

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: 874 0375 9199 Meeting Password: 167850  
**REGULAR MEETING MINUTES FOR THURSDAY, JUNE 8, 2023, 6:00PM**  
Additional Teleconference Location: 820 Elm Trl, Frazier Park, CA 93225

**1. Call to Order: 6:03pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Gipson, Kelling, Neyman, and Schoenberg.

Absent Garcia.

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, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we adjust the agenda to put the two closed sessions Items #10 and #11, directly after Item #3.**

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

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

**Absent: Garcia.**

**3. Public Comments.**

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

**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 Gipson announced the closed session at 6:08pm.**

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**10. 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**

**11. 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 6:22pm.**

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

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

**4. Report of Officers:**

**President:** No report.

**Vice-President:** Director Schoenberg reported she signed paperwork with the bank to stop payment on a check that was misplaced.

**Secretary:** Absent.

**Treasurer:** Director Neyman reported that he made the following transfers for the past invoices from DJA so the District could cover the costs until they are reimbursed by the State:

<u>From</u>	<u>To:</u>	<u>Invoice#</u>	<u>Amount</u>
• Revenue/Operating	Meter/Well	20-07053	\$792.00
• Revenue/Operating	FP/LOW Planning	19-07X12	\$198.00
• Revenue/Operating	FP/LOW Planning	19-08015	\$420.26
• Revenue/Operating	FP/LOW Planning	19-09013	\$396.00
• Revenue/Operating	FP/LOW Planning	19-10013	\$594.00
• Revenue/Operating	FP/LOW Planning	19-12011	\$234.00
• Revenue/Operating	FP/LOW Planning	20-01051	\$114.80

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From	To:	Invoice#	Amount
• Revenue/Operating	FP/LOW Planning	20-02051	\$871.04
• Revenue/Operating	FP/LOW Planning	21-04016X	\$198.00
• Revenue/Operating	FP/LOW Planning	21-09016	\$594.00

**JPIA Representative:** No report.

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

**6. Manager’s Report.**

General Manager (GM) Jonnie Allison reported that there is a pressure reducing station on Walnut Trail that is failing. It has not been replaced since 1966. The parts have been ordered and when it is time to do the repairs he will need to do a water shutdown in that area. Since the water will already be shut off in that area, GM Allison will ask Pat Banfield to come in and help cut in a valve on Summit Trail while the crew fixes the PRV station and repairs a leak on a four inch pipe on Mt. Pinos.

The crew has been working on repainting the house for Well #6 and will continue to do touch up work on slow days. In the next few months GM Allison would like the Board to think about what they want to do with the roof of the old office since right now it is being covered with tarps.

Last month the crew replaced six meters, responded to two after hours call outs, and repaired six main line leaks.

**a. Administrative Assistant’s Report.**

Tiffany Matte reported she has been working on the Special Assessments with Kern County and plans to have those submitted before the end of June. The Board Members have all completed their required training so as time permits Tiffany will look into reapplying for the District’s transparency certificate from CSDA.

**7. Standing Committee Reports:**

**Accounts Payable Committee.**

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item. Additional information will be given under the Item #9.

**State Update Meeting Committee.**

This committee attended the last meeting in May, but asked for the date of the upcoming meeting to be changed to June 21st.

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**8. Ad Hoc Committee Reports:**

**Project Committee.**

This committee had no report.

**Financial Committee.**

This committee will meet on Monday to work on the financials for the 2022 audit.

**Generator Pad Construction Committee.**

There was no report.

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

Deborah Angel reported that one check was cut out of the Meter/Well Account in the amount of \$792.00.

Nine checks were cut out of the FP/LOW Planning account for a total of \$3,620.10.

28 checks were cut out of the Revenue/Operating Account for a total of \$54,965.99. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

A check was cut to Sanli Engineering for work on the District's telemetry. As soon as that upgrade project is done, GM Allison will contact the USDA to see if the costs can be reimbursed from the replacement fund.

Director Neyman informed the Board that the balance in the Revenue/Operating Account is running low, and confirmed with them that he will be transferring the payment for the telemetry work from the Capital Improvement Reserve.

The Board also clarified which categories some expenses were assigned to.

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

**Neyman/Schoenberg 3/0/1, Motion Passed.**

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

**Abstain: Gipson.**

**Absent: Garica.**

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

**Conference with Real Property Negotiators. Gov't Code §54956.8**

**Property: 255-320-28**

**Agency Negotiators: Lisa Schoenberg, Brahma Neyman, Dee Jaspar.**

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**State Funded Grant Projects - Discussion began at 6:48pm.**

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

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

The Project Ad Hoc Committee will be meeting with Dee Jaspar and Carlos Bravo an hour before the State Update Meeting to discuss updates to the project timeline.

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

Lawrence Sanchez approved the budget adjustment request as voted on by the Board at the last meeting.

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

Dee Jaspar sent his Engineering Report to Lawrence for review. He replied to the email with some comments. There will be more discussion on the technical memo at the State Update Meeting.

**d. Discussion/Vote on the Property Appraisal, Acquisition, and Development of Well #8 Property.**

There was no update on this item. The District is waiting for information to go out to the property owners.

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

There was no update on this item. The District is waiting on more information on the property.

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

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

Bravish from Stanley Hoffman Associates returned after being out of the country. He is reviewing the Engineering Report from DJA and will then begin work on the MSR. Bravish will keep in contact with Dee to ask for any additional information he may need.

**h. Discussion/Vote on the Memorandum of Understanding.**

This document will need to be updated since it was last addressed. The current copy of the MOU will be provided to the Board for the second meeting in July.

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

Pam Jarecki updated the Board that their wells are still recharging. Next week they will begin construction on the \$3.5 million project.

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

Claim #31 will be prepared for the State Update Meeting for review and voted on by the full Board on June 22nd.

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

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

For the last several weeks Curtis Skaggs from DJA has been negotiating with Unified Field Services on the final costs of the well project. When complete, Curtis will provide a written report. They estimate the termination cost will be about \$130,000.00.

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

The contractor is inputting all of the locations of customer meters for the propagation study. The study will tell them how much infrastructure will be needed to implement the AMI meter system.

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

Claim #16 will be prepared for approval at the next regular meeting.

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

The District is still waiting for reimbursement on Claim #12 from the State. This claim includes the funds to be used to pay back the bridge loan. Oscar will follow up with the State to see if they have an estimate on when the District should receive the check.

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

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

The potholing and mapping work has been completed. Dee has been reviewing the preliminary designs and making his corrections. Once finalized, he will go over the designs with GM Allison and the FPPUD Lead Operator.

**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.

**State Funded Grant Projects - Discussion concluded at 7:06pm.**

**15. 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 paid for everything except the 10% retention, and the load banks which have not been delivered.

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

DJA has mapped the topography for four out of five of the generator sites. Once all sites are mapped GM Allison and Dee Jaspar will finalize the placement of the generators.

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Before the pads can be laid one of the sites will need a retaining wall, and other sites will need to be graded.

**16. Discussion/Vote/Update on District Water Tank Repair and Replacement.**

**a. Discussion/Vote/Update on Elm Tank - Tabled.**

**b. Discussion/Vote/Update on Parcel B.**

There was no new information.

**17. Discussion/Vote/Review of the Employee Handbook.**

The Board was given the final draft of the Employee Handbook with the corrections made by the Board and the attorney. Although he could not attend this meeting, Director Garcia expressed to GM Allison that he is in favor of passing the handbook and did not want the Board to wait on the vote for his return.

**Motion: Move that we pass the Employee Handbook with the revisions that have been approved by the attorney.**

**Neyman/Schoenberg 3/1/0, Motion Passed.**

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

**No: Kelling.**

**Absent: Garcia.**

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

The Board was not ready to vote on this policy. Discussion will carry over to the first regular meeting in July.

**19. Discussion/Vote on Forming a Record Retention Ad Hoc Committee.**

There were not enough voting Board members present to approve a new ad hoc committee. Discussion will carry over to the next regular meeting.

**20. Discussion/Vote on Allowing a Board Member/s to Volunteer to Go Through Boxes of Old Paperwork.**

The Board discussed the issue but no action was taken.

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21. Review and Approve Meeting Minutes for 05/09/2023 AP Standing Committee, 05/11/2023 Regular Meeting, 05/23/2023 AP Standing Committee, and 05/25/2023 Regular State Planning and Project Meeting.

**Motion:** Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, May 9, 2023, at 11:00am, 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 3/0/1, Motion Passed.**

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

**Abstain:** Schoenberg.

**Absent:** Garcia.

**Motion:** Move that we approve the Regular Meeting Minutes for Thursday, May 11, 2023, at 6:00pm, 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 3/0/1, Motion Passed.**

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

**Abstain:** Schoenberg.

**Absent:** Garcia.

**Motion:** Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, May 23, 2023, at 11:00am, 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 3/0/1, Motion Passed.**

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

**Abstain:** Schoenberg.

**Absent:** Garcia.

**Motion:** Move that we approve the Regular Meeting Minutes for Thursday, May 25, 2023, at 4:00pm, 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 3/0/1, Motion Passed.**

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

**Abstain:** Schoenberg.

**Absent:** Garcia.

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

Public Hearing June 22, 2023.

Regular State Planning and Project Meeting June 22, 2023.

Regular Meeting July 13, 2023.

**23. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Garcia.**

**Meeting Adjourned: 7:49pm.**

**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**