

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: 881 1294 5129 Meeting Password: 147759
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 22, 2022, 6:00PM
Kelling/Garcia 4/0/1 - Director Gipson Abstain
Minutes Approved on October 13, 2022

1. Call to Order: 6:03pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Garcia, Kelling, Neyman and Schoenberg.

Absent: Gipson.

Director Schoenberg was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Jonnie Allison and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Stan Eisman, Patricia Hampton, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Young Wooldridge (YW) - Alan Doud.

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

3. Public Comments - None.

4. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update meeting. They gave a brief overview of what was discussed at that meeting. They will be present at the Well #5 site on Tuesday when General Manager (GM) Jonnie Allson gives the State a demonstration of the nitrate analyzer.

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.

Financial Committee.

This committee has been working through the book asset detail. At their last meeting the committee reviewed the District owned property to update the category titled Land and Land Rights.

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Treasurer Committee.

This committee has scheduled a meeting to review the USDA bond books and set up the automatic transfers into the reserve and replacement accounts for the next year.

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

Director Neyman reported that three checks were cut from the Meter-Well Supply Project Account for Claim #5, for a total of \$4,293.00.

Two checks were cut out of the FP-LOW Planning Account for Claim #20, for a total of \$1,144.00.

14 checks were cut out of the Revenue/Operating Account for a total of \$14,412.70. The checks and check detail were reviewed by the Board for accuracy. Director Neyman reviewed the items over \$3,000.00.

Director Neyman made bank transfers for Claims #5 and #20. He also transferred \$112,982.61 from the Capital Improvement Fund into the Revenue/Operating Fund for the purchase of the backhoe.

Motion: Move that we pay our bills.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

State Funded Grant Projects - Discussion began at 6:21pm.

6. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.

a. Discussion/Vote on the Project Timeline.

There were no changes needed.

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

Carlos Bravo provided a project budget adjustment request letter to Lawrence Sanchez. The following adjustments were requested:

1. Management/Administration: + \$3,591. Increased from \$31,000 to \$34,591.
2. Hydrogeologist and Inspection: -\$3,591. Decreased from \$32,480 to \$28,889.
3. Legal: +\$3,360 and +\$6,193. Increased from \$6,000 to \$15,553.
4. Labor Compliance: -\$3,360. Decreased from \$5,040 to \$1,680.

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5. Hydrogeology Report: -\$6,193. Decreased from \$13,024 to \$6,831.
6. Contingency: +\$17,970. Increased from \$119,189 to \$137,159.
7. Water Quality Testing -\$17,970. Decreased from \$22,500 to \$4,530.

The Board reviewed and approved the requested changes.

c. Discussion/Vote on Production Well Property Appraisals.

There was no update on this item.

d. Discussion/Vote on the Letters Stating the Intention to Purchase the Production Well Properties for Well #8 and Well #9.

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

The attorney was not able to join the meeting until after 7:00pm to answer questions about Item #6d and #6e.

Motion: Move that we table #6d and #6e until after 7:00pm when the attorney is available.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

Dee Jaspar sent an email update that LAFCo requested the draft Sphere of Influence (SOI) map in an AutoCAD format. He sent that out and is waiting for comments.

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

As soon as the SOI map is complete, Bravish will review it and put together a revised proposal for the MSR.

h. Discussion/Vote on the Early Drilling of Well #8 and the Quote from Tom Dodson & Associates for Environmental Work.

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In Dee Jaspar's email he stated the test well report was sent to Lawrence Sanchez along with a copy of the letter sent back in December requesting early drilling, the follow up letter sent in May, and Tom Dodson's letter regarding CEQA requirements.

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

Pam Jarecki updated the Board that LOW is waiting for the final budget amendment on the \$3.5 million grant project, and they are working on engineering design for the \$5 million project.

j. Discussion/Vote on Claim #22, Other Claims and Payouts, and State Forms 260 and 261.

Claim #22 - \$8,185.91.

Director Fees - \$466.66.

Staff Administration Costs - \$96.75.

Dee Jaspar & Associates Invoice for August 2022 - \$7,622.50.

Invoice #22-08011, dated 08/31/2022, in the amount of \$7,622.50.

Motion: Move that we approve Claim #22 in the amount of \$8,185.91.

Neyman/Kelling 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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

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

Bakersfield Well & Pump confirmed they will start drilling the new well in the beginning of October. They will start to drop off equipment next week. The State sent their approval to begin drilling the well.

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

The License Agreement was signed and the District was given access to the property. This item will be removed from the agenda.

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

The District cannot request more funding until there is more financial information from drilling the well and going out to bid.

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

SHE staff is still revising the loan agreement. Oscar Cisneros said that since drilling Well #7 is moving forward he will update Jessi Snyder in the hope she will be able to expedite the process.

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

The meter project is currently out on the street. Bids are due October 13th.

f. Discussion/Vote on Claim #7, Other Claims and Payouts, and State Forms 260 and 261.

Claim #7 - \$6,149.75.

Dee Jaspar & Associates Invoice for August 2022 - \$1,686.75.
Invoice #22-08015, dated 08/31/2022, in the amount of \$1,686.75.

Young Wooldridge Invoice for August 2022 - \$4,463.00.
Invoice #92189, dated 08/31/2022, in the amount of \$4,463.00.

Motion: Move that we approve Claim #7 in the amount of \$6,149.75.
Neyman/Garcia 4/0/0, Motion passed.
Aye: Garcia, Kelling, Neyman, and Schoenberg.
Absent: Gipson.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

Lyles Construction is continuing to pothole on Elm Trail. They will probably be spending most of next week working their way up that trail. In that area they have explored about 9,000 feet of pipeline.

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Dee estimates there will be about three to four weeks of funding left for potholing.

b. Discussion/Vote on the Project Budget.

There was no update on this item.

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

There was no update on this item.

d. Discussion/Vote on the Project Application.

The general application was submitted but the District is not ready to submit a construction application. Lawrence Sanchez did say at the State Update Meeting that he agrees the best way to handle the pipeline replacement is in phases.

State Funded Grant Projects - Discussion concluded at 6:54pm.

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

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

CalOES has been checking up to ensure the District will be able to spend the grant money by the deadline. When the first shipment of the generators arrives, the balance owed should be enough to liquidate the rest of the funding.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

10. Discussion/Vote on District Water Tank Replacement.

a. Discussion/Vote/Update on Engineering Work.

In his email, Dee Jaspar updated the Board that he has hired an engineer who is reviewing the Elm Tank site. A surveyor has been on site taking measurements. The project is proceeding on schedule.

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b. Discussion/Vote/Update on Environmental Work.

GM Allison will be filing the Notice of Exemption early next week for both the tank replacement and the pipeline locating.

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

The State is scheduled to come out on Tuesday for a demonstration of the nitrate analyzer. In preparation for the visit GM Allison will drain the tank over the weekend enough to be able to do a test run on Monday to make sure everything works as expected. Ness Sanli will be on standby during that process in case there are any issues.

The Board called a brief recess in order to contact the attorney and return on the agenda to Items #6d and #6e.

Motion: Move that we have a brief 10 minutes break.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Break: 7:01pm - 7:06pm.

6. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.

d. Discussion/Vote on the Letters Stating the Intention to Purchase the Production Well Properties for Well #8 and Well #9.

Dee Jaspar sent drafts of the letters of intent for the Well #8 and Well #9 properties to Alan Doud. He will review the letter then send them back to the Board for approval at the Special Meeting. The District has until October 21, 2022 to send the property owner notice for Well #9.

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

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Motion: Move that we move #6d and #6e to the Special Meeting on October 6, 2022 to have discussion regarding the letter.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

12. Discussion/Vote on ADP Authorization Request for 401(k) Matching.

At the previous meeting the Board approved offering the employees to match up to 2% of their 401(k) contributions. GM Allison provided the Board a copy of the agreement for review and final approval.

Motion: Move that we approve the ADP Authorization Request for 401(k) matching. Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

13. Discussion/Vote on the Quote for Installing a New Phone System.

GM Allison spoke to the technician who installed the District's original phone system. He put together a proposal for an internet based phone system that would allow recorded messages and voice prompts to help screen calls before they are sent to the answering service or the worker on call. It would also record calls for quality control purposes. It would save money over AT&T phone service and additional money if the Board chooses to no longer use the live answering service. The cost would be \$147.44 per month plus a one time installation of \$1,665.95. GM Allison will also have Zito install their internet service so there is a backup internet in case one or the other goes down.

Motion: Move that we approve the quote for installing a new phone system.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

14. Discussion/Vote on Disposing of Old District Equipment.

The District has old broken down equipment that is taking space in the District yard as well as the Elm Tank site. The items won't sell for enough money to try and auction them off. GM Allison will contact several junk yards and see which one will take the equipment and give the most money for them.

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He will also look into what the District could get if they sold the old backhoe and trailer.

Motion: Move that we scrap the dump truck, the leak truck, and the compressor.

Neyman/Garcia 3/0/1, Motion passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Schoenberg.

Absent: Gipson.

15. Discussion/Vote on Sending the General Manager to RVS Training.

GM Allison asked the Board to send him for training on the RVS billing software. Tiffany Matte has been to the training and he believes it would be a good idea for him to be knowledgeable on the program as well. The class takes place in Little Rock, Arkansas and registration costs \$395.00.

Motion: Move that we send our General Manager to RVS training in Little Rock, Arkansas.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

16. Discussion/Vote on Project Meeting Dates for November and December.

The second regular meeting of the month falls on or near holidays in the months of November and December. The Board discussed dates and agreed to move the meeting in November to the 17th, and leave the December date as is.

Motion: Move we make the Regular State Planning & Project Meeting in November on the 17th and leave December as the 22nd.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

17. Discussion/Vote on Holding Special Meetings to Make Critical Decisions.

Since there was discussion at the last meeting about ad hoc committees making financial decisions, the Board thought it best to make a policy so all members can be on the same page. The Board agreed that if there is enough time, and a financial decision needs to be made, they hold a special meeting for a full Board vote.

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Motion: Move that if there are critical financial decisions to be made, that we have a special meeting in between regular meetings.

Kelling/Garcia 3/0/1, Motion passed.

Aye: Garcia, Kelling, and Schoenberg.

Abstain: Neyman.

Absent: Gipson.

- 18. Review and Approve Meeting Minutes for 07/07/2022 Public Hearing, 08/11/2022 Regular Meeting, 08/25/2022 Regular State Planning and Project Meeting, and 09/15/2022 State Update Meeting.**

There were not enough Directors present to approve the minutes for July 7, 2022.

Motion: Move that we table the minutes for the meeting for the July 7th Hearing on the Proposed Increase of Base Rate Charge and Administrative Fees Increase in Compliance with Article XIID of the California State Constitution.

Kelling/Neyman 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Motion: Move that we approve the minutes for 8/11/2022 Regular 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.

Kelling/Garcia 3/0/1, Motion passed.

Aye: Garcia, Kelling, and Schoenberg.

Abstain: Neyman.

Absent: Gipson.

Motion: Move that we approve the minutes for 8/25/2022 Regular State Planning & Project 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.

Neyman/Garcia 4/0/0, Motion passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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Kelling/Garcia 4/0/1 - Director Gipson Abstain
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Motion: Move that we approve the minutes for 9/15/2022 State Update 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.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

19. Discussion/Vote on Future Agenda Items.

Special Meeting October 6, 2022.

Regular Meeting October 13, 2022.

Regular State Planning & Project Meeting September 22, 2022.

20. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 8:20pm.

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