

**Frazier Park Public Utility District
P.O. Box 1525 Frazier
Park, CA 93225**

March 23, 2023

ATTN: Eric Manzano, Disbursement Analyst
Disbursement Unit
Division of Financial Assistance
State Water Resources Control Board
P.O. Box 944212
Sacramento, CA 94244-2120

RE: Frazier Park/Lake of the Woods Regional Consolidation Planning
Project Funding Agreement # SWRCB000000000180201500
Claim # 28 for February 1, 2023 – February 28, 2023

Dear Mr. Manzano,
Claim 28 submittal:

Attached are the original and one copy of the Frazier Park Public Utility District (District)
Claim # 28 for Planning project costs from February 1, 2023, through February 28, 2023.

I can be reached at (661) 245-3734 or Carlos Bravo, Self-Help Enterprises at (559) 802 -
1601, if there are any questions.

Sincerely

Jonnie Allison
Manager, Frazier Park Public Utility District

C: Lawrence Sanchez, P.E. Associate Sanitary Engineer - Region 4 Funding Coordinator
Jesse Dhaliwal, Sr. Sanitary Engineer, Drinking Water Field Operations Branch, Tehachapi
District
Dee Jaspar, Dee Jaspar & Associates
Carlos Bravo, Self-Help Enterprises

Allowance (soft costs) Summary Sheet

(1) Project Name: Frazier Park/Lake of the Woods Regional Consolidation Project
 (2) Project Number: 1510007-001P
 (3) Agreement Number: SWRCB00000000000D180201500

(5) Amount Claiming For Disbursement

Category (i.e. Planning, Design, etc.)	Description of Work Completed:	Vendor	Billing Period	Invoice #	Invoice Total	DFA* Loan Amount (please indicate split)	DFA* Grant Amount (please indicate split %)
(4A) Planning:							
Management, Administration: \$31	Project Management&Administr	Frazier Park PUD	02/01/23-02/28/23	See attached	\$683.32	0%	100%
Legal: \$4	Planning Project work	Young Wooldridge	02/01/23-02/28/23	97902		0%	100%
Staff Cost Recovery: \$	Staff costs	Frazier Park PUD	02/01/23-02/28/23	See attached	\$88.12	0%	100%
Consolidation Engineering \$ 1	SOI/Mapping	Dee Jaspar and Associates			\$510.00		
Consolidation MSR \$	Engineering MSR Work	Dee Jaspar and Associate	02/01/23-02/28/23	23-00114	\$5,936.25		
Consolidation Legal \$9,000							
Planning Subtotal: \$81,800					\$7,217.69	0%	100%
(4B) Test Wells/Design:							
Test well Plans & Specs: \$27,560						0%	100%
Test well Eng. Admin/Plan \$24,420	Test Well Admin	Dee Jaspar & Associates	02/01/23-02/28/23	23-00114		0%	100%
Test well Eng. Admin/Plan \$24,420	Test Well Admin	Dee Jaspar & Associates					
Test well drilling: \$2	Test Well Drilling	Dee Jaspar & Associates	02/01/23-02/28/23	23-00168	\$2,662.08	0%	100%
Labor Compliance: \$5,040	Labor Compliance	Dee Jaspar & Associates/CS & Associates					
Appraisals, Licenses, Access: \$	Appraisals	Dee Jaspar & Associates				0%	100%
Fish & Wildlife fees: \$2,000							
Hydrogeologist: \$32,480						0%	100%
Water Quality testing: \$22,500						0%	100%
Hydrogeology Report: \$13,024	Hydrogeology Report	Dee Jaspar & Associates				0%	100%
Preliminary Engineering Report: \$48,232							
Wells/Design Subtotal: \$454,916					\$2,662.08	0%	100%
(4C) Project Design Report:							
Project Design Report: \$36,605							
Project Design Report Subtotal: \$36,605					\$0.00		
(4D) Environmental Documents:							
Environmental Documents: \$56,216							
Environmental Documents Subtotal: \$56,216					\$0.00		
(4E) Engineering Design:							
Engineering Design: \$266,166							
Engineering Design Subtotal: \$266,166					\$0.00		
(4F) Contingency:							
Contingency: \$119,189							
Contingency Subtotal: \$119,189					\$0.00		
Total Planning \$1,014,892					\$9,879.77	0%	100%

Instructions: Add additional rows as needed for each category

Definition:

Claim 28

Task 1

4A - Project Management & Administration

District Directors Reports, Sign-in Sheets & Meeting Agenda/Minutes

February 2023

Monthly Report - Board of Directors

February 2023

Frazier Park Public Utility District

Frazier Park - Lake of the Woods Regional Consolidation Planning Project Number 1510007-001P

Date	Hours	Project Task #	Description	Personnel	Hourly Rate or Meeting Fee	Total
2/16/2023	2.75	Administration	Ad Hoc Committee for monthly check-in meeting	Brahma Neyman	\$33.33	\$91.66
2/16/2023	2.75	Administration	Ad Hoc Committee for monthly check-in meeting	Lisa Schoenberg	\$33.33	\$91.66
2/23/2023	Flat Rate	Administration	Frazier Park Board of Directors monthly planning meeting	Rebecca Gipson	\$100.00	\$100.00
2/23/2023	Flat Rate	Administration	Frazier Park Board of Directors monthly planning meeting	Lisa Schoenberg	\$100.00	\$100.00
2/23/2023	Flat Rate	Administration	Frazier Park Board of Directors monthly planning meeting	Brahma Neyman	\$100.00	\$100.00
2/23/2023	Flat Rate	Administration	Frazier Park Board of Directors monthly planning meeting	Gerald Garcia	\$100.00	\$100.00
2/23/2023	Flat Rate	Administration	Frazier Park Board of Directors monthly planning meeting	Terry Kelling	\$100.00	\$100.00
Total						\$683.32

**Frazier Park PUD
Ad-Hoc Conference
Call/Meeting Date:
February 16, 2023**

Sign-In Sheet

Frazier Park Public Utility District

Date: 02-16-2023

Meeting: State Update Meeting

Time: 10:00 am

Name - Print	Address	Email Address
Lisa Schoeberl	PO Box 1525 4020 Park Dr	lisa.s.fppud@gmail.com
Brahma Neyman	PO Box 1525 4020 Park Dr	brahman.fppud@gmail.com
Tiffany Matte	PO Box 1525, Frazier Park	tiffanym.fppud@gmail.com
Jonnie Allison	PO Box 1525, Frazier park	Jonniea.FPPud@gmail.com

*The signing, registering, or completion of this document is voluntary. All persons may attend the meeting regardless of whether a person signs, registers, or completes this document. Per government code section 54953.3

Frazier Park PUD Ad-Hoc Committee Agenda

February 16, 2023, Conf. Line 916-255-4044

1.) Review minutes of 01/19/2023 Ad-Hoc meeting: [\(See Attachment 1\)](#)

2.) FP/LOW Consolidation Planning Project.

a- Test Well Sites (Notice of Completion filed 9/16/21)

1. **Acquisition of well site properties** (property appraisals)
2. **Early drilling of well 8**
3. **Sphere of Influence Mapping**
4. **LAFco and MSR Work**
5. **Planning Timeline**

b- Planning Project - SHE Technical Assistance funding status

c – Regional Project Planning Project budget details.

Needed: District letter to State SWRCB for Planning Budget adjustment for Administration costs.

1. Budget amendment:

a. **Black #'s were approved by State in Districts' budget adjustment letter**

b. **Red #'s need Planning budget amendment approval by State.**

c. **New Budget Adjustment Request:**

1. Staff Recovery Cost: +547.69, increased from \$5,800 to \$6,347.69.
2. Test Wells Plans and Specs: -\$547.69, decreased from \$27,560 to \$27,012.31.
3. Consolidation MSR: +\$7,000, increased from \$13,000 to \$20,000.
4. Appraisals, licenses, Access: +\$15,000, increased from \$31,000 to \$46,000
5. Test Well Drilling: - \$7,000 and -\$15,000, decreased from \$256,600 to \$234,600.

d. [Review of Planning Budget- \(See Attachment 2\)](#)

e- Claims: [Claim 27 will be filed on February 23, 2023.](#)

1. [Claim 28 to be filed in March \(for February 2023 Planning project costs\)](#)

2. [Review invoices from Dee Jaspar and Associates and the Attorney for claim 27 \(See attachment 3\)](#)

f - Lake of the Woods MWC State SRF waterline replacement application

Lawrence Sanchez, DFA.

- **Project funding status**_____

g - LOW MWC to submit South Tank replacement & SCADA system on SWRCB-DFA

1. SCADA-Options that work with FPPUD System

3.) Frazier Park Pipeline Replacement Project (Future Consolidation incentive project)

a – Preliminary Engineering work will be paid through SHE TA Workplan Funds.

1. Potholing/Mapping, Environmental and Design Update
2. Possibility of Breaking up Grant into various Phases?
3. **Review Invoices (SHE TA Funds) (See Attachment 4)**

4.) Frazier Park Public Utility District Meter Replacement Project and Emergency Replacement Well and Water Supply Project –

a. Appraisals and granting of (License Agreement)

b. Status of Bids (Well & Meters): _____

c. Status of Claims: Review Claim 12 (Dee & YW Invoices)(See Attachment 5)

d. Review Revised Budget Adjustment Letter

e. Review information on SHE Revolving Loan

5.) FPPUD Well Emergency

a. Hauled Water

b. Urgent Drinking Water Needs Application

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
STATE UPDATE MEETING MINUTES FOR THURSDAY, February 16, 2023
10:00 AM
Neyman/Kelling 4/0/1 - Director Gipson Abstain
Minutes Approved on February 23, 2023

Conference Call Attendees:

- **Frazier Park Public Utility District (FPPUD)** - Brahma Neyman, Lisa Schoenberg, Jonnie Allison, and Tiffany Matte.
- **Lake of the Woods MWC (LOW)** - Pam Jarecki and Joan Kotnik.
- **Self-Help Enterprises (SHE)** - Carlos Bravo and Oscar Cisneros.
- **Dee Jaspar & Associates (DJA)** - Dee Jaspar.
- **State Water Resources Control Board (SWRCB):**
 - **Division of Financial Assistance** - Artena Kubik, Mark Magtoto, and Lawrence Sanchez.
 - **Division of Drinking Water** - Jesse Dhaliwal.

1. Review Minutes of 01/19/2023.

The minutes from the last meeting were provided to the attendees in the information packet for review. They were approved by the Frazier Park Board on January 26th.

2. FP/LOW Consolidation Planning Project.

a. Test Well Sites (Notice of Completion filed on 09/16/2021).

1. Acquisition of the Well Site Properties - The FPPUD is still working on acquiring the Well #8 property. A second appraisal has been purchased and is scheduled to take place sometime in March.

Pam Jarecki informed the attendees that Lake of the Woods' Well #4 underwent a rehab and it is showing signs of failing. Their Wells #1 and #6 are their main producers now, and if anything should happen to either well, they would not be able to provide enough water to their residents. They are interested in speeding up the acquisition and drilling of Well #9 as a backup resource for them.

Jonnie Allison explained to Jesse Dhaliwal that if it became necessary for either company to haul water it would be problematic because there isn't a large supply available.

The FPPUD asked Lawrence Sanchez about the possibility of speeding up the entire project since Well #9 would require funds for drilling and pipeline connections that would cost more than the two companies would be able to pay for.

*The agenda was adjusted to accommodate those who needed to leave early.

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STATE UPDATE MEETING MINUTES FOR THURSDAY, February 16, 2023
10:00 AM
Neyman/Kelling 4/0/1 - Director Gipson Abstain
Minutes Approved on February 23, 2023

4. Frazier Park Public Utility District Meter Replacement Project and Emergency Well and Water Supply Project.

b. Status of Bids (Wells and Meters) - Dee Jaspar explained that he is still waiting on the results of the water quality analysis for Well #7. He expects it to yield about 25 gallons per minute (gpm). If the water quality is good, a small submersible pump could be installed so it could supplement the production of Well #5. Jesse Dhaliwal explained that once he receives the results of the water quality analysis, and they come out good, he can issue the well permit.

2. FP/LOW Consolidation Planning Project.

a. Test Well Sites (Notice of Completion filed on 09/16/2021).

1. Acquisition of the Well Site Properties - Dee expressed that if drilling Well #9 early was given the priority, it could be used to both backfeed Frazier Park, and supplement Lake of the Woods. The test well showed that it could produce up to 1000 gpm. It would most likely be set to pump at around 500 gpm so as not to interfere with the neighboring private wells.

On March 7th the State will be considering an expedited drinking water grant program that would allow entities to move forward with a project before the environmental work has been accomplished. Lawrence Sanchez explained that they would fund the first round of pre-selected projects this fiscal year. It may be possible to consider the FPPUD for the second round of funding in the fall, but they would need to submit a tech memo first in order to be eligible for consideration. In the Pre Planning phase Dee had created an initial project design which could be updated and submitted to satisfy this requirement. The FPPUD asked for the updated tech memo to be made a priority on the project timeline. Lawrence suggested that the District have the tech memo, along with a preliminary cost estimate, ready to be submitted by the summer.

Dee updated the group that he and Jonnie Allison met with Jeff French and Emilie Wainright about a week and a half prior to this meeting. They worked on finding the property corners to determine exactly where Well #9 will be located. They were not able to locate them at that time, but Jeff has since been out to the property, found the boundaries, and sent a map to Dee.

2. Early Drilling of Well #8 - Covered in the discussion above.

3. Sphere of Influence (SOI) Mapping - There was no update on this item.

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Minutes Approved on February 23, 2023

4. LAFCo and MSR Work - The MSR is being updated now and is continuing to move forward.

5. Planning Timeline - There were no updates to the project timeline at this time.

b. Planning Project - SHE Technical Assistance Funding Status - There was no update on this item.

c. Regional Project Planning Project Budget Details. - There was no update on this item.

d. Review of Planning Budget - Carlos Bravo provided the project budget with the line items updated as of Claim #26. While preparing the budget he realized that the line item for consolidation engineering was off. Once he updated the number, it showed \$448.25 over budget. Dee Jasper and the FPPUD estimated future charges and gave a recommendation for adjusting the budget. Carlos will prepare a budget adjustment letter and have it ready for vote at the next regular meeting.

e. Claims:

1. Claims. Claim #28 will be submitted next month for the project costs incurred during the month of February.

2. Claim #27. A draft of Claim #27 was provided and reviewed by the attendees. There was one invoice from DJA, one from the attorney, and charges for FPPUD meetings and staff costs. The claim came out to a total of \$16,112.54. There will be an additional invoice from DJA that will increase the claim total. An updated claim will be sent for approval by the next regular meeting.

f. Lake of the Woods MWC State SRF Waterline Replacement Application - LOW is waiting on approval from DFA. They were able to include permanent generators in this grant.

g. LOW MWC South Tank Replacement & SCADA System - This project is still moving forward as scheduled. They are working on the required paperwork.

3. Frazier Park Pipeline Replacement Project.

a. Preliminary engineering work will be paid through SHE TA Work Plan funds.

FRAZIER PARK PUBLIC UTILITY DISTRICT
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Minutes Approved on February 23, 2023

1. Potholing and Mapping, Environmental and Design - The project engineer has been out of the country. When he returns next week the contractors will do a little more potholing. Once that is done DJA will continue designing the pipeline replacement on Summit Trail.

2. Possibility of Breaking Up Grant Into Various Phases - There was no update on this item.

3. Work Plan Status - There was no update on this item.

4. Review Invoices (SHE TA Funds) - Carlos provided invoice #23-00147 from DJA which came to a total of \$19,574.60.

4. Frazier Park Public Utility District Meter Replacement Project and Emergency Well and Water Supply Project.

b. Status of Bids (Wells and Meters) - The District signed the contract with Brough Construction for the meter project. Dee Jaspar submitted the meter replacement portion of the project budget approval form to Lawrence Sanchez. Lawrence explained that it usually takes a month or two for final budget approval. The State will not reimburse any project costs until that approval letter is provided.

c. Status of Claims - Oscar Cisneros provided a draft of Claim #12. There were two invoices from DJA. One of the invoices had charges for the planning project included, so DJA will be sending an amended invoice. There was an invoice for Progress Payment #3 from Unified Field Services. There was one invoice from Young Wooldridge. The claim came out to a total of \$324,956.18.

e. Review information on SHE Revolving Loan - The loan agreement is in place. There were no claims submitted for the bridge loan.

5. FPPUD Well Emergency.

Mark Magtoto updated everyone that the State was able to issue the letter agreement for the water hauling that was done at the end of last year. They are just waiting for their analyst to send the invoice workbook to Frazier Park. Mark offered to help put together the final invoice that will be submitted for reimbursement.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
STATE UPDATE MEETING MINUTES FOR THURSDAY, February 16, 2023
10:00 AM
Neyman/Kelling 4/0/1 - Director Gipson Abstain
Minutes Approved on February 23, 2023

The next update meeting will take place on March 16, 2023.

Tiffany Matte, Clerk of the Board

Attest: Gerald Garcia, Secretary

seal

Frazier Park PUD
District Meeting Date:
February 23, 2023

Sign-In Sheet

Frazier Park Public Utility District

Date: 02/23/2023

Meeting: State Planning & Project Meeting

Time: 6:00pm

Name - Print	Address	Email Address
Tiffany Matte	4020 Park Drive, Frazier Park	tiffanym.fppud@gmail.com
Brahm Newman	4020 PARK DRIVE FRAZIER PARK	brahman.fppud@gmail.com
GERALD GARCIA	4020 PARK DR. FRAZIER PK	gerry.g.fppud@gmail.com
Terry Kelling	4020 Park Dr. Frazier Park	terryk.fppud@gmail.com
Jonnie Allison	4020 Park Dr. Frazier Park, CA	Jonniea.fppud@gmail.com
Lisa Schoenber	4020 Park Dr Frazier Park, CA	lisa.s.fppud@gmail.com
Rebecca Gipson	Teleconference	

*The signing, registering, or completion of this document is voluntary. All persons may attend the meeting regardless of whether a person signs, registers, or completes this document. Per government code section 54953.3

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: 845 0037 1490 Meeting Password: 219828
Regular State Planning & Project Meeting Agenda
Thursday, February 23, 2023, 6:00PM
Additional Teleconference Location: 820 Elm Trl, Frazier Park, CA 93225

Members of the public interested in participating by teleconference may do so using the call-in information above. Please note that this teleconference option is provided as a courtesy and at the participant's own risk. The District cannot guarantee that there will be no loss of connectivity or other technological obstacles to full participation through teleconferencing. By participating in this way, participants confirm that they understand this risk and that the Board is not obliged to delay any portion of the meeting due to such technological obstacles and thus that teleconference participants may be unable to participate.

- 1. Call to Order.**
 - a. Pledge to the Flag.**
 - b. Roll Call of Directors.**
- 2. Swearing in of Elected/Appointed Board Members.**
- 3. Discussion/Vote/Adjust Agenda if Necessary.**
- 4. Public Comments - Items not listed on Agenda (Limited to five minutes - Thank you!).**
- 5. Ad Hoc Committee Reports: Project Committee, Accounts Payable Committee, and Financial Committee.**

Financial Business:

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

Unfinished Business:

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.

FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA 93225
Regular State Planning & Project Meeting Agenda
Thursday, February 23, 2023, 6:00PM

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
9. **Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**
 - a. **Discussion/Vote/Review of the Project Timeline.**
 - b. **Discussion/Vote on the Budget Adjustment Request.**
 - c. **Discussion/Vote on the Project Technical Memo.**
 - d. **Discussion/Vote on Production Well Property Appraisals and Acquisition.**
 - e. **Discussion/Vote on the Property Appraisal and Early Drilling of Well #8.**
 - f. **Discussion/Vote on the Acquisition and Development of Well #9 Property.**
 - g. **Discussion/Vote/Update on District Sphere of Influence Map for the Annexation - Tabled.**
 - h. **Discussion/Vote on Project Municipal Service Review (MSR): Quote; Draft MSR; Data Collection; Scope of Work; and LAFCo.**
 - i. **Discussion/Vote on the Memorandum of Understanding.**
 - j. **Discussion/Vote on Lake of the Woods Projects and Consolidation.**
 - k. **Discussion/Vote on Claim #27 and Other Claims and Payouts.**
10. **Discussion/Vote/Update on FPPUD Meter Replacement Project and Emergency Well Supply Project.**
 - a. **Discussion/Vote/Update on Well #7.**

FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA 93225
Regular State Planning & Project Meeting Agenda
Thursday, February 23, 2023, 6:00PM

- b. Discussion/Vote/Update on the Meter Replacement.
 - c. Discussion/Vote on AMR Versus and AMI Meter System.
 - c. Discussion/Vote on the Bridge Loan for Meter Replacement.
 - d. Discussion/Vote on Claim #12 and Other Claims and Payouts.
11. Discussion/Vote on Pipeline Replacement Project.
- a. Discussion/Vote on Potholing and Mapping.
 - b. Discussion/Vote on the Project Budget.
 - c. Discussion/Vote on the Project Plans and Specifications.
 - d. Discussion/Vote on the Project Application.
12. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding.
13. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant.
- a. Discussion/Vote/Update on Purchasing of the Generators.
 - b. Discussion/Vote on Engineering and Design.
14. Discussion/Vote/Update on the District Water Tank Replacement.
- a. Discussion/Vote Update on Elm Tank.
 - b. Discussion/Vote on Parcel B.

Brief Recess (Approximately 10 minutes, every one and a half hours).

New Business:

- 15. Discussion/Vote on Forming Standing Committees: Accounts Payable Committee; Financial Committee; State Update Meeting Committee.
- 16. Discussion/Vote on the Quote for a New Copy Machine Lease.
- 17. Review and Approve Meeting Minutes for 02/16/2023 State Update Meeting and 01/26/2023 Regular State Planning & Project Meeting.
- 18. Discussion/Vote on Future Agenda Items.
- 19. Adjournment.

FRAZIER PARK PUBLIC UTILITY DISTRICT
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Regular State Planning & Project Meeting Agenda
Thursday, February 23, 2023, 6:00PM

*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)).

*Meeting Agendas and any other writing distributed in connection with a matter subject to discussion or consideration at an open meeting of the legislative body are available for public inspection at www.frazierparkwater.com, and at 4020 Park Drive, Frazier Park, Ca. 93225 at the meeting and after during regular business hours. (Brown Act Code Sec. 54957.5).

*If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the federal rules and regulations adopted in implementation thereof. Such requests for disability-related modification or accommodation, including auxiliary aids or services, may be made in person, by telephone, facsimile or written correspondence to the District Office at 4020 Park Drive, Frazier Park, Ca. 93225. Phone (661) 245-3734 Fax (661) 245-3472 (Brown Act Code Sec. 54954.2(a)(1)).

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: 845 0037 1490 Meeting Password: 219828
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Garcia, Kelling, and Neyman.

Teleconference: Gipson.

Absent: Schoenberg. (Director Schoenberg arrived at 6:14pm)

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. Swearing in of Elected/Appointed Board Members.

Director Gipson was sworn in by the Clerk of the Board.

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

4. Public Comments - None.

5. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update Meeting. Updates will be given under the appropriate agenda items.

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.

There was no report.

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

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

Deborah Angel reported that six checks were cut out of the Revenue/Operating Account for a total of \$2,983.32.

The checks and check detail were reviewed by the Board for accuracy. There were no disbursements over \$3,000.00.

There was one check for an invoice dated August 2022. The contractor recently found it and submitted it for payment.

Motion: Move that we pay our bills.

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson.

Absent: Schoenberg.

Motion: Move that we table #7 and #8.

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson.

Absent: Schoenberg.

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

Conference with Real Property Negotiators. Gov't Code §54946.8

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 - Tabled.

Conference with Real Property Negotiators. Gov't Code §54946.8

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 6:09pm.

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

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

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

The completion date for the MSR needs to be changed from February 2023 to March 2023.

Dee Jaspar reported he is almost done with his portion of the MSR. Dr. Ken Schmidt will be reviewing the water quality portion of the report. When that is done all of DJAs portion of the work will be sent to Bravish from Stanley Hoffman Associates for completion. Dee explained he is also updating the budget for the construction portion of the project to what he estimates will be accurate for 2024. He estimates costs will be over \$20 million.

b. Discussion/Vote on the Budget Adjustment Request.

Carlos Bravo provided a written budget adjustment request based on discussions with the project ad hoc committee. The following adjustments were requested:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Consolidation Engineering	\$17,000	\$22,000	Increased by \$5000.
Consolidation MSR	\$20,000	\$35,000	Increased by \$15,000.
Contingency	\$137,159	\$117,159	Reduced by \$20,000.

Director Schoenberg arrived at 6:14pm.

Motion: Move that we approve the budget adjustment request letter.

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

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

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar will begin working on a technical memo for the Planning Project. He will begin with the budget, then go into the various options for the project and explain why they are, or are not feasible.

d. Discussion/Vote on Production Well Property Appraisals and Acquisition.

Dee explained he met with Jeff French and Emilie Wainright and reviewed where the proposed well site is with respect to the property lines. Jeff then went back and surveyed the northern lot and sent a layout of the lot with the proposed well site on it. Dee is looking at the site now to determine what is needed in order to develop Well #9.

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He is also exploring what would be needed in order to drill that well before Well #8, then connect Well #9 to Lake of the Woods.

e. Discussion/Vote on the Property Appraisal and Early Drilling of Well #8.

Dee spoke again with Alliance Ag regarding the appraisal for this site. He is moving forward as fast as he can and promises to have the report done by the middle of March.

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

This was discussed under Item #9 d. Dee also explained that he has looked at some preliminary hydraulics and what the pressures are at the tie point. He believes he will be able to design Well #9 to backflow into the Frazier Park water system as well as supply Lake of the Woods. Curtis Skaggs will be reviewing the information further.

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

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

This was discussed under Item #9 a.

i. Discussion/Vote on the Memorandum of Understanding.

Discussion on the MOU will begin again once the MSR is complete.

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

The \$3.5 million grant is expected to be executed in the next week, and then it will be modified to include the permanent generators.

They are working with their engineers to figure out what is going wrong with Well #4 and what could be done to improve production.

The \$5 million is still moving forward.

k. Discussion/Vote on Claim #27 and Other Claims and Payouts.

Claim #27 - \$17,132.54.

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Director Fees - \$416.66.

Staff Administration Costs - \$76.38.

Dee Jaspar & Associates Invoices for January 2023 - \$15,912.00.

Invoice #23-00114, dated 01/31/2023, in the amount of \$14,892.00.

Invoice #23-00168, dated 01/31/2023, in the amount of \$1,020.00.

Young Wooldridge Invoice for January 2023 - \$97.50.

Invoice #97902, dated 01/31/2023, in the amount of \$97.50.

Motion: Move that we approve Claim #27 in the amount of \$17,132.54 with the information and invoices that Carlos had provided.

Neyman/Kelling 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 reported that he is still waiting for the results from the lab on the water quality for Well #7.

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

The contract with Brough Construction has been signed and will be sent out to them next week. The project is well within the State's budget.

c. Discussion/Vote on AMR Versus an AMI Meter System.

The project was bid out to allow for either the AMR or the AMI system. The AMI system is preferred because meter readings are accessible from the District office at any time. There is an additional annual cost for the AMI system that will run somewhere between \$10,000.00 to \$20,000.00 per year. GM Allison recommended the Board proceed with the AMI meter system. The contractor will conduct surveys to determine the best way to send and receive signals around the District.

The Board was concerned that there be a backup method for reading meters should the AMI system go down for any reason.

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
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Motion: Move that we go with the AMI meter system and that we also instruct Dee to look into any additional backup systems that might go along with that.

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

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

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

There were no bridge loan claims at this time.

e. Discussion/Vote on Claim #12 and Other Claims and Payouts.

Claim #12 - \$327,931.10.

Unified Field Services Progress Payment #3 - \$324,956.18.

Dee Jaspar & Associates Invoices for January 2023- \$2,552.42.

Invoice #23-00117, dated 01/31/2023, in the amount of \$2,393.42.

Invoice #23-00118, dated 01/31/2023, in the amount of \$159.00.

Young Wooldridge Invoice for January 2023 - \$422.50.

Invoice #97903, dated 01/31/2023, in the amount of \$422.50.

The invoice from Unified Field Services will be submitted for funding under the bridge loan.

Motion: Move that we approve Claim #12 in the amount of \$327,931.10, and that the \$324,956.18 be applied for as part of the bridge loan, and when we get that we can pay the contractor at that point, and then when we get the money from the State we will reimburse for the bridge loan.

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

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

Motion: Move that we use the Meter/Well Account to receive the bridge loan funds and also to pay back the bridge loan funds, and that we have Tiffany track that on her spreadsheets.

Neyman/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
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REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

11. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

The project engineer has returned from vacation. They are waiting for a break in the weather for Lyles Construction to come back up and do a couple more days of potholing. While they wait for clear weather, the engineer will continue to work on the pipeline design.

b. Discussion/Vote on the Project Budget.

Dee Jaspar explained that they are well within the budget and there will be plenty of funds to pay for the design portion of the project.

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

Discussion was covered under the previous item.

d. Discussion/Vote on the Project Application.

There was no update on this item.

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

The State sent a project workbook to fill out and submit which included an invoice detail, budget, and claim request forms. Tiffany Matte reported she has a draft copy completed and will be meeting with Oscar Cisneros to review it.

State Funded Grant Projects - Discussion concluded at 7:13pm.

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

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

Curtis Scaggs went to PTS Rentals to verify that the generators that were delivered matched what was ordered. GM Allison then examined them himself and gave PTS a payment which equaled the remainder of the grant funds. When the weather clears PTS rentals will schedule the delivery and GM Allison will rent the forklift for unloading.

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
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REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

14. Discussion/Vote/Update on the District Water Tank Replacement.

a. Discussion/Vote/Update on Elm Tank.

After bids came in for the tank replacement it was clear that the District would not be able to afford the complete replacement. GM Allison contacted Thompson Tank about the viability of repairing the tank with a patch or plate. They reviewed options that would allow the tank to be drained, fixed, and refilled the same day. The cost will be time and materials at about \$300.00 per hour. The District will have to issue a Boil Water Notice so GM Allison will contact Jesse Dhaliwal, then give an update at the next meeting.

b. Discussion/Vote on Parcel B.

GM Allison explained that he would like the Board to entertain the idea of applying for emergency grant funding with the USDA. The tank has a very large leak and sits above housing that could create a liability. This tank is not past its lifespan and was not expected to fail so soon. The Board expressed interest in approaching the State as well. GM Allison will go to Bakersfield to speak with the USDA.

15. Discussion/Vote on Forming Standing Committees: Accounts Payable Committee; Financial Committee; State Update Meeting Committee.

After taking their required AB 1234 ethics training, the Board discussed and agreed that in order to be more transparent, the committees that meet at a set date and time each month be officially named as a standing committee.

Motion: Move that we disband the ad hoc for the accounts payable committee since it's definitely something that happens every single month twice a month and will continue into the future, and that that then becomes a standing committee, and that we keep the same people on it currently.

Schoenberg/Gipson 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Schoenberg.

Abstain: Kelling and Neyman.

The Accounts Payable Standing Committee will meet on the second and fourth Tuesday of every month at 11:00am.

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
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State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

Motion: Move that we establish a Quarterly Financial Standing Committee that will meet quarterly on the first and third Tuesday of that quarter at 11:00am. That committee includes Director Schoenberg, our Bookkeeper Deborah, and Director Gipson.

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

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

Motion: Move that we establish a State Update Meeting Standing Committee and have Director Neyman and Director Schoenberg on that committee, on the third Thursday of every month at 10:00am.

Kelling/Gipson 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

16. Discussion/Vote on the Quote for a New Copy Machine Lease.

The lease on the main office copier is up. The representative from American Business Machines looked at how much work is done on that machine each month and put together a proposal for a better copier with pricing better suited to the usage. The previous lease was \$319.00 per month, and the new price will be \$289.79 per month plus tax. The quote did not specify that the allowance for color copies was on a monthly basis. GM Allison will ask for that to be added before the contract is signed.

Motion: Move that we approve the new service contract for the copier in the amount of \$289.79 plus tax with the change of making sure it says the color copies is per month.

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

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

17. Review and Approve Meeting Minutes for 02/16/2023 State Update Meeting and 01/26/2023 Regular State Planning & Project Meeting.

Motion: Move that we approve the State Update Meeting Minutes for Thursday, February 16, 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.

Neyman/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

Draft to be Approved
FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

Motion: Move that we approve the minutes for Thursday, January 26, 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.

Kelling/Schoenberg 3/0/2, Motion Passed.

Aye: Garcia, Kelling, and Schoenberg.

Abstain: Gipson and Neyman.

18. Discussion/Vote on Future Agenda Items.

Regular Meeting March 9, 2023.

Regular State Planning & Project Meeting March 23, 2023.

19. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 7:53pm.

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

Claim 28

Scope of Work Task 1:

Task 1: 4A - Planning - Staff Cost Recovery

District staff charges February 2023

**Monthly Report - Admin Staff
February 2023
Frazier Park Public Utility District**

Frazier Park - Lake of the Woods Regional Consolidation Planning Project Number 1510007-001P

Date	Hours	Project Task #	Description	Personnel	Hourly rate	Total
2/16/2023	1.75	Administration	Clerk of the Board Services for monthly check-in meeting	Clerk of the Board	\$23.50	\$41.12
2/23/2023	2	Administration	Clerk of the Board Services for monthly planning meeting	Clerk of the Board	\$23.50	\$47.00
Total	3.75					\$88.12

Claim 28

Task 1 – Planning
4A - Planning

Legal

Invoice #

February 28, 2023

Charges: \$

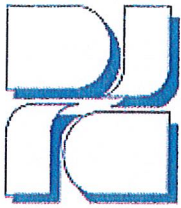
Claim 28
Funding Agreement
Scope of Work Task 2:
4A - Planning
Consolidation Engineering Charges:

Invoice # 23-00211

February 28, 2023
Charges:\$510.00

Claim 28
Funding Agreement
Scope of Work Task 2:
4A - Planning

Engineering MSR Charges:
Invoice # 23-00211
February 28, 2023
Charges: \$ 5,936.25



DEE JASPAR AND ASSOCIATES, INC.

2730 Unicorn Road
Building A
Bakersfield, CA 93308
PH(661) 393-4796 FX(661) 393-4799

Client/Job No. F1000320-8

INVOICE

Invoice submitted to:

Frazier Park Public Utility District
P.O. Box 1525
Project No. 1510007-001P
Frazier Park, CA 93225
tiffanymfppud@gmail.com
CC:
Jonniea.fppud@gmail.com

February 28, 2023

Invoice # 23-00211

In Reference To: State Planning Regional Study
Grant Funds

Professional Services

			<u>Hrs/Rate</u>	<u>Amount</u>
2/1/2023	DJ Principal Engineer MSR	Engineering MSR Work	2.00 204.00/hr	408.00
2/2/2023	DJ Principal Engineer MSR Preparation	Engineering MSR Work	6.00 204.00/hr	1,224.00
2/3/2023	DJ Principal Engineer MSR Preparation	Engineering MSR Work	4.00 204.00/hr	816.00
2/16/2023	DJ Principal Engineer State Conference Call	Engineering Admin will be paid in future claim	1.50 204.00/hr	306.00
2/21/2023	DJ Principal Engineer MSR	Engineering MSR Work	1.00 204.00/hr	204.00
2/22/2023	DJ Principal Engineer MSR Basin Storage	Engineering MSR Work	8.00 204.00/hr	1,632.00
2/23/2023	DJ Principal Engineer Board Meeting	Engineering Admin will be paid in future claim	1.00 204.00/hr	204.00
	DJ Principal Engineer Updated Regional Project Cost	Consolidation Engineering	2.50 204.00/hr	510.00
2/27/2023	DJ Principal Engineer MSR Preparation	Engineering MSR Work	5.00 204.00/hr	1,020.00

TERMS: INVOICES PAYABLE UPON RECEIPT AND DUE 30 DAYS FROM DATE OF INVOICE. A FINANCE CHARGE OF 1.5% WILL BE ADDED ON ALL PAST DUE INVOICES. IF COLLECTION BECOMES NECESSARY, CLIENT AGREES TO PAY ALL LEGAL COSTS.

Frazier Park Public Utility District

	<u>Hrs/Rate</u>	<u>Amount</u>
2/28/2023 DJ Principal Engineer MSR Engineering MSR Work	3.00 204.00/hr	612.00
For professional services rendered	<u>34.00</u>	<u>\$6,936.00</u>
Additional Charges :		
2/28/2023 IN-HOUSE PLOTTER PRINTS Engineering MSR Work		20.25
Total costs		<u>\$20.25</u>
For professional services rendered	<u>34.00</u>	<u>\$6,956.25</u>
Total amount of this bill		<u>\$6,956.25</u>
		<u><u>-\$ 510.00</u></u>
		\$6,446.25

Billings from February 1 to February 28, 2023

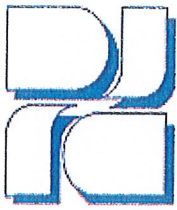
***The Engineering Admin charges will not be included in claim 28 as we are over budget, These charges will be included in a future claim.**

Engineering MSR Work-\$408.00+\$1,224.00+\$816.00+\$204.00+\$1,632.00+\$1,020.00+\$612.00+\$20.25=\$5,936.25
 Consolidation Engineering-----\$510.00=\$ 510.00
 Total Costs-----\$5,936.25+\$510.00=\$6,446.25

Djaspar	S:\Frazier Park Public Utility District\WellSites - Licenses\Wainwright Property APN 256-070-54,55\Wainright Site WELLSITE 2 (1)	2023-02-01T18:04:17	Print	1	1
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1
1
1
3
\$20.25

Claim 28
Funding Agreement
Scope of Work Task 2:
4B -Test Well/Design
Test Well Drilling:
Invoice # 23-00212
February 28, 2023
Charges: \$2,262.08



DEE JASPAR AND ASSOCIATES, INC.

2730 Unicorn Road

Building A

Bakersfield, CA 93308

PH(661) 393-4796 FX(661) 393-4799

Client/Job No. F1000320- **BI**

INVOICE

Invoice submitted to:

Frazier Park Public Utility District

PO Box 1525

Project No. 1510007-001P

Frazier Park, CA 933225

tiffanymfppud@gmail.com

CC:

Jonniea.fppud@gmail.com

February 28, 2023

Invoice # 23-00212

In Reference To: DWR Grant Funds
Test Wells
Plans and Specs
27,560

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
2/1/2023	DJ Principal Engineer Mapping & Valuation Review	3.00 204.00/hr	612.00
2/15/2023	DJ Principal Engineer Well 9	1.50 204.00/hr	306.00
2/16/2023	DJ Principal Engineer Regional Project/ Lake of the Woods & Well 9	4.00 204.00/hr	816.00
2/24/2023	DJ Principal Engineer Review Well 9 & Low Need for Water	4.50 204.00/hr	918.00
	For professional services rendered	<u>13.00</u>	<u>\$2,652.00</u>
	Additional Charges :		
2/1/2023	Deliver documentation to Alliance Appraisal - 18 miles		10.08
	Total costs		<u>\$10.08</u>
	For professional services rendered	<u>13.00</u>	<u>\$2,662.08</u>
	Total amount of this bill		<u><u>\$2,662.08</u></u>

TERMS: INVOICES PAYABLE UPON RECEIPT AND DUE 30 DAYS FROM DATE OF INVOICE. A FINANCE CHARGE OF 1.5% WILL BE ADDED ON ALL PAST DUE INVOICES. IF COLLECTION BECOMES NECESSARY, CLIENT AGREES TO PAY ALL LEGAL COSTS.

Frazier Park Public Utility District

Billings from February 1 to February 28, 2023

TERMS: INVOICES PAYABLE UPON RECEIPT AND DUE 30 DAYS FROM DATE OF INVOICE. A FINANCE CHARGE OF 1.5% WILL BE ADDED ON ALL PAST DUE INVOICES. IF COLLECTION BECOMES NECESSARY, CLIENT AGREES TO PAY ALL LEGAL COSTS.

