

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225  
Teleconference Via: Zoom.com - Phone in +1 (408) 638-0968  
Meeting ID: 878 8764 5296 Meeting Password: 497431  
State Planning & Project Meeting  
**REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 24, 2022, 6:00PM**  
Schoenberg/Kelling 4/0/1 - Director Neyman Abstain  
Minutes Approved on March 24, 2022

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

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Director Gipson was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel and Tiffany Matte.

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

**Motion: Move that we table #14 until the first regular meeting in March.**

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

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

**Absent: Neyman.**

**3. Public Comments - None.** Present: Carlos Bravo, Oscar Cisneros, BJ Saidi, and five members of the public.

**4. Ad Hoc Committee Reports:**

**Project Committee.**

Director Schoenberg attended the State Update Meeting and will give updates under the corresponding agenda items.

**Accounts Payable Committee.**

Directors Kelling and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

**Budget Committee.**

Reports for this committee will be tabled until April.

**Book Asset Detail Committee.**

This committee has scheduled a meeting in March with the Bookkeeper to go over and update the asset list.

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**Treasurer Committee.**

One of this committee's members is unable to meet. Director Schoenberg is still reviewing the Planning Account to see what transfers still need to be made.

**Accounts Receivable Committee.**

There was no report.

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

Deborah Angel reported that nine checks were cut out of the Revenue/Operating Account for a total of \$6,965.54. The checks were reviewed by the Board for accuracy.

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

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

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

**Absent: Neyman.**

**6. Discussion/Vote on Billboard Lease Agreement with the Mountain Communities Chamber of Commerce.**

BJ Saidi from the Mountain Communities Chamber of Commerce was present at this meeting. Previous to the meeting he submitted an email with questions about the lease agreement and recommended changes. Tiffany Matte will update the agreement with the agreed upon changes and will have it ready for the first or second meeting in March.

**Motion: Move that we carry this over to the next regular meeting in March, and if for some reason we weren't able to include all the clarifications, that it would table one more meeting until the planning meeting.**

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

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

**Absent: Neyman.**

**7. Discussion/Vote on the District Rate and Fee Study, and the Prop 218 Public Hearing.**

RCAC received an extension on their TA agreement with the State. David from RCAC stated that his coworkers are working on the actual rate study document which is needed in order for the Prop 218 process to proceed.

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Tiffany Matte reached out to several agencies for a proposal to conduct the studies needed for the District to raise the Stand-By Fees. Those proposals will be part of the agenda at the next meeting.

**State Funded Grant Projects - Discussion began at 6:29pm.**

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

**a. Discussion/Vote on Test Well Property Appraisals.**

The District will be getting the appraisal for the temporary easement to drill Well #7 first.

**b. Discussion/Vote on Well #8 Funding and Property Acquisition.**

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

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

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

**f. Discussion/Vote/Update on a New Budget Adjustment.**

**Motion:** Move that we table #a, #b, #c, #d, #e, and #f for now, and move them to the next regular meeting, and that we go on to #g which is Claim #15.

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

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

**Absent:** Neyman.

**g. Discussion/Vote on Claim #15 and Other Claims and Payouts.**

Although there is currently not enough funds in the budget line item for board meetings, the claim will be submitted since Lawrence Sanchez gave verbal approval at the State Update Meeting. The budget adjustment request was submitted by email last week.

**Claim #15 - \$1,275.41.**

Board and Staff Administration Costs - \$663.41.

Dee Jaspar & Associates Invoices for January 2022 - \$612.00.

Invoice #22-01013, dated 01/31/2022, in the amount of \$408.00.

Invoice #22-01055, dated 01/31/2022, in the amount of \$204.00.

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**Motion: Move that we go ahead and submit the claim.**  
**Schoenberg/Kelling 4/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, and Schoenberg.**  
**Absent: Neyman.**

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

**a. Discussion/Vote on the Bid Award for Well #7.**

There were four contractors who bid on the project. Dee Jaspar & Associates (DJA) provided a document with their bid recommendation for drilling Well #7. They recommended the District give the award to the low bidder, who was Unified Field Services. The bid is over the amount of the engineer's estimate. The ad hoc committee discussed this with Lawrence Sanchez at the State Update Meeting. He stated that the increased project cost wouldn't be a problem, and if needed, money could be moved later in the project.

**Motion: Move that we approve the low bid that's being recommended to us by our engineers.**

**Schoenberg/Garcia 4/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, and Schoenberg.**  
**Absent: Neyman.**

**b. Discussion/Vote on Site Access Through SEA Property.**

Valbridge provided a draft of the letter that will go to the property owners. Currently, it refers to property acquisition and not an easement. The letter will be corrected and sent to the FPPUD's attorney for review. At that time the project ad hoc committee will give final approval for the letter to be sent out.

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

DJA plans to have the plans and specs completed in another week. They will be sent out to the State and the District for review.

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

**f. Discussion/Vote on Claim #3 and Other Claims and Payouts.**

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**Motion: Move that we table #d and #f until the next regular meeting and discuss #e.**

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

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

**Absent: Neyman.**

**e. Discussion/Vote on a New Budget Adjustment.**

Oscar Cisneros provided a draft budget adjustment letter to the State which included the numbers that were verified by Dee Jaspar. This request is to move \$65,888.00 from the contingency into the line item for planning and design. It included a spreadsheet that gives the details of the cost.

**Motion: Move we go ahead and submit the new budget adjustment to Lawrence and get an okay on that so we can pay our Claim #3.**

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

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

**Absent: Neyman.**

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

**a. Discussion/Vote on the Technical Assistance Work Plan.**

Self-Help Enterprises is still waiting to receive the approved TA Work Plan from the State. No work can be done until they receive it.

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

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

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

**e. Discussion/Vote on Project Application.**

**Motion: Move that we table #b, #c, #d, and #e until we have word that we can move forward because the Technical Assistance has been granted.**

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

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

**Absent: Neyman.**

**State Funded Grant Projects - Discussion concluded at 7:14pm.**

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

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

General Manager Jonnie Allison went down to PTS Rentals for a third time to help press the need for getting the calculations done so the generators can be ordered. Dee Jaspar sent an email stating that the updated submittals were sent to Electrical Power Systems and the electrical engineer for review. He is hoping PTS Rentals will be able to order the generators next week.

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

There was no update on this item.

**12. Discussion/Vote on Well #5 Blending Station and Purchasing a Nitrate Analyzer.**

The District has ordered the nitrate analyzer and is waiting for it to be delivered to the contractor. Once they receive it, it will take about two weeks to build the board that it will be mounted on.

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

**14. Discussion/Vote on Accounts Receivable Ad Hoc Committee Work - Tabled.**

**15. Discussion/Vote on Forming an Ad Hoc Committee to Fill Out the ACWA/JPIA Cyber Security Questionnaire.**

GM Allison filled out the questionnaire and submitted it to JPIA.

**16. Discussion/Vote on Modified Services in Response to COVID-19.**

GM Allison recommended the District continue with the modified services as they are currently written.

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**Motion: Move that we continue with the current level of modified services until next time we vote.**

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

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

**Absent: Neyman.**

**17. Discussion/Vote on Resolution FP-20220224-01: Renewing Use of Remote Teleconference Meetings Under AB 361.**

The Board reviewed the Resolution and agreed to continue to meet remotely for the month of March. Tiffany Matte explained that the requirements needed to continue to meet remotely are set to expire on March 31st. If the California State of Emergency is not extended, the Board will be required to meet in person starting in April.

**Motion: Move that we adopt Resolution FP-20220224-01 In The Matter Of: A Resolution Of The Board Of Directors Of The Frazier Park Public Utility District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation Of A State Of Emergency On March 4 2020, And Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of The Frazier Park Public Utility District For The Period Of March 1, 2022 Through March 30, 2022 Pursuant To Brown Act Provisions.**

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

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

**Absent: Neyman.**

**18. Review and Approve Meeting Minutes for 01/13/2022 Regular Meeting, 01/20/2022 State Update Meeting, and 01/27/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Minutes for Thursday, January 13, 2022 with any of the amendments that were sent to Tiffany previous to the meeting or 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/Garcia 4/0/0, Motion Passed.**

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

**Absent: Neyman.**

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**Motion: Move that we approve the State Update Meeting Minutes for Thursday, January 20, 2022 with any of the amendments that were sent to Tiffany previous or after the meeting, and any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Absent: Neyman.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, January 27, 2022 with any of the amendments that were sent to Tiffany previous or after the meeting, as well as any additional amendments for typos or other errors that we may not have caught or may need to be corrected.**

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

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

**Abstain: Garcia.**

**Absent: Neyman.**

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

Regular Meeting March 10, 2022:

- An agenda item to discuss the proposals for the Stand-By Fee increase.
- An agenda item to discuss the new program to help residents pay their past due water bills.

Regular State Planning & Project Meeting March 24, 2022.

**20. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Neyman.**

**Meeting Adjourned: 7:28pm.**



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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