

**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: 836 8657 3197      Meeting Password: 415064**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 21, 2023, 4:00PM**  
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225  
Kelling/Gipson 3/0/0 - Directors Garcia and Neyman Absent  
Minutes Approved on January 25, 2024

**1. Call to Order: 4:25 pm (due to technical difficulties.)**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, Neyman, and Schoenberg.

Teleconference: Gipson

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) - 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. 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.**

Directors Neyman and Schoenberg attended the State Update Meeting that morning. Updates will be given under the corresponding agenda items.

**5. Ad Hoc Committee Reports:**

**Project Committee.**

This committee has not met.

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**Financial Committee.**

This committee has not met.

**Generator Pad Construction Committee.**

There was no report.

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

Deborah Angel reported that eight checks were cut out of the Revenue/Operating Account for a total of \$7,888.49. 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 5/0/0, Motion Passed.**

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

Director Neyman reported that he changed the automatic transfer amounts that were discussed at the last meeting. \$10,000.00 is now transferred monthly into both the Capital Improvement Reserve Account and the General Fund.

**State Funded Grant Projects - Discussion began 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 Garcia recused himself from the closed session discussions and any possible vote.

Director Schoenberg announced the closed session at 4:31pm.

**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**

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- 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 4:49pm.**

**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.**

The following updates to the project timeline were provided to Lawrence Sanchez:

<b>Task#</b>	<b>Deliverable</b>	<b>Estimated Due Date</b>
1	<u>Project Management, Administration, and Legal</u>	
	a. MOU - Draft Interconnection Water Service Agreement	December 2024
	b. Municipal Services Review (MSR)	January 2024
	c. Sphere of Influence Map	September 2022
	d. Apply to LAFCo to Amend the Sphere of Influence Map	January 2024
	e. Apply for Approval of Revised Annexation Map	Completed
2	<u>Test Wells</u>	
	a. Test Well Plans and Specifications with Detailed Cost Breakdown	Complete
	b. Hydrogeological Assessment Report	Complete
	c. Draft Source Water Assessment Program Report	December 2023
3	<u>Engineering Report</u>	
	a. Draft Engineering Report	Complete
	b. Final Engineering Report with Detailed Cost Breakdown	January 2024

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<b>Task#.</b>	<b>Deliverable</b>	<b>Estimated Due Date</b>
4	<u>Environmental Documents</u>	
	a. Environmental Documents to the Office of Planning and Research and the Division's Environmental Review Unit	December 2024
	b. Biological and Cultural Resources Survey Reports for all Project Sites	December 2024
5	<u>Engineering Design for Selected Construction Project</u>	
	a. Draft Plans and Specifications	July 2024
	b. Final Plans and Specifications with Detailed Cost Breakdown	December 2024
	c. Construction Application	January 2025
6	<u>Contingency</u>	
	a. Other (as applicable)	To be Determined

Currently, the project extension request is being reviewed by the State's upper management

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

The District previously made a request to adjust the budget by moving money out of Engineering Design. Lawrence Sanchez did not want to approve the change until he received an updated project budget from DJA. Lawrence wants to use the new budget to begin the conversation with his management about adding funds to the project. There are some DJA charges that are being held since there is not enough money in the budget to cover them.

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

The Work Plan has been submitted to SHE upper management for approval. It will then be sent to the State.

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

Dee Jaspar is continuing to work on the technical memo and hopes to have it completed by the end of January.

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

The public hearing was held on December 14, 2023 and the Resolution of Necessity was adopted. The District still hopes to negotiate before it moves into the eminent domain process.

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

The District is still in negotiations with the property owners. DJA has sent them a map with the updated lines. The ad hoc committee and Dee Jasper will be meeting with them again in January.

**g. Discussion/Vote/Update 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.**

The updated MSR has been provided to the FPPUD and LOW for review and further comment.

Carlos Bravo provided a copy of the previous LAFCo application. The Board had some recommendations for changes, which Tiffany Matte noted and will send to Carlos.

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

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

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

This project is moving along and should be done by the end of February depending on the weather. We have had timing issues with the holidays and gas and county. Sierra will be scheduling the pressure testing, lab testing and bringing sections of the sub-division online. Permanent pavement replacement may have to be pushed to later in the Spring due to weather.

**The generator project:**

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

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

There has been nothing new since the last meeting.

**Well #4:**

Well #4 is still offline while we are collecting data on the high iron and manganese.

**Blending station:**

Nitrates are between 3.3 and 4.3 for the months of November and December. All wells are dropping 2 to 5 feet.

**k. Discussion/Vote on Claim #37 and Other Claims and Payouts.**

**Claim #37 - \$5,906.00.**

**Director Fees - \$300.00.**

**Staff Recovery Costs - \$65.00.**

**Dee Jaspar & Associates Invoices for November 2023 - \$2,821.00.**

Invoice #23-01108, dated 11/30/2023, in the amount of \$976.50

Invoice #23-01110, dated 11/30/2023, in the amount of \$1,302.00

Invoice #23-01111, dated 11/30/2023, in the amount of \$542.50

**Young Wooldridge Invoices for November 2023 - \$2,720.00**

Invoice #106558, dated 11/30/2023, in the amount of \$2,720.00

**Motion: Move that we approve Claim #37 with the invoices that Carlos had stated, in the total amount of \$5,906.00.**

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

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

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

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

The State's upper management is reviewing the change order for the well and should have the formal approval letter completed in the next few weeks.

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The temporary fencing that GM Allison asked the Board to approve will not be going up because C&C has their own fence that they will be installing.

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

Most of the meters have been delivered to the contractor. In January, DJA will be going out to do an inventory of the delivery so an invoice can be created. The service brass is still expected to be delivered in February or March.

**c. Discussion/Vote on Claim #22 and Other Claims and Payouts.**

**Claim #22 - \$169.50.**

**Dee Jaspar & Associates Invoices for November 2023 - \$169.50.**

Invoice #23-01113, dated 11/30/2023, in the amount of \$169.50.

**Motion: Move that we approve Claim #22 for Dee Jaspar & Associates invoice #23-01113 in the amount of \$169.50.**

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

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

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

There was no update on this item.

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

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

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

The plans are ready but GM Allison asked DJA to see if they can include the pipeline from McGee Tank in the project and still stay within budget.

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

Lawrence Sanchez confirmed that the District needs a contract with DJA for the application. Dee will provide a draft agreement for approval at the next meeting.

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

Carlos is working on the project application but is waiting for the updated engineering and the audits for 2022 and 2023.

**State Funded Grant Projects - Discussion concluded at 5:41pm.**

**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/Update on the Generator Pads.**

The District will no longer be laying concrete pads but will lay them on gravel beds, and if possible, elevated with railroad ties.

**13. Discussion/Vote/Update on the District Water Tank Repair and/or Replacement, and Funding.**

Superior Tank company believes they may be able to make repairs to the tanks in need. GM Allison sent them the videos and will wait to see if they have a solution. Tiffany Matte reported she both mailed and emailed the CDBG application to the County. The total project cost estimate was 1,158,000.00.

**14. Discussion/Vote on Mainline Extension for Kiwanis Trail.**

The homeowners paid the full price of the meter installation. Santana Plumbing is putting together the bonds needed to do the work in accordance with the Mainline Extension Policy. GM Allison suggested the Board review that policy and make any necessary updates.

**15. Discussion/Vote on Resolution FP-20231221-01 - Resolution for Change of Officers of the District/Authorized Banking.**



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The Districted updated the banking resolution to reflect the changes in Board positions and employees. The Board noted one typo.

**Motion: Move that we approve Resolution FP-20231221-01 - In The Matter Of: FPPUD Financial Accounts Held At California Bank & Trust - Board Positions, Account Signers, And Account Designations, with the changes that I mentioned. Neyman/Kelling 5/0/0, Motion Passed.**

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

- 16. Review and Approve Meeting Minutes for 10/10/2023 AP Standing Committee, 10/12/2023 Regular Meeting, 10/17/2023 Quarterly Financial Standing Committee, 10/24/2023 AP Standing Committee, and 10/26/2023 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, October 10, 2023, 11:00am, 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.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, October 12, 2023, 6:00pm, 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.**

**Motion: Move that we approve the Quarterly Financial Standing Committee Minutes for Tuesday, October 17, 2023, 11:00am, 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.**

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**Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, October 24, 2023, 11:00am, 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.**

**Motion: Move that we approve the State Planning and Project Meeting regular minutes for Thursday, October 26, 2023, 4:00pm, 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.**

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

Regular Meeting January 11, 2024.

Regular State Planning & Project Meeting January 25, 2024.

**18. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 6:08pm.**

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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