

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: 889 9060 5708 Meeting Password: 438115
REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 11, 2022, 6:00PM
Kelling/Garcia 3/0/1 - Director Neyman Abstain, Director Gipson Absent
Minutes Approved on September 22, 2022

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

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.
- Young Wooldridge (YW) - Alan Doud.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #16 until the next regular meeting.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

3. Public Comments - None.

4. Report of Officers:

President: Director Gipson reported she spoke with JPIA regarding the extra bill and payment of \$10,000.00. The representative she spoke with will be speaking to his supervisor, but it is unlikely they will refund the overpayment. The money will be added to the District's pool of money set aside for any catastrophic claims.

Vice-President: Director Schoenberg and Neyman reviewed the automatic transfers into the USDA Payment Fund and confirmed they will be good until October.

Secretary: No report.

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Treasurer: Absent.

JPIA Representative: No report.

5. Board Member Initiatives.

Director Kelling asked for an agenda item to discuss ways to reduce the District's electricity cost.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported the crew completed 325 work orders last Month.

On July 21st there was a leak on Summit Drive that washed out a hillside and mud pushed up against several houses. There were a total of five major leaks that same day. GM Allison hired a contractor to help get the leaks under control.

Last week a crew member was helping grade a road by Truman and Roosevelt Trails, and hit a gas line that was very close to the surface. The fire department, sheriff, and 11 gas company employees all came to the scene to assist. Eventually, the District will be billed for the lost gas, and possibly other costs. This incident will make helping the town with road grading more difficult in the future and necessitate calling in a USA dig alert.

a. Administrative Assistant's Report.

Tiffany Matte reported she looked into pricing on laptop computers after getting recommendations from Bill Bice. Although the Board approved up to \$700.00, it will only cost about \$570.00. She found a 70" television monitor for the board room priced at about \$460.00. Tiffany will get the orders placed next week.

7. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update Meeting. Although it will be brought up under the financial portion of the agenda, Director Schoenberg wanted to note that the check for her director fees noted payment for an easement ad hoc, but no such ad hoc committee was formed. She clarified it was work done under the project committee.

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.

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The bank charged another \$25.00 fee to the USDA payment fund that will need to be refunded.

Financial Committee.

The budget and the book asset detail committees were merged so that progress could be made on both at the same time. As they work through the line items of the budget, it shows them what needs to be adjusted on the book asset detail. They hope to have everything cleared up by the beginning of September.

Treasurer Committee.

This ad hoc committee will meet to go to the bank and resolve the fees being charged to the District accounts.

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

Bookkeeper Deborah Angel reported that there were 31 checks cut from the Revenue/Operating Account for a total of \$40,345.25. The checks and check detail report were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

The electricity and the answering service bills have been increasing dramatically over the past few months. An agenda item will be added to the next meeting to discuss how to reduce those bills.

The Board reviewed changes to the budget line items certain charges were categorized under.

There was an invoice from DJA that included two charges for the same Board meeting. The District will pay the invoice. Dee Jaspar will review the charges and if there was an error, he will remove the meeting charge on next month's bill.

Director Schoenberg was paid for an "easement ad hoc" on the check for her Director fees, with a date August 1st. Deborah will review the charge and make the necessary corrections.

Motion: Move that we pay our bills.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

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Motion: Move that we take a five minute break.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Meeting Break: 6:57pm - 7:09pm.

***The attorney was not ready for the closed session so the Board continued in the agenda to Item #10.**

State Funded Grant Projects - Discussion began at 7:10pm.

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

a. Discussion/Vote on the Project Timeline.

Dee Jaspar provided an updated draft to the project timeline. The SOI map is almost complete so Dee will contact LAFCo to find out what the process is to get the map submitted.

***The attorney logged on the zoom call and was ready for Item #9.**

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.

9. CLOSED SESSION pursuant to Gov't Code §54957. Conference with Legal Counsel - Anticipated Litigation. Gov't Code §54956.9(b): 1 Item.

Entered Closed Session at: 7:20pm.

Returned From Closed Session: 8:04pm.

Report of Actions in Closed Session:

There was nothing to report.

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

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

There will be an ad hoc meeting to discuss what can be moved around in the budget.

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c. Discussion/Vote on Production Well Property Appraisals.

The appraisals are done but the District is not ready to move forward.

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 ad hoc committee, GM Allison, Dee Jaspar, and Joan Kotnik met and reviewed the overlay of the County, Forest Service, and proposed SOI boundaries. They will meet again to finalize the map.

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

Dee Jaspar will contact LAFCo to find out what the District needs to do in order to submit the proposed SOI map. He will also contact Bravish from Stanley Hoffman Associates to see if his last proposal still applies.

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

Tom Dodson confirmed there would not be an issue with CEQA if Well #8 was drilled outside of the regional project because it could be declared as an independent utility. Dee Jaspar sent him a map of the proposed Well #8 location and the pipeline easement to Well #5, but told him not to move forward with the environmental work until the Board gives authorization.

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

The bid opening for the LOW pipeline project is scheduled for August 18th.

i. Discussion/Vote on Claims and Payouts.

There were no new claims. Carlos Bravo provided a copy of Form 260 for Claim #20.

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

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

Drilling will start once the temporary easement is secured. The project went out to bid in April. The District awarded the bid which was good for 60 days. The driller stated he would hold the bid for 90 days, but that offer expired in July.

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

There was no update on this item.

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

The District cannot move forward until the bridge loan is secured.

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

Oscar Cisneros reported that the application is under final review. The District should receive a commitment letter next week, and the finalized contract agreement about two to three weeks after it is signed.

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

Dee Jaspar sent a link to the completed plans and specifications for the meter replacement project. GM Allison reviewed the documents. The Board will also review them and vote at the next meeting.

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

When the plans and specifications are approved, the project can go out to bid.

g. Discussion/Vote on Claims and Payouts.

Claim #5 was submitted to the State. A draft of Claim #6 will be ready for review at the next State Update Meeting.

12. Discussion/Vote on Pipeline Replacement Project.

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

Lyles Construction began the potholing and mapping on the corner of Oregon and North End Trails. The next location will be Summit Drive since leaks there flood into residents' yards. GM Allison started looking into the possibility of using the construction funding to start replacing pipes, but will need to follow up with Lawrence Sanchez at the State Update Meeting. Dee explained that when the District is ready, he can have the set of plans and specifications for pipeline replacement on Summit completed in 60 days.

b. Discussion/Vote on the Project Budget.

The project is currently being funded with SHE Technical Assistance Funds. The pipeline replacement portion won't have a budget until the potholing and mapping is done.

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

The plans and specifications will be drafted for Summit Drive first, then drafted for the rest of the project afterward.

d. Discussion/Vote on the Project Application.

Carlos Bravo amended the project application with the corrections that were requested by Lawrence Sanchez.

State Funded Grant Projects - Discussion concluded at 8:41pm.

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

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

CalOES contacted the District after the last progress report was submitted. They requested a phone meeting to discuss the project delays and how the District can meet the deadlines for encumbering and liquidating the grant funds. Dee and Curtis attended the meeting and updated CalOES on the delivery dates of the generators, which are scheduled to arrive before the grant expiration date. The generator for the Harrison site will arrive a little later than the others, but Dee was able to confirm that the District can pay for the generator before it arrives.

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b. Discussion/Vote on Engineering and Design.

As soon as the generators are delivered, DJA will get together with GM Allison and design the pads they will sit on.

14. Discussion/Vote on District Water Tank Replacement.

a. Discussion/Vote on the Project Estimate.

DJA provided an estimate for the engineering work needed to replace Elm Tank. They designed the replacement so there only needs to be a one day shutdown on the existing tank while they connect the piping to the new tank, the boosters, and the system. Once the replacement tank is completed, the old one will be demolished. The engineering estimate includes a geotechnical soils investigation which develops the parameters needed to meet the seismic requirements. Tom Dodson will need to provide the environmental work needed for CEQA. The engineering work needs to be done before DJA can get a cost estimate on the replacement tank itself. GM Allison and Dee Jaspas estimate a total project cost of around \$500,000.00.

b. Discussion/Vote on Environmental Work.

This item was covered in the previous discussion.

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

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Meeting extended at 8:58pm.

15. Discussion/Vote/Update on the Nitrate Analyzer.

The District has been taking weekly samples from Well #5 to match the lab results to the readings on the nitrate analyzer. The two samples that came in were within the 5% variation range. Dee is writing the operating procedure required by the State which is needed to return the District back to compliance.

16. Discussion/Review/Vote on the Employee Handbook - Tabled.

17. Review and Approve Meeting Minutes for 07/07/2022 Public Hearing, 07/14/2022 Regular Meeting, and 07/28/2022 Regular State Planning and Project Meeting.

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Motion: Move that we table the minutes for 07/07/2022, 07/14/2022, and 07/28/2022 until our next meeting.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

18. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting August 25, 2022:

- An agenda item to discuss reducing the electric and answering service bills.

Regular Meeting September 8, 2022.

19. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Meeting Adjourned: 9:06pm.

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