classified.

Book Asset Detail Committee.

This committee is continuing to work with Deborah Angel to reclassify purchases as assets or expenses.

Budget Committee.

Directors Gipson and Schoenberg are working through the budget. They hope to have it ready to present at the first meeting in August.

Treasurer Committee.

Director Schoenberg and Director Neyman spoke to the bank and had them reverse any incorrect fees.

Director Kelling arrived at 6:19pm.

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

Deborah Angel reported that 12 checks were cut out of the Revenue/Operating Account for a total of \$8,676.11. The checks were reviewed by the Board for accuracy. There were no items over \$3,000.00.

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Motion: Move that we pay our bills.
Neyman/Kelling 4/0/0, Motion Passed.
Aye: Gipson, Kelling, Neyman, and Schoenberg.
Absent: Garcia.

State Funded Grant Projects - Discussion began at 6:28pm.

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

a. Discussion/Vote on Updating the Project Timeline.

The SOI map's deliverable date was changed to August 2022.

b. Discussion/Vote on Production Well Property Appraisals.

The appraisals for the test well properties have been done. They have not been sent out to the owners yet.

c. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

The District is not able to move forward yet until the temporary easement for Well #7 has been secured.

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

Directors Schoenberg and Neyman, Dee Jaspar, GM Allison and Joan Kotnik met to begin work on the map. They will meet again when Dee gets copies of the Forestry and County maps.

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

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

Motion: Move that we table #e and #f until the next regular meeting.
Neyman/Kelling 4/0/0, Motion Passed.
Aye: Gipson, Kelling, Neyman, and Schoenberg.
Absent: Garcia.

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g. Discussion/Vote on Lake of the Woods Project Concerns.

The Board answered questions from the Lake of the Woods Board.

h. Discussion/Vote on Compatible SCADA Systems with Lake of the Woods.

There was no update on this item.

i. Discussion/Vote on Claim #19, Other Claims and Payouts, and State Forms 260 and 261.

Motion: Move that we submit Claim #19 in the amount of:

Claim #19 - \$1,594.70.

Director Fees - \$483.32.

Staff Administration Costs - \$91.38.

Dee Jaspar & Associates Invoices for May 2022 - \$1,020.00.

Invoice #22-05062, dated 05/31/2022, in the amount of \$204.00.

Invoice #22-05061, dated 05/31/2022, in the amount of \$816.00.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

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

After the meeting with Jesse Dhaliwal and Ryan Icenhower for the nitrate analyzer, they toured the location where Well #7 will be drilled. When the new well is drilled the sanitary seal will be set deeper than Well #5, which should help with the nitrate levels.

b. Discussion/Vote on the Access Easement Through SEA Property.

The FPPUD attorney confirmed that the SEA property has been sold to C&C Elite Properties, LLC.

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The attorney drafted a letter to send to the new owner requesting the temporary easement. Two letters will be sent in the mail to the registered addresses and one will be hand delivered to the property address. The letter was read out loud by the Board and amendments were noted for typos.

Motion: Move that we approve the letter with the changes along with the attachments from the attorney and making the corrections of typos in this document and we approve it to be mailed out to two locations and Jonnie hand deliver for signature.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

c. Discussion/Vote on the Engineering Contract with Dee Jaspar & Associates.

The document was not ready.

d. Discussion/Vote on the Meter Project Budget and Requesting Additional Funding.

This topic was brought up at the State Update Meeting. At that meeting the attendees discussed whether the District should purchase the meters out of pocket and store them, or wait for the extra funding from the State. The Board will not need to make a decision until the Plans & Specifications are finalized.

e. Discussion/Vote on the Bridge Loan Commitment Letter and Promissory Note.

Tiffany received a draft of the Attorney's opinion letter from Alan Doud. She sent it to Oscar to make sure that it contained everything that was required for the bridge loan. The resolution is complete but is waiting for a Director's signature. Once SHE receives all of the necessary documentation and additional information requested from DJA, they will process the application.

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

The District is still waiting on the finalized Plans and Specifications. Once they are approved and the District has an approved bridge loan, the meter portion of the project can go out to bid.

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

The District can't go out to bid until the funding is secured and the Plans and Specifications are reviewed and approved by the State.

h. Discussion/Vote on Claim #4, Other Claims and Payouts, and State Forms 260 and 261.

Claim #4 - \$2,200.10.

Director Fees - \$483.32.

Staff Administration Costs - \$91.38.

Dee Jaspar & Associates Invoices for May 2022 - \$1,859.70.

Invoice #22-05064, dated 05/31/2022, in the amount of \$1,020.00.

Invoice #22-05015, dated 05/31/2022, in the amount of \$839.70.

Young Wooldridge Invoices for May 2022 - \$340.50.

Invoice #90187, dated 05/31/2022, in the amount of \$339.00.

Invoice #90188, dated 05/31/2022, in the amount of \$1.40.

Motion: Move that we approve Claim #4 with the invoices and amounts Oscar already notated in a total amount of \$2,200.10.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Claim #3 has not yet been approved by the State. When it is approved Oscar will send copies of Forms 260 and 261.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

DJA is working with three different contractors to get pricing on the potholing and mapping.

b. Discussion/Vote on the Project Budget.

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

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Motion: Move that we table #b. Discussion/Vote on the Project Budget, and #c. Discussion/Vote on the Draft Project Plans and Specifications, until the next regular meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

d. Discussion/Vote on the Project Application.

Carlos Bravo reported that the application is complete and he received the estimated dates from Dee Jaspar. He is still waiting for some final documents from the District. Tiffany and GM Allison will work together on Monday to compile those documents.

State Funded Grant Projects - Discussion concluded at 7:28pm.

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

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

b. Discussion/Vote on Engineering and Design.

Motion: Move that we table all of #9 until the next regular meeting.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

10. Discussion/Update on the Nitrate Analyzer.

The analyzer has been installed, but it is still not able to shut off the well when nitrates reach a set level, nor inform the SCADA system. Currently, the District is running a month-long test to determine if the analyzer is reading correctly. Once the results are in, the District will work with the State to decide if shutting off the well at a certain nitrate reading is a good idea, and if so, what that level would be. Dee Jaspar will be working with GM Allison on a plan of action to submit to the State.

11. Discussion/Vote on Preparing for the Public Meeting and Public Hearing.

David Hossli explained that he will be discussing the Prop 218 process and how he came to the conclusions he did.

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Next, he will present the Financial Analysis Report. Finally, he will talk about the District's status as a Severely Disadvantaged Community. David also informed the Board of a law stating that after adoption, the public will only have 120 days to bring any lawsuits contesting the rate increase.

12. Discussion/Vote on Hybrid Meeting Solutions.

Tiffany reported that she emailed Zoom, and they were not able to provide customer referrals, testimonials, or reviews. They were also not able to provide any new assurances should the equipment not work as expected. Since contractors, consultants, and members of the public are able to participate remotely with the current system in place, the Board agreed to no longer pursue system upgrades with Zoom. The Board will continue discussion about purchasing additional equipment at the next meeting.

Motion: Move that we table any new Zoom service or hardware, and that we put on the Agenda to discuss purchasing additional equipment to enhance what we're currently doing.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

13. Discussion/Review/Vote on the Employee Handbook - Tabled.

14. Discussion/Vote on Replacing Elm Tank - Tabled.

15. Discussion/Vote on the Capital Improvement Fund.

Currently, the District is putting \$20,000.00 a month into the Capital Improvement Fund. If the bridge loan is not enough to cover the costs for the meter-well project while waiting for additional funding, it may be used for that project. It may also be needed to replace failing water tanks. The Board brought up raising the monthly deposit, but will discuss it next meeting when the Bookkeeper is present.

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16. Review and Approve Meeting Minutes for 06/16/2022 State Update Meeting.

Motion: Move that we approve the State Update Meeting Minutes for 6/16/2022 with any of the amendments that were sent to Tiffany previous to 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: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

17. Discussion/Vote on Future Agenda Items.

Public Information Meeting June 25, 2022.

Public Hearing July 7, 2022.

Regular Meeting July 14, 2022.

Regular State Planning & Project Meeting July 28, 2022.

18. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.


Meeting Adjourned: 8:10pm.

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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: Gerald Garcia, Secretary

seal