

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: 876 0905 6378 Meeting Password: 047724
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 13, 2023, 6:00PM

1. Call to Order: 6:04pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Kelling, and Neyman.

Teleconference: Gipson and Schoenberg.

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 table #11 and #12, and also #19. Review of the Employee Handbook, until the next meeting.

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

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

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 check for the Meter/Well Project Claim #10, which included Progress Payment #1 for Unified Field Services. The amount for the progress payment was transferred back into the Capital Improvement Reserve Account. The District also received Planning Claim #26 which included \$5000.16 for the appraisal done by Valbridge.

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That amount, along with the Director fees and staff recovery charges, was transferred from the FP/LOW Planning Account into the Revenue/Operating Account. The bank charged a \$55.00 fee to the General Fund in April which will need to be reimbursed. The bank did reimburse \$165.00 for previous months charges.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported that during the month of April three meters were changed out and the crew accomplished 474 work orders. He has begun the hiring process since two employees may be leaving soon.

Administrative Assistant's Report.

Tiffany Matte reported that the attorney will be sending the revised copy of the Employee Handbook by the end of next week. She also reminded the Board to complete their required ethics, and sexual harassment prevention 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. Frazier Park Lumber didn't submit a statement so that bill was not paid. The District was charged a \$15 fee for receiving a wire transfer for the bridge loan. That amount was transferred from the Revenue/Operating Account into the Meter/Well account to cover that fee.

State Update Meeting Committee.

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

Quarterly Financial Committee.

This committee met on April 4th and began reviewing the profit and loss statement and the balance sheet for the quarterly financials. They will meet again on April 18th to finish that work. The meeting dates for this committee will need to change since the financials are not ready by the first Tuesday of the quarter. This will be discussed later under the agenda item for the Bylaws.

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8. Ad Hoc Committee Reports:

Project Committee.

This committee met with Dee Jaspar and Carlos Bravo to go over the planning project budget and create a new adjustment request.

Financial Committee.

This committee will be setting up a meeting to go over the 2021-2022 fiscal year financials.

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

Deborah Angel reported that four checks were cut from the Meter/Well Account for a total of \$21,745.52.

Two checks were cut from the FP/LOW Planning Account for a total of \$4,983.35. 33 checks were cut out of the Revenue/Operating Account for a total of \$52,301.16. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items 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.

Three new reports were added to the financials: a detail of bank fees; a summary of items to be recategorized on the balance sheet with an attached list of items; and the same summary as it relates to the profit and loss.

10. Discussion/Vote on In-House and Online Credit Card Fees.

While the standing committee was reviewing the quarterly financials with the Bookkeeper, they realized that the District was being charged significantly more for credit card fees from the bank than was being collected from customers. The Board had waived the online credit card fees during the COVID emergency. Tiffany provided the Board a spreadsheet so they can see the average amount the District is charged per transaction for each month.

Motion: Move that we raise the in-person credit card payment fee to \$2.00, and raise the online to \$2.50, effective April 21, 2023.

Schoenberg/Neyman 5/0/0, Motion Passed.

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

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- 11. 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
- 12. 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 6:38pm.

13. 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.

The Project Ad Hoc Committee met with Dee Jaspar and Carlos Bravo. They drafted the following budget adjustment. They will present this request to Lawrence Sanchez at the State Update Meeting next week for initial approval. This item will be carried over to the regular board meeting on April 27th.

(4A) Planning:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Legal	\$15,553	\$30,341.09	Increased by \$14,788.09
Consolidation Engineering	\$22,000	\$30,969.18	Increased by \$8,969.18
Consolidation MSR	\$35,000	\$41,000	Increased by \$6,000

(4D) Environmental Documents:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Environmental Documents	\$56,216	\$59,673	Increased by \$3,457

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(4B) Test well Design:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Test Well Drilling	\$234,600	\$201,385.63	Reduced by \$33,214.27

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar is working on the technical memo requested by the State. A large portion of it was included in the engineering portion of the MSR.

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

Dee is working on consolidating the report on the need for early drilling of Well #8. He expects to have the draft of this report ready by tomorrow.

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

The Board has agreed that they will not be moving forward as quickly on drilling Well #9 because of the high cost of developing and connecting that well. The acquisition of the property is still moving forward.

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

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

Dee provided the Board a draft of the engineering portion of the MSR to review. Once approved by the Board and the State, it will be sent to Bravish from Stanley Hoffman Associates for completion.

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 on several new developments for the projects in Lake of the Woods. A detailed explanation provided by Pam Jarecki has been included in the minutes (Attachment A).

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j. Discussion/Vote on Claims and Payouts.

Claim #29 will be prepared for the State Update Meeting for review and voted on by the full Board on April 27th.

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

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

DJA is working with the contractor to get the final project costs together, which he hopes to have done in about a week.

b. Discussion/Vote/Update on Meter Replacement.

DJA has been reviewing all of the submittals from the contractor. Brough Construction will be ready to order the meters next week. There is about a 10 - 12 month lead time on those.

c. Discussion/Vote on Claims and Payouts.

Claim #14 will be prepared for review at the State Update Meeting. On April 7th Lawrence Sanchez sent an email regarding some questions he had on Claim #12 pertaining to two change orders. If he does not receive the backup information on that, the State will not be able to approve the full amount of the claim. Dee Jaspar indicated that Curtis Skaggs is working on that now.

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

The District received bridge loan funds of about \$325,000.00 to pay an invoice from Unified Field Services. This invoice is included in Claim #12 which was mentioned in the previous discussion.

15. Discussion/Vote on Pipeline Replacement Project.

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

Now that the weather has cleared up Dee will contact Lyles Construction to schedule a time to come back up and finish the last few days of potholing.

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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.

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

The funding request has been approved. The District is waiting to receive the check. Tiffany Matte and GM Allison are working to see if the second round of water hauling will be reimbursed as well.

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

17. 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.

Curtis from DJA and Greg from PTS Rentals are starting to work on the permits for the generators. GM Allison went to Bakersfield to pay the fees on those permits. Dee will meet with GM Allison next week to look at the locations of the generators.

b. Discussion/Vote on Engineering and Design.

Once Dee and GM Allison confirm the locations, DJA will make the plot plans for each of the generators.

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

a. Discussion/Vote/Update on Elm Tank.

There was no update on this item.

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b. Discussion/Vote/Update on Parcel B.

GM Allison still needs to follow up with USDA since Dan Johnson was out of town the last time he reached out. The State visited the District to conduct their sanitary survey and visited the Parcel B site. Although they cannot require the District to repair or replace the tank because of the cost, they would like to see the District move forward to find a solution.

19. Discussion/Vote/Review of the Employee Handbook - Tabled.

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

The District's current record retention policy is from 2006 and needs to be updated. FPPUD's attorney provided the Board with an updated policy for adoption. In order to have more time to read through the document, the Board tabled discussion to the next regular meeting in May.

Motion: Move that we table the District's Record Retention Policy until the next regular meeting.

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

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

21. Discussion/Vote/Review of District's Board Member Code of Conduct.

This policy was adopted by the Board in 2018. This item was added to the agenda to remind the Board to review and follow the policy. Should the Board find anything they would like to add they can ask this item to be put back on the agenda.

22. Discussion/Vote on the Bylaws and Rules and Regulations.

The Bylaws were amended to add the standing committee meetings and the time change for the regular board meeting scheduled for the fourth Thursday of each month. The Board amended some of the wording for clarity.

Motion: Move that we approve the Resolution of the Board of Directors of the Frazier Park Public Utility District Adopting the Bylaws and Rules and Regulations with the changes to items #10 and #11.

Kelling/Gipson 5/0/0, Motion Passed.

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

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23. Discussion/Vote on Leasing a Security Camera System from American Business Machines.

While American Business Machines was at the office changing out the copy machine, they mentioned that they had another department that installs security camera systems. GM Allison got a quote to update the current system. The Lease came out to \$312.00 a month for 60 months. The Board had questions for GM Allison to ask before they give approval. This item will carry over to the next regular meeting.

24. Discussion/Vote on Purchasing a Meeting Camera and Microphone.

The equipment being used to connect the Board meetings to Zoom has been failing. Tiffany Matte researched meeting cameras and although she cannot make any guarantees, she found one that should meet the current need. The price of the camera was \$699 and it includes the microphone and speaker.

Motion: Move that we go ahead and purchase this just making sure that you can open the boxes and still be able to get the refund.

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

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

25. Discussion/Vote on Purchasing Leak Detection Equipment.

Last month the District had a large leak. GM Allison learned the District does not have the proper detection equipment. The technician from Cal Rural Water who came out to help the FPPUD find the leak recommended the District purchase a listening device and a drone. The drone will also be useful in inspecting the top of tanks, and getting to tank and pipe locations that are not easily accessible. GM Allison provided prices for the recommended equipment.

Motion: Move that we purchase the leak detection equipment.

Gipson/Neyman 5/0/0, Motion Passed.

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

The Board recommended letting the public know about the drone flights before GM Allison starts to use it. There were two different drone models for the Board to choose from.

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Motion: Move that we do the package of the less expensive one with not quite as high resolution for \$4,012.86.

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

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

26. Discussion/Vote on Sending the GM to the Neptune Connect Conference.

Last year the Board approved GM Allison to attend this conference but he was unable to go. This year the conference is in September and will take place in Florida. Neptune is the brand of meters that the District will be installing. The Board estimates the total cost to attend will be around \$1,500.00.

Motion: Move that we approve the Neptune Connect Users Conference 2023 for our GM Jonnie Allison.

Neyman/Schoenberg 5/0/0, Motion Passed.

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

27. Review and Approve Meeting Minutes for 03/07/2023 AP Standing Committee, 03/09/2023 Regular Meeting, 03/21/2023 AP Standing Committee, and 03/23/2023 Regular State Planning and Project Meeting.

Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, March 7, 2023 at 11:00, 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, March 9, 2023 at 6:00, 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 4/0/1, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

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Motion: Move that we approve the Accounts Payable Standing Committee Meeting Minutes for Tuesday, March 21, 2023 at 11:00, 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 State Planning & Project Meeting Minutes for Thursday, March 23, 2023 at 6:00, 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 4/0/1, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

28. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting April 27, 2023.

Regular Meeting May 11, 2023.

29. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 8:08pm.

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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: Gerald Garcia, Secretary

Seal

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Attachment A

3.5 Million-Dollar Grant - Line Replacement & Permanent Generators:

In March:

- The State issued the Final Budget Approval letter for the project on 3-14-2023. DFA is reviewing the additional lines in a Change Order, and could take 4 to 6 months.
- The Notice of Award was sent to Sierra Construction.
- The County encroachment permit was issued.
- DIR was done.

In April:

- Pre-con meeting happened on Monday, All contracts have been signed & The Notice to Proceed should happen here shortly, working with the County on traffic control.

The Generator Project:

- We submitted the scope of work, budget, and schedule. These items were submitted to the State on March 20, 2023. We Have submitted our FBA to the State for the cost of the generators. The total cost will be \$1,471,000 for 2 generators. We are anticipating it will take 6 months for approval and 52 to 75 weeks to get a generator. The locations of the generators will be Well #6 & 7. These areas have the additional room needed for the generators.

5 Million-Dollar Grant - South Tank & Line Replacement & SCADA Grant Phase 3 update:

In March:

- Biological, Aquatic and Cultural have been completed.
- Environmental Package was submitted to the State & The State has reviewed and asked for clarification on a few items. P&P is preparing responses.
- CEQA Categorical Exemption and NEPA Categorical Exclusion documents will be prepared by the State using information provided by P&P in the environmental package.
- Creek crossing permit applications and exhibits are complete and will be submitted soon. Timeline for obtaining these permits is 8 months.

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- California Department of Fish and Wildlife Lake and Streambed Alteration Notification.
- Army Corps of Engineers Section 404 Nationwide Permit.
- Regional Water Quality Control Board Section 401 Water Quality Certification.

- United States Forest Service Special Use Permit SF299 Application form and supporting exhibits to renew the permit for the springs, pipeline to the springs, and the North and South Tanks were completed and submitted to USFS on March 14, 2023.
 - LOW will be required to enter a cost recovery agreement with USFS so that USFS can recover costs incurred by their staff in reviewing the application materials and providing guidance to the project team on which background documents, maps, and environmental studies will be required to accompany the permit renewal application.
 - USFS will prepare the cost recovery agreement. We are still waiting for a response from USFS.
 - P&P has completed the boundary and topographic survey and prepared legal descriptions and maps of the springs and pipelines to the springs for the USFS permit.

- **Basis of Design:**
 - P&P is working on the hydraulic model of our system with all the info from our operator, and has been working with the LOW Operator to obtain Well Pump information for inputting to the System Hydraulic Model. All available information has been received from LOW, so effort to update the hydraulic model is underway. Results will be used to confirm pipe sizing and routing, fire flow compliance, hydrant placement, PRV placement, and south tank requirements.
 - P&P has contracted with BSK Associates to complete soil borings along the Phase 3 pipeline alignments and at the South Tank. BSK completed 9 of the 19 borings before having to demobilize due to winter weather and poor road conditions. BSK has prepared a draft report of the findings from the 9 borings. BSK provided soil characteristics and made geotechnical recommendations for foundations, pipe bedding and trench backfill, and pavement restoration. They will return to the site after conditions improve to complete the remaining 10 borings and will amend their draft report to include additional recommendations.

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- Utility companies have been contacted and maps have been received. The utility locations will be incorporated into the Phase 3 design plans.
- P&P is preparing preliminary drawings to show the proposed pipeline alignments.
- Basis of Design memorandum is being prepared to summarize the items listed above, provide proposed pipeline alignment figures, and estimate of probable construction cost.

- **Schedule Update:**

- Basis of Design Memo – Late-April 2023.
- Environmental Documents – Mid-August 2023.
- 90% Design Plans, Specs, and Estimate – Mid-December 2023.

Well #4 has been put offline, it is pumping to waste because of high iron and manganese, we had customers with colored water call in. We are working with the state, and P&P's well rehab to figure out the source.

Blending station – nitrates are rising.
All wells are up 3 feet since the end of March.