

**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: 897 7537 8629      Meeting Password: 685295**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, JUNE 22, 2023**  
**Immediately Following the Public Hearing Scheduled at 4:00pm**  
Kelling/Neyman 4/0/0 - Director Garcia Absent  
Minutes Approved on July 13, 2023

**1. Call to Order: 4:05pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Present: Garcia, Gipson, Kelling, Neyman, and Schoenberg.  
Director Gipson was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - 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 - No change.**

**3. Public Comments - None.**

**4. 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.**

The Project Ad Hoc Committee met before the State Update Meeting to discuss the project timeline and the budget. Director Schoenberg gave a brief summary of what was discussed during the State Update Meeting. Additional information will be given under the corresponding agenda items.

**Quarterly Financial Committee.**

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

**5. Ad Hoc Committee Reports:**

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**Project Committee.**

This topic was covered in the previous discussion.

**Financial Committee.**

Director Schoenberg met twice with the Bookkeeper. They got about a third of the way through the material for the 2022 fiscal year audit. They will meet again on Monday and Tuesday of next week.

**Generator Pad Construction Committee.**

There was no report.

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

Deborah Angel reported that six checks were cut out of the Meter/Well Account for a total of \$329,008.10 for Claim #12. This includes the check to SHE paying off the bridge loan. The State did not cover a meter for the abandoned well in the amount of \$6,750.00 in the claim request. Director Neyman transferred that amount into the Meter/Well Account, from the Revenue/Operating Account, to cover that payment. Two checks were cut out of the FP/LOW Planning Account for a total of \$9,618.33 for Claim #28. Director Neyman transferred \$683.32 for Board Fees, and \$88.12 for Staff charges, from the FP/LOW Planning Account to the Revenue/Operating Account for reimbursement under Claim #28.

13 checks were cut out of the Revenue/Operating Account for a total of \$13,313.66. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00. Changes were noted to how some expenses were categorized.

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

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

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

**State Funded Grant Projects - Discussion began at 4:18pm.**

**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 4:18pm.**

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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**
  
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 4:36pm.**

**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.

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

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

The attendees reviewed the project timeline at the State Update Meeting and updated the deliverable dates as follows:

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Task No.	Deliverable	Estimated Due Date
1	<b><u>Project Management, Administration and Legal</u></b> a. MOU - Draft Interconnection Water Service Agreement b. Municipal Services Review (MSR) c. Sphere of Influence Map d. Apply to LAFCo to Amend the SOI Map e. Apply for Approval of Revised Annexation Map	December 2023 August 2023 Complete September 2023 January 2024
2	<b><u>Test Wells</u></b> a. Test Well Plans and Specs with Detailed Cost Breakdown b. Hydrogeological Assessment Report c. Draft Source Water Assessment Program Report	Complete Complete September 2023
3	<b><u>Engineering Report</u></b> a. Draft Engineering Report b. Final Engineering Report with Detailed Cost Breakdown	July 2023 July 2023
4	<b><u>Environmental Documents</u></b> a. Environmental Docs to the Office of Planning and Research And the Division's Environmental Review Unit b. Biological and Cultural Resources Survey Reports for all Project Sites	September 2023 December 2023
5	<b><u>Engineering Design for Selected Construction Project</u></b> a. Draft Plans and Specifications b. Final Plans and Specifications with Detailed Cost Breakdown c. Construction Application	December 2023 April 2024 June 2024
6	<b><u>Contingency</u></b> a. Other (as applicable)	To be Determined

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The planning portion of the grant project will come to an end on June 30, 2024. The District will be requesting an extension in order to finish the work.

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

Tom Dodson provided an estimate of the environmental work needed for the project. With all the reports needed, including the biological, the cost would be around \$100,000.00. There was not enough money in the budget line item to cover the total amount so an adjustment will be needed.

**(4D) Environmental Documents:**

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Environmental Documents	\$59,673	\$100,000	Increased by \$40,327

**(4B) Test well Design:**

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Contingency	\$117,159	\$76,832	Reduced by \$40,327

**Motion: Move that we approve this budget adjustment letter, moving \$40,327.00 from contingency to environmental documents.**

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

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

When the project budget was first put together the engineering reports were mistakenly divided into a Preliminary Design Report (PDR) and a Preliminary Engineering Report (PER). Each of these items were assigned funding per estimated costs. The funding under the PER has run out, so Lawrence confirmed that the money left in the PDR can be used since the reports all fall under the same Task in the funding agreement.

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

This memo is part of the MSR, which is being worked on by Bravish from Stanley Hoffman Associates.

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

There was no update on this item.

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

There was no update on this item.

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

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

The MSR is in progress and should be done by the middle of July.

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

The Board will begin discussion at the second meeting in July. Carlos Bravo explained that the MOU will need to be signed by the time the construction agreement is executed because without it, the project cannot go out to bid.

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

\$3.5 million: This project started on June 12th. They are working under Frazier Mtn Road, but discovered they will need to trench that road since the ground started to collapse when they tried boring it

Generator Project: LOW is still working on questions with Lawrence Sanchez.

\$5 million: The engineer is working on the designs.

Blending Station: LOW is now under a nitrate violation. All of their wells are showing nitrate levels between 9.6 to 12.0. Yesterday the blending station had levels right at the legal limit but for safety reasons they remain under the violation.

**j. Discussion/Vote on Claim #31 and Other Claims and Payouts.**

**Claim #31 - \$8,409.41.**

**Director Fees - \$616.66.**

**Staff Administration Costs - \$91.00.**

**Dee Jaspar & Associates Invoices for May 2023 - \$7,701.75.**

Invoice #23-00514, dated 05/31/2023, in the amount of \$4,774.00

Invoice #23-00514A, dated 05/31/2023, in the amount of \$2,927.75

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**Motion: Move that we approve submitting Claim #31 in the amounts discussed by Carlos Bravo, in the amount of \$8,409.41.**

**Neyman/Garcia 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.**

Dee Jaspar received an email from Curtis Skaggs stating that Unified Field Services reduced their final costs on the well project to \$113,000.00. Curtis is still working on getting the backup information from the subcontractors to prove out the final cost. When the final numbers are confirmed the District and engineer can discuss with the State how to wrap up the project.

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

Neptune is doing their preliminary work that they need to do in order to verify that they can get communication to all of the meters in the District.

**c. Discussion/Vote on Claim #16 and Other Claims and Payouts.**

**Claim #16 - \$339.00.**

**Dee Jaspar & Associates Invoices for May 2023 - \$339.00.**

Invoice #23-00517, dated 05/31/2023, in the amount of \$169.50.

Invoice #23-00518, dated 05/31/2023, in the amount of \$169.50.

**Motion: Move that we go ahead and approve Claim #16 in the amount of \$339.00 with the invoice numbers that Oscar had said.**

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

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

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

The District received the reimbursement check from the State for Claim #12 and has approved the payment for the bridge loan earlier in the meeting.

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

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

The potholing and mapping work is complete. That information is being incorporated into the design.

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

DJA is targeting the end of June to have the preliminary drawings complete.

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

The budget numbers will be available as soon as the designs are complete and have been reviewed, which should be in the first couple weeks of July.

**d. Discussion/Vote on the Project Plans and Specifications.**

Dee expects the plans and specifications to be complete by the end of July.

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

Once the budget is put together for the construction costs, and the plans and specifications are done, the application can be filled out and submitted. Tom Dodson provided a proposal for the CEQA Notice Of Exemption for the project in the amount of \$3,000.00. If an air quality report is needed that would cost an additional \$3,000.00. A cultural assessment would cost between \$7,000.00 - \$11,000.00 and a biological assessment would cost about \$6,000.00. It is not known whether the additional environmental work will be needed.

**State Funded Grant Projects - Discussion concluded at 5:28pm.**

**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.**

There was no update on this item.



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

DJA has surveyed the sites and is working on the layouts now.

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

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

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

There was no update on this item.

**14. Discussion/Vote of Reforming the Ad Hoc and Standing Committees.**

Director Schoenberg announced that she will be stepping down from the Board in the next few months when she is able to wrap up the projects she is working on now. She suggested reforming some of the committees so others can learn before she leaves. She would like to phase out slowly so no one feels overwhelmed.

**Motion: Move that we appoint Director Garcia to the State Update Meeting Standing Committee going forward.**

**Neyman/Kelling 3/0/2, Motion Passed.**

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

**Abstain: Garcia and Schoenberg.**

Director Schoenberg would like to work with her replacement on the financial committee for a short time before she leaves, then the new member would continue to work with Director Gipson.

**Motion: Move that we appoint Director Kelling to the Financial Ad Hoc Committee, and that she work with Director Schoenberg for two months, and then will continue on the ad hoc with Director Gipson going forward after that.**

**Neyman/Garcia 3/0/2, Motion Passed.**

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

**Abstain: Kelling and Schoenberg.**

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

This item will be carried over to the next regular meeting when the Board will review the Record Retention Policy.

**16. Review and Approve Meeting Minute for 06/21/2023 State Update Meeting.**

This item will carry over to the next regular meeting when the minutes will be available for approval.

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

Regular Meeting July 13, 2023.

Regular State Planning & Project Meeting July 27, 2023.

**18. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 5:53pm.**

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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



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Attest: Gerald Garcia, Secretary

seal