

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: 823 3190 9562 Meeting Password: 282081
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 26, 2023, 4:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225 and
3844 Mt. Pinos Way, Frazier Park, CA 93225
Neyman/Garcia 5/0/0
Minutes Approved on December 21, 2023

1. Call to Order: 4:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Kelling, Neyman, and Schoenberg.

Teleconference: Gipson.

Absent: Garcia.

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) - Joan Kotnik.
- Self-Help Enterprises (SHE) - Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we move #10 on the agenda to after #5 on the agenda, and move #14 on the agenda to after #6.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

3. Public Comments - None.

4. 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. Director Neyman checked the USDA Payment Account and the USDA never took the extra amounts from the April interest payments. For the October principal and interest payments, they again did not take the correct amounts for Loans #3 and #6. Director Neyman sent another email to the USDA but he has not heard back.

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State Update Meeting Committee.

Directors Garcia and Schoenberg attended the State Update Meeting on October 19th. Updates will be given under the corresponding agenda items.

Quarterly Financial Committee.

Directors Kelling and Schoenberg met and reviewed the Profit & Loss and the Balance Sheet for the third quarter. They made any necessary changes.

5. Ad Hoc Committee Reports:

Project Committee.

This committee met with the owners of the Well #9 site property and worked on designing a layout that would leave two usable lots for the owners. Director Schoenberg met alone with Dee Jaspar and Carlos Bravo. They reviewed the Planning Project budget and discussed where to move around the money to cover current and future invoices.

Financial Committee.

This committee reviewed the final items in the financials for the audits. Both the 2022 and 2023 fiscal year financials are now ready to be submitted to the auditors.

Generator Pad Construction Committee.

There was no update on this item.

State Funded Grant Projects - Discussion began at 4:10pm.

10. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project. (Moved per adjustment of the agenda.)

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

Lawrence Sanchez approved Change Order #2. He sent it to his management for their final approval needed to move ahead with the abandonment of the well.

b. Discussion/Vote/Update on Meter Replacement.

The service brass and bronze items are still expected to be delivered in January.

c. Discussion/Vote on Claim #20 and Other Claims and Payouts.

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Claim #20 - \$909.55.

Dee Jaspar & Associates Invoices for September 2023 - \$909.55.

Invoice #23-00918, dated 09/30/2023, in the amount of \$607.80.

Invoice #23-00919, dated 09/30/2023, in the amount of \$301.75.

Motion: Move that we approve Claim #20 in the amount of \$909.55 for the invoices that Oscar stated.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

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

There was no update on this item.

State Funded Grant Projects - Discussion paused at 4:16pm.

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

Deborah Angel reported that 16 checks were cut out of the Revenue/Operating Account for a total of \$51,292.65. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the disbursements over \$3,000.00.

Motion: Move that we pay our bills.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Tiffany Matte explained that the customers who pay automatically on the 20th of the month did not have their accounts debited as normal. She did work with Transaction Warehouse to fix the issue, and the accounts were charged on the 26th.

14. Discussion/Vote on Renewing the Bookkeeper's Contract.

The Bookkeeper's contract was up for renewal in the beginning of November. Deborah Angel had three new changes that she asked the Board to consider. The first was to increase her maximum hours from 50, to 60 per month.

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Second, she asked to be able to train her associate to work on the data entry when she is sick or on vacation. Finally, she asked if she could be paid twice a month instead of once a month.

Motion: Move that we make these changes to the contract.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

State Funded Grant Projects - Discussion resumed at 4:30pm.

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 Schoenberg announced the closed session at 4:32pm.

7. **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

8. **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 4:58pm.

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.

9. **Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**
 - a. **Discussion/Vote/Review of the Project Timeline and Extension.**

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The extension request has been sent to the State. Approval can take six to nine months.

b. Discussion/Vote on the Project Technical Memo.

Dee Jaspar is continuing to work on the technical memo. He hopes to have it completed by the middle of November.

c. Discussion/Vote on the Acquisition and Development of the Well #8 Property.

The District is still negotiating with the land owners of this property.

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

The District is still in negotiation for this property.

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

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

Bravish from Stanley Hoffman Associates expects to have the draft MSR updated and sent on Monday for the Districts confirmation of the changes. It will then go to Lake of the Woods for review and comment.

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

h. Discussion/Vote on Raising the Stand-By Fee.

There was no update from Carlos Bravo. The work plan will be sent to the State for approval of Technical Assistance funds.

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

The phase 2 grant project is moving ahead on schedule. The engineers are still working on the design for Phase 3. Kern County Roads widened and paved some of the roads in LOW so the design will need to be adjusted. The generator grant is still under review by the State.

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j. Discussion/Vote on Claim #35 and Other Claims and Payouts.

The engineering administration portion of the budget was running low, so the ad hoc met with Dee Jaspar and Carlos Bravo and proposed a budget amendment to move \$35,197.66 from the engineering design to cover the costs. If needed, the District can approach Lawrence Sanchez with the State to request additional project funds.

Claim #35 - \$21,705.67.

Director Fees - \$566.66.

Staff Recovery Costs - \$65.00.

Dee Jaspar & Associates Invoices for September 2023 - \$18,494.01.

Invoice #23-00913, dated 09/30/2023, in the amount of \$12,152.00

Invoice #23-00914, dated 09/30/2023, in the amount of \$2,821.00

Invoice #23-00915, dated 09/30/2023, in the amount of \$3,521.01

Young Wooldridge Invoices for September 2023 - \$2,580.00

Invoice #104657, dated 09/30/2023, in the amount of \$162.50

Invoice #104659, dated 09/30/2023, in the amount of \$2,417.50

There was an error on the cost summary sheet where the total amount of the claim was calculated. That information will be sent to Carlos Bravo for correction.

Motion: Move that we approve Claim #35 with the invoices and costs that I stated, with the total of those invoices coming to \$21,705.67.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

10. Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project. (Moved per adjustment of the agenda.)

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

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

b. Discussion/Vote on Engineering and Design.

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DJA is working on the hydraulics for the areas where the pipeline will be replaced to make sure the pressure zones are correctly identified. They are also reviewing with GM Allison the areas where pressure relief valves will be installed and where the new piping will connect to the existing system.

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

The District needs to confirm with Carlos Bravo if an engineering contract will be needed for the project application.

d. Discussion/Vote on the Project Application.

There was no update on this item.

State Funded Grant Projects - Discussion concluded at 5:15pm.

12. 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.

The District has possession of the generators but is still waiting for delivery of the load banks.

b. Discussion/Vote on Engineering and Design.

The setting of the generator pads will need to go out to bid and be paid at prevailing wage. The plans have been drafted but the specifications will need to be written for the bid package.

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

Tiffany Matte was looking into the CalOES Hazard Mitigation Grant but the Notice of Intent is due On October 27th. She will need Dee Jaspas's input for that notice as well.

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Motion: Move that we allow Tiffany to come and do the research and do the application if possible, and meet with Dee, and they can talk to Lisa if there is an issue.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

14. Discussion/Vote on Renewing the Bookkeeper's Contract. (Moved per adjustment of the agenda.)

15. Review and Approve Meeting Minutes for 10/19/2023 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, October 19, 2023, 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: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

16. Discussion/Vote on Future Agenda Items.

Regular Meeting November 9, 2023.

Regular State Planning & Project Meeting November 16, 2023.

17. Adjournment.

Motion: Move that we adjourn.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 5:35pm.

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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