

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: 893 2237 7359 Meeting Password: 482271  
**REGULAR MEETING MINUTES FOR THURSDAY, MAY 11, 2023, 6:00PM**  
Additional Teleconference Location: 820 Elm Trl, Frazier Park, CA 93225

**1. Call to Order: 6:04pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, Neyman, and Schoenberg.

Teleconference: Gipson.

Director Garcia 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) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

**Motion: Move that we Move #13c and #13d up to after #2 and table Items #10 and #11.**

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

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

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

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

The State updated forms 260 and 261 for this project, but Oscar Cisneros noticed some mistakes on the forms. When those are corrected, Oscar will resend Claim #14 for signatures.

The State deducted \$6,750 out of Claim #12 because they would not cover an electrical meter that will not be used in Well #7. Dee Jaspar will see if that part can be returned to the manufacturer.

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

As stated above, Claim #12, which includes the Unified Field Services invoice that was covered by the bridge loan, will have an amount deducted. When the District receives the claim check, they will still need to pay the loan amount in full.

**3. Public Comments - None.**

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Neyman reported the District received the reimbursement check from the State for hauling water in the amount of \$195,497.38. This amount was deposited into the Revenue/Operating Fund then transferred back into the Capital Improvement Reserve.

The bank credited the District account \$55.00 for the fee charged in error last month. Director Neyman would like to review the USDA bond books since the amounts they withdrew for the interest payments were less than expected.

**JPIA Representative:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison informed the Board that after they approved wage increases in order to retain necessary employees, the FPPUD was able to retain the Lead Operator. The second operator will still be moving on, so GM Allison hired a new employee who will start on May 22nd.

The information for the drone was sent to JPIA and it was added to the insurance. The extra remote purchased for \$1,200.00 was not useful and will be returned for a refund. The crew fixed a leak on California Trail that just surfaced after not showing up for some time. GM Allison estimated it had been leaking about 25,000 - 30,000 gallons a day. A house was built on Kiwanis Trail without having received a will-serve letter from the District for water.

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The owner was informed that she would have to pay for the mainline extension per policy. When the application for water service is turned in, it will go before the Board for approval.

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

Tiffany Matte explained that by next week all of the Board Members should have completed their required training.

**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.

**State Update Meeting Committee.**

There was nothing to report. This committee will meet next week.

**Quarterly Financial Committee.**

This committee is scheduled to meet again in July to review the financials for the second quarter.

**8. Ad Hoc Committee Reports:**

**Project Committee.**

This committee had no report.

**Financial Committee.**

This committee met to go over the budget to discuss the changes to employee pay. They will need to meet again to go over the information for the 2021-2022 audit.

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

Deborah Angel reported that 37 checks were cut out of the Revenue/Operating Account for a total of \$58,452.54. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00. Changes were discussed on how some expenses were categorized.

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**Motion: Move that we pay our bills with those changes that we discussed.  
Neyman/Schoenberg 5/0/0, Motion Passed.  
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

Director Neyman explained that the District has paid several invoices related to the generator project that were cut from the Revenue/Operating Fund. The Board agreed that as long as the expenses are being tracked, they can be paid out of that account. For larger amounts, money can be transferred from the Capital Improvement Reserve. Tiffany informed the Board that an employee has just completed their 90 day probation and is eligible for health benefits. That increase will show in the next benefit payment to ACWA/JPIA.

Tiffany has been working with DJA on finding and paying older invoices that were not previously submitted for payment. Their Bookkeeper has asked that if willing, the Board approve pre-paying the older invoices from 2019 and 2020 since they will be submitted in a State claim that may not be reimbursed for several months. The Board agreed to this request.

- 10. CLOSED SESSION pursuant to Gov't Code §54957 - Tabled.  
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 - Tabled.  
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**

**State Funded Grant Projects - Discussion began at 6:49pm.**

- 12. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**
- a. Discussion/Vote/Review of the Project Timeline.**
- There were no changes to the timeline.
- b. Discussion/Vote on the Budget Adjustment Request.**

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Lawrence Sanchez had a few questions before we would approve the budget adjustment request. His questions referred to the line items for legal and for the MSR. These questions will be addressed with Lawrence at the State Update Meeting next week.

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

Dee Jaspar stated that the Technical Memo, also referred to as the Preliminary Engineering Report (PER) is about 66% complete. The group will discuss with Lawrence Sanchez whether the PER contains the information he is looking for.

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

There was no update on this item.

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

There was no update on this item.

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

The map has been completed and sent to LAFCo. Dee will send a copy to Carlos Bravo.

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

Bravish from Stanley Hoffman Associates will begin his work on the MSR when he returns to the country.

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

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

Pam Jarecki updated the Board that on the \$3.5 million the Notice to Proceed is pending on the County permits. On the \$5 million grant, they have finalized and submitted three of their permits. The first was for the California Department Fish and Wildlife for the lakes and streams. The PCN permit has been submitted as well as the State Water Resource Control Board water quality certificate for the nationwide permit.

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The Forestry permit needs to be revised to include what LOW currently owns instead of including future projects.

All of the LOW wells are recharging anywhere from 12.5 to 18.5 feet. Their Well #4 is pumping to waste and showing high levels of iron and manganese and Well #7 has high nitrates. The blending station functions with Wells #1, #2, and #7. Of those, Wells #1 and #7 are showing nitrate levels above the MCL. The blending station will be modified to shut down all wells when nitrate levels reach 8.5ppm.

They are still waiting on the Final Budget Approval for the generators.

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

Claim #30 will be prepared for the State Update Meeting for review and voted on by the full Board on May 25th.

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

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

DJA is working with Unified Field Services to get the final project costs together. They are also looking into returning the meter for a refund since that amount was deducted from Claim #12.

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

The meters have been ordered with a lead time of about one year.

**c. Discussion/Vote on Claims and Payouts. (Moved per adjustment of the agenda.)**

**d. Discussion/Vote/Update on the Bridge Loan Requests and Payments. (Moved per adjustment of the agenda.)**

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

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

Lyles Construction has been out for the last two days completing the potholing work. With the small amount of the budget left they will be exploring one final area.

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

Once the preliminary design is done, DJA can begin working on the numbers for the project budget.

**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.

**15. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding.**

As stated above, the District received the final reimbursement for the water hauling. This item will be removed from the agenda.

**State Funded Grant Projects - Discussion concluded at 7:41pm.**

**16. 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.**

GM Allison has been asking PTS Rentals for a detailed invoice showing the total cost of the generators, load banks, and any other charges. The paperwork they are sending does not include that information. Dee Jasper will ask Curtis to push PTS to provide a detailed invoice. Once the District has that information they can make a payment. The District will hold back a 10% retention and the payment for the load banks since those have not been delivered.

CalOES sent the grant closeout worksheets to be completed and submitted by May 19th. Tiffany has completed those forms and will email them on Monday.

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

DJA and a surveyor visited each of the generator sites yesterday to select the best locations to lay the pads. The crew, with the help of Director Garcia, will build the retaining walls where needed and lay the concrete for the pads. The District will also be renting a hydrocrane to place the generators in their permanent locations.

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An item will be added to the agenda to form an ad hoc for Director Garcia to oversee the construction.

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

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

Since the tank will need to be shut down, the work on Elm tank will not be able to take place until after the summer when water demand is lower.

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

GM Allison met with Dan Johnson from the USDA. He is no longer involved in this type of work so he recommended contacting Al Coreale. Al explained that the USDA no longer has 100% grant options for this type of work. They would only be able to offer a 45% / 55% grant/loan option. GM Allison is working to get the diver to inspect the tank and give an estimate on how long he thinks it will last.

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

The attorney provided a final draft of the Employee Handbook. The Board wanted more time to review the handbook so they can discuss it at the next meeting.

**Motion: Move that we table the Employee Handbook until two weeks.**

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

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

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

The attorney provided an updated copy of the Record Retention Policy. The Board will review the policy and discuss it at the first meeting in June.

**20. Discussion/Vote on the General Manager's Contract.**

At the last meeting the Board reviewed employee pay in order to retain experienced employees. The General Manager asked the Board to consider an increase to his contract as well. He suggested a \$5,000.00 increase to his annual salary. His contract will stay as is and only that amount will change.



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**Motion: Move that we amend the Employment Contract for Services as General Manager of Frazier Park Public Utility District:**

**Section 3. Compensation**

**A. Salary. District agrees to pay an annual salary of \$86,600.00, payable to Employee in 26 equal installments;**

**With the amendment to change the date and the amount change.**

**Neyman/Schoenberg 4/0/1, Motion Passed.**

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

**Abstain: Kelling.**

- 21. Review and Approve Meeting Minutes for 04/04/2023 Quarterly Financial Standing Committee, 04/11/2023 AP Standing Committee, 04/13/2023 Regular Meeting, 04/18/2023 Quarterly Financial Standing Committee, 04/25/2023 AP Standing Committee, and 04/27/2023 Regular State Planning and Project Meeting.**

**Motion: Move that we accept the minutes for Tuesday, April 4, 2023 for the Quarterly Financial Standing Committee Meeting 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.**

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

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

**Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, April 11, 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 5/0/0, Motion Passed.**

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

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, April 13, 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 5/0/0, Motion Passed.**

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

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**Motion: Move that we accept the minutes for the Quarterly Financial Standing Committee that happened on April 18, 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.**

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

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

**Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, April 25, 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 5/0/0, Motion Passed.**

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

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, April 27, 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 5/0/0, Motion Passed.**

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

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

Regular State Planning and Project Meeting May 25, 2023.

Regular Meeting June 8, 2023.

**23. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:42pm.**

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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: Gerald Garcia, Secretary**

**Seal**