

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: 898 5124 8807 Meeting Password: 324727
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 27, 2023, 4:00PM
Additional Teleconference Location: 820 Elm Trl, Frazier Park, CA 93225 and
901 Walnut Trl, Frazier Park, CA 93225

1. Call to Order: 4:08pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Garcia, Kelling, and Neyman.

Teleconference: Gipson and Schoenberg.

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) - 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 - No change.

3. Public Comments.

The public was given the opportunity to address the Board. Comments were limited to five minutes.

4. Standing Committee Reports:

Accounts Payable Committee.

Director Neyman and Director Kelling met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item. Included in the invoices to be paid were some Dee Jaspar invoices from 2021.

Motion: Move that we stop what we are doing at the moment and we go forward to Item #10d, so that we are not keeping our attorney on the phone, so that he can talk about the acquisition of Well #8: the CEQA issues.

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

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

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State Funded Grant Projects - Discussion began at 4:27pm.

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

d. Discussion/Vote Approving (i) Acquisition of Site for Well #8, and (ii) Construction and Operation of Well #8: General Manager has determined that this action is exempt from CEQA review per § 15269(b) of the CEQA Guidelines.

The District has a well with issues that affect its continued viability. Should that well fail, the District would not have the ability to meet the residential water demand. For this reason, the District needs to acquire a site to drill Well #8 so that once it's constructed, it can supplement Well #6. Doing that will mean the District will not have to rely on Well #5, which is failing, to provide water to Frazier Park. Due to the potential effect on the environment from drilling and operating a well, the project is subject to a CEQA review, unless an exception applies. It is the Board's finding that a statutory exemption applies, under section § 15269(b) of the CEQA guidelines, that speaks to emergency circumstances like that one the District is facing. The Board considered approving the Project and adopting the CEQA Notice of Exemption.

Upon a recommendation by counsel and District staff, the Board approved acquiring a well site, approved constructing and operating the well, adopted the Notice of Exemption, and authorized District staff to file the Notice of Exemption with Kern County.

**Motion: Move to approve the Project and adoption of the Notice Of Exemption. Neyman/Schoenberg 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

**Motion: Move that we go now to Item #8 Closed Session pursuant to Government Code 54957 and #9 Closed Session pursuant to Government Code 54957. Neyman/Kelling 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

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 Garcia announced the closed session at 4:35pm.

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8. **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

9. **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 5:02pm.

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

State Funded Grant Projects - Discussion paused at 5:03pm.

4. Standing Committee Reports:

State Update Meeting Committee.

Director Schoenberg gave a brief summary of what was discussed during the State Update Meeting. Additional information will be given under the corresponding agenda items.

Quarterly Financial Committee.

This committee met a second time in April. They finished reviewing the rest of the financials for the quarter. They made any changes that were necessary. They will meet again as an ad hoc committee to finish categorizing the items that are waiting to be reclassified. The next standing committee meeting is scheduled for July where they will review the financials for the second quarter.

5. Ad Hoc Committee Reports:

Project Committee.

No report.

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Financial Committee.

This committee met to review the budget numbers in order to make a recommendation for the upcoming agenda item related to employee retention.

6. 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 \$28,516.19.

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

Motion: Move that we pay our bills.

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

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

7. Discussion/Vote on Employee Retention.

GM Allison explained that two employees have been offered jobs at another water company for considerably more money. When people apply to work at the FPPUD, they are asking more for their base hourly wage than the District typically pays. It was GM Allison's recommendation that the District do more to retain employees that are an asset to the company. The Financial Ad Hoc Committee met and reviewed the financials to see how to fit higher wages into the budget. The Board and staff discussed the issue and settled on wage increases in order to attempt to retain the experienced employees.

Motion: Move that we raise our Administrative Assistant to \$26.00 an hour, that our second operator we raise to \$26.00 an hour plus a 2% COLA, and we raise the Lead Operator to \$33.00 plus a 2% COLA yearly, and if the second operator does not accept the position and chooses to leave, then the General Manager has the authority to offer the other \$2.00 raise to the first operator.

Neyman/Gipson 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

8. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

9. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

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Director Gipson left the meeting at 6:03pm.

State Funded Grant Projects - Discussion resumed at 6:04pm.

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

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

The MSR was pushed back two months on the timeline.

b. Discussion/Vote on the Budget Adjustment Request.

The following is the budget adjustment request. Once approved it will be signed by the Board President and sent to Lawrence Sanchez.

(4A) Planning:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Legal	\$15,553	\$30,341.09	Increased by \$14,788.09
Consolidation Engineering	\$22,000	\$30,969.18	Increased by \$8,969.18
Consolidation MSR	\$35,000	\$41,000	Increased by \$6,000

(4D) Environmental Documents:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Environmental Documents	\$56,216	\$59,673	Increased by \$3,457

(4B) Test well Design:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Test Well Drilling	\$234,600	\$201,385.63	Reduced by \$33,214.27

Motion: Move that we approve the letter for this budget adjustment.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

c. Discussion/Vote on the Project Technical Memo.

The technical memo was incorporated into the Preliminary Engineering Report (PER) for the MSR, so most of the information needed for the memo is already done.

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When Dee Jaspar works on the technical report he will use what has already been done and add additional information. When completed, it will be sent to Lawrence Sanchez.

d. Discussion/Vote Approving (i) Acquisition of Site for Well #8, and (ii) Construction and Operation of Well #8: General Manager has determined that this action is exempt from CEQA review per § 15269(b) of the CEQA Guidelines.
(Moved per adjustment of the agenda.)

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

The District is working on negotiations for the property while Dee Jaspar is designing the engineering for that well.

f. Discussion/Vote/Update on District Sphere of Influence Map for the Annexation - Tabled.

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

The draft engineering report has been prepared for review and approval.

Motion: Move that we allow the release to all the appropriate parties of the engineering portion of the MSR, in draft, to be looked at and incorporated into the full MSR by Stanley Hoffman and Associates, as well as to be available for questions by the State.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

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

LOW is still moving forward with their project. They have not given the notice to proceed but have the required signage in place. Pam Jarecki explained that today she sent out the new soundings and well production information for their system. They are seeing a recharge but have high nitrates, iron, and manganese in their Wells #4 and #7.

Joan Kotnik updated the Board that when compared to water levels in January:

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- Well #1 has gone up 9.5 feet.
- Well #2 has gone up 10 feet.
- Well #4 has gone up 14.5 feet.
- Well #5 is just now being looked at, but has gone up 1 foot in the last week.
- Well #6 has gone up 14 feet.
- Well #7 8.5 feet.

Joan is also monitoring the water levels of the creeks in the area to get an indicator of what is happening in the ground. She wants to see what areas are recharging faster than others, and to see if increases on the east side of town correlate to decreases in water levels on the west side. Joan is also researching changes in LOW as they relate to changes in Frazier Park. In order to help with that research GM Allison will send regular updates with the water levels in the wells in Frazier Park.

j. Discussion/Vote on Claim #29 and Other Claims and Payouts.

Claim #29 - \$30,026.55.

Director Fees - \$500.00.

Staff Administration Costs - \$58.75.

Dee Jaspar & Associates Invoices for March 2023 - \$28,070.30.

Invoice #23-00316, dated 03/31/2023, in the amount of \$19,516.34.

Invoice #23-00317, dated 03/31/2023, in the amount of \$2,043.96.

Invoice #23-00320, dated 03/31/2023, in the amount of \$6,510.00.

Young Wooldridge for March 2023 - \$1,397.50

Invoice #99011, dated 03/31/2023, in the amount of \$487.50.

Invoice #99794, dated 03/31/2023, in the amount of \$910.00.

Motion: Move that we approve Claim #29 for March 1, 2023 - March 31, 2023 for invoice numbers and amounts that were stated, for the amount of \$30,026.55.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

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

Curtis Skaggs from DJA was able to answer the invoice questions from the State on Claim #12 regarding the change orders on Well #7. He is also working on putting together the final costs for abandoning the well. This includes figuring out if it will be possible to return some of the equipment that was ordered. The State sent a letter approving the final budget for the project. The budget included enough funding to cover both projects with money left over.

b. Discussion/Vote/Update on the Meter Replacement.

The meters have been ordered. They will take about 11 more months to be delivered.

c. Discussion/Vote on Claim #14 and Other Claims and Payouts.

Claim #14 - \$966.25.

Dee Jaspar & Associates Invoices for March 2023- \$966.25.

Invoice #23-00321, dated 03/31/2023, in the amount of \$410.25.

Invoice #23-00322, dated 03/31/2023, in the amount of \$556.00.

Motion: Move that we approve Claim #14 for the period of March 1st 2023 - March 31, 2023 with the invoices stated, in the amount of \$966.25.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

d. Discussion/Vote/Update on Bridge Loan Requests and Payments.

The bridge loan request was for charges that were part of Claim #12 which was discussed earlier. Once the State approves the claim and sends the check, the first loan will be paid back.

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

a. Discussion/Vote on Potholing and Mapping.

DJA is working with Lyles Construction to schedule the final few days of potholing. Meanwhile, they are continuing to work on the design for the replacement pipe.

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b. Discussion/Vote on the Project Budget.

There was no update on this item.

c. Discussion/Vote on the 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.

13. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding.

Tiffany Matte reported that she spoke to Mark Magtoto this week regarding the water hauling. He was able to confirm that the State has mailed the check, so the District should receive it in about seven to ten days.

Mark also explained that the Urgent Drinking Water Needs Funding was designed to help out much smaller water companies that were experiencing emergency circumstances. Seeing that the FPPUD had to spend a lot of money out of pocket to haul water for a circumstance related to a grant funded project, they gave special approval. The second round of water hauling would not qualify for this funding, nor was the cost high enough (\$7,640.00) to be considered in an application.

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

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting extended at 6:55pm.

State Funded Grant Projects - Discussion concluded at 6:55pm.

14. 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.

All of the generators are in the District yard. GM Allison has been working on the permits and received permission to place them at their permanent sites. The permits cost about \$1,200.00.

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He will need to go through a checklist and let the San Joaquin Air Pollution Control District know when the generators are ready to be inspected.

b. Discussion/Vote on Engineering and Design.

Dee Jaspar plans to come out next week to look at the generator sites.

15. Discussion/Vote/Update on the District Water Tank Repair and/or Replacement.

a. Discussion/Vote/Update on Elm Tank.

There was no update on this item.

b. Discussion/Vote on Parcel B.

While in Bakersfield tomorrow, GM Allison will try to stop by the USDA office and speak with Dan Johnson about possible funding to replace the Parcel B tank.

16. Discussion/Vote on the Employee Handbook.

Jerry Pearson sent the final draft of the Employee Handbook. The Board will review the document and discuss it at the next regular meeting.

Motion: Move that we table this, then go over and approve it at our next regular meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

17. Discussion/Vote on Leasing a Security Camera System from American Business Machines.

The Board had questions about this item at the last meeting. American Business Machines explained that it would save the District money if they purchased the camera system in full and own the equipment, rather than lease it over a period of time. It is also less expensive to pay per visit for any maintenance or repair needs rather than to pay for a monthly contract for service.

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Motion: Move that we go ahead and spend the money to purchase this system outright, and then not do a contract with them, but rather do an as needed basis when we need to fix things.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

18. Discussion/Vote on the Notice of Public Hearing.

This notice is for a public hearing regarding the upcoming special assessments for delinquent accounts. The attorney confirmed that the notice only needs to be mailed out to those affected accounts listed on the notice.

Motion: Move that we approve the Notice of Public Hearing based on delinquent accounts.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

19. Discussion/Vote on the Quote for a Skip Loader.

GM Allison brought this quote to purchase a skip loader to the attention of the Board. The current loader continues to cost the District money in maintenance. With the trade-in price of the old loader, the newer one would cost about \$100,000.00. The Board would like to update the budget with the new employee wages before making a decision. This item will carry over to the first regular meeting in July.

20. Review and Approve Meeting Minutes for 04/20/2023 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee for Thursday, April 20, 2023 meeting minutes 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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21. Discussion/Vote on Future Agenda Items.

Regular Meeting May 11, 2023.

Regular State Planning & Project Meeting May 25, 2023.

22. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 7:12pm.

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