

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: 864 7200 2923 Meeting Password: 651766  
**REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 10, 2023, 6:00PM**

**1. Call to Order: 6:02pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Gipson, Kelling, and Schoenberg.

Absent: Neyman.

Director Gipson 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) - Pam Jarecki and Joan Kotnik.
- Self-Help Enterprises (SHE) - Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

**Motion: Move that we table #19 and #20.**

**Schoenberg/Garcia 4/0/0, Motion Passed.**

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

**Absent: Neyman.**

**3. Public Comments - None.**

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Absent.

**JPIA Representative:** No report.

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

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**6. Manager's Report.**

Last month there was a leak on the McGee pipeline. The crew discovered they will need to install a gate in order to have access to the pipe. General Manager (GM) Jonnie Allison will be getting a quote for that work.

There was another leak on Julin Trail that ran over the culvert and into a resident's yard. He has filed a claim in the past but will not for this leak. GM Allison recommends trying to replace that line outside of the pipeline project since the money won't be available for some time. In the meantime the crew has placed sandbags to try and mitigate any future flooding.

A customer called and complained of an injury she said resulted from the water company digging down to the main line. GM Allison investigated and found that no work was done to that area, just gravel was moved off the box lid when the meter was read. She did not file a claim and no further action will be taken by the District.

Jeff French provided plans for the mainline extension on Kiwanis Trail. The design was reviewed by GM Allison and Dee Jaspar. They sent corrections to be incorporated in his plans.

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

The District received a public record request that Tiffany referred to the attorney. Alan Doud gave instructions on what should be redacted and formulated the response.

**7. Standing Committee Reports:**

**Accounts Payable Committee.**

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid.

**State Update Meeting Committee.**

This committee will meet with the State on August 17th.

**Quarterly Financial Committee.**

This committee met on August 1st and finished reviewing the second quarter financials.

**8. Ad Hoc Committee Reports:**

**Project Committee.**

This committee will meet with Dee Jaspar when Director Neyman returns and is able to schedule a date.

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**Financial Committee.**

This committee is continuing to meet and review the financials in preparation for the 2022 year end audit.

**Generator Pad Construction Committee.**

Director Garcia met with GM Allison on July 31st. He toured the sites, reviewed the proposed locations, and considered a better location for the generator at the Wolfe Tank site. Director Garcia also researched the weight of the heaviest generator to see what crane capacity is needed. He is now waiting on Dee Jaspar to complete the plans.

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

Deborah Angel reported that two additional checks were cut after she met with the standing committee. One was a check to Southern California Edison, the other was for the Ace Hardware statement.

25 checks were cut out of the Revenue/Operating Account for a total of \$58,476.12. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

Director Neyman transferred \$16,475.21 from the SLA Account to the Revenue/Operating Account for the office cameras. He also transferred \$19,511.51 from the CIR Account to the Revenue/Operating Account for the booster pump purchased.

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

**Garcia/Kelling 4/0/0, Motion Passed.**

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

**Absent: Neyman.**

**State Funded Grant Projects - Discussion began at 6:38pm.**

**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 6:39pm.**

**10. 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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**11. 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 6:50pm.**

**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.

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

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

There was no update on this item.

**b. Discussion/Vote on a Project Extension Request.**

Dee Jaspar sent an email to Lawrence Sanchez on July 27th requesting the project deadline be extended from June 2024 to December 2024. Lawrence responded that he would first need the revised budget to submit to his management along with the extension request. The budget would need to eliminate the contingency and move those funds to other line items. The Board reviewed the budget numbers and allocated all of the contingency funds. Dee will prepare the adjustment request to present to Lawrence at the State Update Meeting.

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

Dee is continuing to work on the technical memo.

**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.

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**f. Discussion/Vote 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.**

Bravish from Stanley Hoffman Associates is continuing to prepare the MSR. He requested information from LOW that he has incorporated into the document. It should be completed by next week or the week after.

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

This item will be tabled until November.

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

LOW had nothing new to report.

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

Claim #33 will be prepared for review at the State Update Meeting. Tiffany Matte explained that the District has not received claim reimbursement checks from the State in some time. Carlos Bravo confirmed he has not seen any claim updates from them either so this will be discussed with Lawrence Sanchez at the State Update Meeting.

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

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

Curtis Skagges prepared a memorandum detailing out the well drilling contract, what is left to complete, and the revised costs. He also wrote a list of parts that will not be paid for by the State and will become the property of the District. These documents will be sent to Lawrence Sanchez for review and comment, then back to the Board for final approval.

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

There was no new information on this item.

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

Claim #18 will be prepared for review at the State Update Meeting and approved at the next regular meeting.

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

There were no new requests.

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

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

There was no update on this item.

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

GM Allison met with Dee Jaspar to go over the plans for the new pipelines. If Julin Trail does get replaced outside of the project then GM Allison would like to consider replacing some of the lines from the Wolfe Tank to the McGee Tank.

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

There was no update on this item.

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

There was no update on this item.

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

Dee hopes to have everything prepared for the project application by the end of August.

**State Funded Grant Projects - Discussion concluded at 8:07pm.**

**15. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special District Grant.**

**a. Discussion/Vote/Update on the Purchase and Delivery of the Generators.**

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There was no update on this item.

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

Curtis Skaggs from DJA is working on the plans for the generator sites.

**16. Discussion/Vote/Update on the Parcel B District Water Tank Repair and/or Replacement.**

There was no update on this item.

**17. Discussion/Vote on a Temporary Change to the Financial Ad Hoc Committee.**

Director Kelling will be out of town and not able to attend the next scheduled meeting of the Financial Ad Hoc Committee. The Board agreed that Director Schoenberg can work with the Bookkeeper on her own until Director Kelling returns.

**18. Discussion/Vote/Update on the District Financial Policy.**

This policy was originally passed in 2018 but needed to be updated. The Board was given a copy of some proposed changes and noted some changes of their own. Discussion will continue at the next regular meeting in October.

**19. Discussion/Vote on the District's Record Retention Policy. (Tabled per adjustment of the agenda.)**

**20. Discussion/Vote on Forming a Record Retention Ad Hoc Committee. (Tabled per adjustment of the agenda.)**

**21. Discussion/Vote on Purchasing an Automated External Defibrillator.**

The District's employees were trained and certified in CPR and first aid, including the use and operation of an AED. GM Allison applied for a grant and was approved. This took off a large part of the cost to purchase the device. The Board agreed that it would be a good investment for use in the office and for the public in an emergency.

**Motion: Move that we authorize Jonnie to make a purchase of one of these things to keep in the office.**

**Garcia/Schoenberg 4/0/0, Motion Passed.**

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

**Absent: Neyman.**

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**22. Discussion/Vote on CSDA Board Secretary/Clerk Conference.**

GM Allison asked that this be put on the agenda so Tiffany Matte could attend the annual conference. These conferences have always benefited the District and she has not attended since 2019.

**Motion: Move that we approve the Board Secretary/Clerk Conference for Tiffany. Garcia/Schoenberg 4/0/0, Motion Passed.**

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

**Absent: Neyman.**

**23. Discussion/Vote on the Quote for a New Skip Loader.**

This item will be removed from the agenda due to the District's current finances.

**24. Review and Approve Meeting Minutes for 07/11/2023 AP Standing Committee, 07/13/2023 Regular Meeting, 07/18/2023 QF Standing Committee, 07/25/2023 AP Standing Committee, and 07/27/2023 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the meeting minutes for July 11, 2023, AP Standing Committee, 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.**

**Garcia/Kelling 4/0/0, Motion Passed**

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

**Absent: Neyman.**

**Motion: Move that we approve the regular meeting minutes for Thursday, July 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.**

**Kelling/Schoenberg 3/0/1, Motion Passed**

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

**Abstain: Garcia.**

**Absent: Neyman.**



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**Motion: Move that we approve the Quarterly Financial Standing Committee Meeting Minutes for Tuesday, July 18, 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.**

**Kelling/Schoenberg 4/0/0, Motion Passed**

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

**Absent: Neyman.**

**Motion: Move that we approve the State Planning Project Meeting regular meeting minutes for Thursday, July 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.**

**Kelling/Garcia 4/0/0, Motion Passed**

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

**Absent: Neyman.**

**Motion: Move that we approve the minutes for Accounts Payable Standing Committee Meeting for Tuesday, July 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.**

**Kelling/Garcia 4/0/0, Motion Passed**

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

**Absent: Neyman.**

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

Regular State Planning and Project Meeting August 24, 2023.

Regular Meeting September 14, 2023.

**26. Adjournment.**

**Motion: Move that we adjourn.**

**Kelling/Garcia 4/0/0, Motion Passed.**

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

**Absent: Neyman.**

**Meeting Adjourned: 8:41pm.**

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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