

**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: 869 3300 2707      Meeting Password: 245810**  
**REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 8, 2022, 6:00PM**  
Kelling/Garcia 5/0/0  
Minutes Approved on October 13, 2022

**1. Call to Order: 6:05pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Gipson, Kelling, Neyman, and Schoenberg.  
Director Gipson 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, Stan Eisman, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

**3. Public Comments - None.**

**4. Report of Officers:**

**President:** Director Gipson reported that Tiffany Matte emailed JPIA about the extra bill and payment of \$10,000.00. They clarified that they will not be able to refund the overpayment but it will be added to the District's share of catastrophic funds.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Neyman reported that at the last meeting he spoke about going to the bank to address the fee charged in error to the District's USDA Payment Fund. The bank was supposed to look into the fee and get back to Director Neyman, but he has not been contacted. He will return to the bank and address that issue as well as another charge to that account for the month of August.

The FP-LOW Planning account shows a reconciled balance of \$117.89. The balance includes a \$100 amount transferred as a cushion, but Tiffany will be helping figure out why there is a remaining balance.

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**JPIA Representative:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported the crew completed 417 work orders last month.

He has been working with the potholing crew and that work is going well.

GM Allison previously mentioned to the Board that the tree near the District yard has been dead and he feels the branches could pose a danger if they fell. A large branch fell into the yard over the weekend and, fortunately, did not damage any vehicles or equipment. GM Allison called a tree service and got a quote for \$2,855.00 to cut it down.

There was an article in the newspaper about the District two weeks in a row. The first addressed what steps would be needed in order to put in a well to bring back the pond. The second article explained the pipeline replacement grant and the work on potholing and mapping.

Lastly, GM Allison informed the Board that he hired a fourth employee but on a temporary basis.

**a. Administrative Assistant's Report.**

Tiffany Matte reported that Bill Bice set up the new laptop and she is using it now. The original camera is able to work with the laptop so the District will not need to purchase a new one.

**7. Ad Hoc Committee Reports:**

**Project Committee.**

This committee attended the State Update Meeting. They met one last time with Dee, Joan, and GM Allison and finalized the draft version of the Sphere of Influence (SOI) map.

The Project Committee will be setting a date to review the changes needed to the Planning Project budget.

**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. There were no items out of the ordinary but the AT&T phone bill has been consistently over \$500.00 a month.

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GM Allison will have a quote next week on a different phone system.

**Financial Committee.**

This committee met a few times since the last meeting. They are continuing to work on their spreadsheet to classify purchases as either assets or expenses. Once they finish this work, which is needed for the audit, they will move on to updating the budget.

**Treasurer Committee.**

This ad hoc committee will be meeting to review the bond book and set up the automatic transfers to the USDA accounts for the next year.

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

Bookkeeper Deborah Angel reported that there were 32 checks cut from the Revenue/Operating Account for a total of \$28,692.12. The checks and check detail report were reviewed by the Board for accuracy. Deborah reviewed one check that was above \$3,000.00.

Because of the holiday the SCE bill did not come in yet. Deborah asked the Board to approve her cutting a check when it arrives so it is not paid late.

**Motion: Move that we pay our bills and that we also include the Edison bill and get the three signatures so that it doesn't end up being late.**

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

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

**State Funded Grant Projects - Discussion began at 6:32pm.**

**9. Discussion/Vote on FP/LOW Consolidation Planning Project.**

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

The item on the timeline that still needed a deliverable date was the Memorandum of Understanding (MOU). Dee Jaspar proposed a completion date of December 2023.

**b. Discussion/Vote on a New Budget Adjustment Request.**

The new budget request will be brought to the full Board once the ad hoc committee meets with Dee Jaspar and Carlos Bravo.

**c. Discussion/Vote on Production Well Property Appraisals.**

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The appraisals for the production well sites did come in. The Wainright-French location came out to a total of \$31,000.00. According to the License Agreement, the District only has two years to declare their intent to purchase the property. The appraisal for the Well #8 property came out to around \$2,400.00.

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

There was no update on this item.

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

The draft SOI map was sent to Blair Knox at LAFCo and Dee is waiting for his comments so they can be incorporated.

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

Dee has been in contact with Bravish from Stanley Hoffman Associates. They will provide an updated proposal as soon as they have the finalized SOI map.

**g. Discussion/Vote on the Early Drilling of Well #8.**

There was no update on this item.

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

The bids came in on the LOW grant project but they cannot award the bid until DFA gives the final budget approval.

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

The State is reviewing Claim #21. A draft of Claim #22 will be provided at the State Update Meeting.

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

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

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Unified Field Services has not sent any notice regarding a change to the proposal. They expect it will take about another month to get a driller on site.

**b. Discussion/Vote on the Access Easement Through C&C Property.**

The Project Ad Hoc Committee had a phone call with Dee Jaspar, GM Allison, and Alan Doud. There were negotiations with C&C Elite Properties and a final offer. Because of time restraints the ad hoc committee approved a payment of \$3,000.00 for the License Agreement that would give access to drill Well #7. The ad hoc agreed to that amount because in the end it would be much cheaper than going through litigation. The agreement was signed and the check was mailed to C&C's attorney.

**Motion: Move that we approve the negotiations as stated here with the \$3,000.00 fee to access the C&C property.**

**Garcia/Kelling 3/0/2, Motion Passed.**

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

**Abstain: Neyman, and Schoenberg.**

**c. Discussion/Vote on the Status of the Meter Project Budget and Requesting Additional Funding.**

The Meter Replacement Project is currently out to bid. Once the bids come in on October 13th, the District will know how much additional money to request from the State.

**d. Discussion/Vote on the Bridge Loan for Meter Replacement.**

Oscar Cisneros updated the Board that Self-Help Enterprises (SHE) is revising the state agreement format they use. The commitment letter should be mailed out soon. Oscar will follow up with his management.

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

This item was covered in the discussion under Item #10c.

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

Claim #6 was sent to the State for approval.

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

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

GM Allison updated the Board that the contractor has completed potholing on several trails and they have now moved on to Elm Trl. While they work they are taking measurements and GPS coordinates so they will be able to map the exact locations of the pipes and valves. Dee Jaspar explained that because of the terrain and the hydro excavation technique being used, the cost of the project and the time it takes have both been increased. The ad hoc committee will speak with Lawrence Sanchez next week at the State Update Meeting to explain the situation and discuss the possibility of getting more funding. They also need to clarify if the Technical Assistance (TA) money being used currently is coming out of the total project amount of \$9.8 million.

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

Discussion was covered under the previous topic.

**c. Discussion/Vote on the Draft 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.

**State Funded Grant Projects - Discussion concluded at 7:43pm.**

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

**a. Discussion/Vote/Update on Purchasing the Generators.**

The generators have been ordered, and five out of six of them should be delivered by January 2023. The District could pay ahead of time for the sixth generator in order to meet the spending deadline of February 28, 2023.

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

There was no update on this item.

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**13. Discussion/Vote on District Water Tank Replacement.**

**a. Discussion/Vote/Update on the Project Work.**

DJA is currently developing the site plans. They expect to be 90% done with the plans and specifications in about four weeks. They will try and design a tank that is larger than the one that is being replaced. At the next meeting the Board will discuss how to dispose of the old vehicles and equipment that are being stored at that site.

**b. Discussion/Vote on the Quote for Environmental Work.**

Tom Dodson provided a quote for the environmental work that included both the water tank replacement and the pipeline locating. The estimates are for \$2,000.00 for each of those projects.

**Motin: Move that we accept the \$2,000.00 quote for the environmental work on the Elm Trl water reservoir, which includes completing and filing the Notice of Exemption.**

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

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

**Motion: Move that we go back to #11a.**

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

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

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

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

**Motion: Move that we accept the quote from Tom Dodson & Associates for their proposal for the pipeline exemption that qualifies for the criteria for a class six categorical exemption that won't exceed \$2,000.00 for that environmental work and that it will also include filing the Notice of Exemption.**

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

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

**14. Discussion/Vote/Update on the Nitrate Analyzer and Returning to Compliance.**

Dee Jaspar has been working on the operations manual for the nitrate analyzer.

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There was a little difficulty in downloading the nitrate log from the computer, but Ness Sanli helped clear that up. As soon as Dee gets that information he will add it to the manual and send it to Jesse Dhaliwal for review.

**Motion: Move that we take a five minute break.**

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

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

**Meeting Break: 8:07pm - 8:15pm.**

**15. Discussion/Vote on Scheduling a Special Meeting to Review the Employee Handbook.**

GM Allison suggested a special meeting to review the handbook and that Jerry Pearson be present to answer any questions. The Board came up with two possible dates. Tiffany will contact the attorney to see which will work best for him.

**Motion: Move that we schedule a special meeting to review the employee handbook with one of the two possible dates, either Thursday the 6th of October starting at 6:00pm or Wednesday the 12th at 12:00pm, and have Jerry Pearson be here in person.**

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

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

**16. Discussion/Vote on the General Manager Contract.**

At the previous meeting GM Allison asked the District if they would be willing to extend his contract for 10 years in lieu of asking for a pay increase. The contract remained the same and only the dates changed.

**Motion: Move that we accept the proposal put forth by our General Manager to extend his length of contract with us to a 10 year term rather than a five year term with everything else remaining equal.**

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

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

**17. Discussion/Vote on Reducing District Costs.**

This item will carry over until the Board has had time to come up with ideas.



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18. Review and Approve Meeting Minutes for 07/07/2022 Public Hearing, 08/11/2022 Regular Meeting, and 08/25/2022 Regular State Planning and Project Meeting.

**Motion: Move that we carry over #18. Review and Approve Meeting Minutes for 07/07/2022 Public Hearing, 08/11/2022 Regular Meeting, and 08/25/2022 Regular State Planning and Project Meeting, until the next regular planning meeting on the 22nd.**

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

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

19. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting September 22, 2022:

Special Meeting: Date to be Decided.

Regular Meeting October 13, 2022.

20. Adjournment.

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:27pm.**

**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