

**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: 838 5251 9852    Meeting Password: 730718**  
**REGULAR MEETING MINUTES FOR THURSDAY, APRIL 11, 2024, 6:00PM**  
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225  
Kelling/Neyman 4/0/0 - Director Garcia Absent  
Minutes Approved on June 13, 2024

**1. Call to Order: 6:11pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Gipson, Kelling, Neyman and Schoenberg.  
Director Schoenberg 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, Stanley Eisman, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- One member of the public.

**2. Discussion/Vote/Adjust Agenda if Necessary - No change.**

**3. Public Comments - None.**

**4. Report of Officers:**

**President:** Director Schoenberg reported she signed two claims.

**Vice-President:** No report.

**Secretary:** Director Neyman signed meeting minutes.

**Treasurer:** No report.

**JPIA Representative:** No report.

**5. Board Member Initiatives - None.**

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**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that the crew is getting ready to read meters, then will continue working on the mainline extension on Park Drive.

**a. Administrative Assistant's Report** - Tiffany Matte reported that on Friday she will be attending a webinar on various topics including Electric Vehicle Grants and the California Hazard Mitigation Program.

**7. Standing Committee Reports:**

**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.

**State Update Meeting Committee.**

This committee will meet with the State next Thursday. Director Schoenberg stated she will not be able to attend this meeting so Director Gipson will attend in her place.

**Quarterly Financial Committee.**

This committee will meet next Tuesday.

**8. Ad Hoc Committee Reports:**

**Project Committee.**

This committee has not met.

**Financial Committee.**

This committee met and is working on the budget. They are scheduled to meet two more times next week.

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

Deborah Angel reported that two checks were cut out of the Meter/Well Account for a total of \$2,188.75 for Claim #23.

33 checks were cut out of the Revenue/Operating Account for a total of \$59,283.69. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

The check made out to RVS for the Neptune interface in the amount of \$1,250.00 will be submitted to the State in the next Meter/Well claim.

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The Revenue/Operating Account was running low this month so the Board agreed to transfer \$20,000.00 from the General Fund into this account to cover the bills.

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

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

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

**10. Discussion/Vote on the USDA Bonds.**

Directors Schoenberg and Kelling, and Deborah Angel reviewed the bond books and created a spreadsheet showing all future payments. The question of the correct payments came up when the USDA was not withdrawing the correct payment amounts the last two times. They have since corrected their error, and any amounts not withdrawn revert to the District. This spreadsheet will be available for reference for all future Board members to know the amounts of the payments due.

**11. Discussion/Vote on the District Budget.**

The Financial Ad Hoc Committee provided a first draft of the District Budget. This initial report shows a loss of \$300,000.00 in the fiscal year ending 2024. It also shows a loss of around \$100,000.00 in residential water sales. They were not able to explain that loss. The ad hoc will continue to review the information and provide an updated budget at the next meeting.

**State Funded Grant Projects - Discussion began at 7:31pm.**

**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 recused himself from the closed session discussions and any possible vote.**

**Director Schoenberg announced the closed session at 7:33pm.**

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

**Conference with Legal Counsel - Existing Litigation. Gov't. Code §54956.9(d)(1).  
Frazier Park Public Utility District v. C&C Elite Properties LLC, et al.  
Kern County Superior Court, Case No. BCV-24-100199**

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**13. 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 7:43pm.**

**Oral Announcement Following Closed Session. Gov't Code §54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present thereon.**

**Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):**

Director Schoenberg announced that in the closed session there was no action taken.

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

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

Dee Jaspar explained that some of the CEQA surveys that are done on endangered species can only be done in the Spring. If that window closes, the District will have to wait another year. It is possible that project funding for Well #8 will not be available until that work is done.

**b. Discussion/Vote on the Budget and Adjustment Request.**

There was no update on this item. The standing committee will address this item at the State Update Meeting.

**c. Discussion/Vote/Update on the Stand-By Fee Assessment and Funding.**

The Work Plan was submitted to the State and is still under review. Carlos should have more information by the next meeting.

**d. Discussion/Vote on the Project Technical Memo.**

Dee Jaspar provided copies of the technical memo to the District and the State for review and comment.

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**e. Discussion/Vote on the Acquisition and Development of Well #8 and #9 Property.**

The District is still pursuing acquiring the properties and funding to drill Well #8

**f. Discussion/Vote on the Acquisition and Development of Well #9 Booster and Tank Site**

The District is beginning negotiations to obtain this property.

**g. Discussion/Vote on District Sphere of Influence Map for the Annexation - Submitted/Tabled.**

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

Tiffany provided information requested by Bravish. Joan Kotnik also sent an email clarifying the areas of LOW that are proposed for annexation. Bravish is working on the final draft of the MSR.

**i. Discussion/Vote on the Memorandum of Understanding - Tabled.**

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

The following updates were provided by Lake of the Woods:

**3.5-million-dollar grant - Line Replacement & Permanent Generators:**

LOW is working on pressure and lab testing for the new lines now. Once those tests are done they will bring the subdivisions online.

**5-million-dollar grant - South Tank & Line Replacement & SCADA Grant Phase 3 update:**

They are still waiting on designs and working with Forestry on what they need.

**The Generator Project:**

They will not hear anything until the later part of 2024.

**Blending Station:**

Nitrates are between 4.1 and 5.2 for the month of March.

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

Claim #41 will be prepared for review at the State Update Meeting.

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

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

There was no update on this item.

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

GM Allison expressed that he has been very happy with the contractors work on this project. The meter replacement has been progressing very quickly. There are about 140 new meters in the ground. The collectors should be installed by the end of the month.

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

Claim #26 will be prepared for review at the State Update Meeting.

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

The District has a loan out for \$32,227.80.

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

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

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

The plans have been completed to 95% and will stay that way until the construction funding is obtained.

**c. Discussion/Vote on the Engineering Contract with DJA.**

The District is waiting on a final copy with the changes to the project title.

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

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Carlos Bravo is continuing to work on the application but still needs the engineering contract, three year budget, the approved Notice of Exemption, and the TMF package.

**State Funded Grant Projects - Discussion concluded at 8:35pm.**

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

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

The total amount still due PTS Rentals for the generators and load banks is about \$125,000.00.

**b. Discussion/Vote/Update on the Final Placement of the Generators.**

GM Allison will be ordering the copper leads for the generators that the District will need in order to test them.

**18. Discussion/Vote/Update on the Water Tank/s Repair and/or Replacement and Funding.**

Tiffany Matte has not heard anything from the County but they are approving CDBGs at their regular Board of Supervisor meetings.

**19. Continue Discussion/Vote on the District's Record Retention Policy.**

**Motion: Move that we table this until May, and that we will do it in May.**

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

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

**20. Discussion/Vote on the Mainline Extension Policy.**

The Board was provided with an updated price list that was included with the policy.

**Motion: Move that we approve the new bond estimate rate sheet dated 01/24/2024 and to update the Mainline Extension Policy and delete the old one from 02/12/2007, and update the date on the front page.**

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

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

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21. **Review and Approve Meeting Minutes for 03/12/2024 AP Standing Committee, 03/14/2024 Regular Meeting, 03/26/2024 Special Meeting, 03/26/2024 AP Standing Committee, 03/28/2024 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, March 14, 2024, the Regular Meeting Minutes for Thursday, March 14, 2024, Special Meeting Minutes for Tuesday, March 26, 2024, Accounts Payable Standing Committee Meeting Minutes for Tuesday, March 26, 2024, and the State Planning and Project Meeting Regular Minutes for Thursday, March 28, 2024, with any of the amendments 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/Garcia 5/0/0, Motion Passed.**

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

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

Regular State Planning and Project Meeting April 25, 2024.

Regular Meeting May 9, 2024.

23. **Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:48pm.**



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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: Brahma Neyman, Secretary

Seal