

**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: 837 5841 9791      Meeting Password: 183954**  
**REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 10, 2022, 6:00PM**  
Neyman/Kelling 4/0/0 - Director Garcia Absent  
Minutes Approved on December 8, 2022

**1. Call to Order: 6:01pm.**

**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, Stan Eisman, Patricia Hampton, 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 take #17. Discussion/Vote on the Contract with the Bookkeeper, and move that up to right after #8. Discussion/Vote on Accounts Payable and Financial Information.**

**Neyman/Schoenberg 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 that he made a transfer of \$15,000.00 from the Revenue/Operating Fund to the FP-LOW Planning Account to cover the property appraisals from Valbridge. He also made several transfers that came to a total of around \$75,000.00, from the Capital Improvement Reserve into the Revenue/Operating Fund, to cover the cost of purchasing and hauling water.

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**JPIA Representative:** No report.

**5. Board Member Initiatives.**

Director Schoenberg asked for an agenda item to discuss whether or not there was redistricting in Frazier Park and Lebec.

**6. Manager's Report - No report.**

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

Tiffany Matte reported that a few weeks ago she emailed the draft of the Employee Handbook with the changes and questions to Jerry Pearson to review. After following up with him, he stated that he would begin working on it next week.

**7. Ad Hoc Committee Reports:**

**Project Committee.**

This committee attended the State Update Meeting. They gave a brief overview of what was discussed.

**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.**

The ad hoc committee reported that they stopped working on the Book Asset Detail for now in order to focus on the income and expenses for the 2021 audit. They are currently reclassifying the Directors Fees.

**Treasurer Committee.**

An item will be added to the next agenda to fold the Treasurer Committee into the Accounts Payable Committee.

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

Deborah Angel reported that two checks were cut from the Meter-Well Supply Project Account for Claim #7, for a total of \$6,149.75.

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One check was cut from the FP-LOW Planning Account in the amount of \$15,000.00. This was to cover the appraisal fees for Valbridge until the reimbursement from the State comes in for Claim #21.

**Motion: Move that we pay the check to Dee Jaspar & Associates for Valbridge, \$15,000.00 early before Claim #21 comes in.**

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

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

28 checks were cut out of the Revenue/Operating Account for a total of \$112,416.17. 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/Garcia 5/0/0, Motion Passed.**

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

**17. Discussion/Vote on the Contract with the Bookkeeper.** (Moved per adjustment of the agenda.)

The Board reviewed the contract and noted only the dates changed so that the contract is renewed for another year.

**Motion: Move that we accept and sign the Independent Contractor Agreement between Deborah Angel, contractor, and the District, which becomes effective on November 9, 2022 and continues until November 10, 2023.**

**Schoenberg/Garcia 4/0/1, Motion Passed.**

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

**Abstain: Gipson.**

**State Funded Grant Projects - Discussion began at 6:31pm.**

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

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

There were no changes needed.

**b. Discussion/Vote on Production Well Property Acquisition.**

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Last week Dee Jaspar contacted Alan Doud and let him know there has not been any progress on the property negotiation. Dee will set up a conference call with the Project Ad Hoc Committee and the attorney to discuss what needs to be done to move forward with negotiations on the properties.

**c. Discussion/Vote/Update on District Sphere of Influence Map for the Annexation.**

The proposed Sphere of Influence map has been completed and sent to LAFCo and Stanley Hoffman Associates. Joan Kotnik informed the Board that LOW was approached by a resident of Ventura County that was interested in being a part of the annexation. The Board discussed the request with Dee Jaspar, and concluded that it is best to proceed with the map and annexation as is, then reevaluate after the consolidation is finalized.

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

Dee Jaspar is working with Bravish from Stanley Hoffman Associates to put together the scope of work and possibly modify their quote for work on the MSR. They expect to have that finished next week.

**e. Discussion/Vote on the Early Drilling of Well #8.**

There was no update on this item.

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

Joan Kotnik reported that Lake of the Woods is moving forward with both grant projects. They hope to increase their \$5 million grant so that it can cover the replacement of all of the remaining waterlines.

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

Tiffany Matte reported she sent the information needed so that Carlos Bravo can prepare Claim #24.

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

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

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Dee Jaspar reported that the drillers have demobilized. The well drilling was completed to a depth of 565 feet. The sanitary seal is cemented down to 175 feet. The test pump will be installed on Tuesday and they hope to be able to do the development pumping next week as soon as they have an available engine.

**b. Discussion/Vote on Awarding the Bid for Meter Replacement.**

DJA is still reviewing the bids but will have a recommendation ready by the next meeting.

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

As soon as DJA has a recommendation for awarding the bid, they will have more information on the total project budget.

**d. Discussion/Vote on the Bridge Loan Commitment Letter.**

The Board was provided a copy of the commitment letter for review. The Board had several questions on the letter. Oscar Cisneros will invite Jessi Snyder to the next meeting so she can clarify what is needed on the commitment letter.

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

Oscar received all of the information for Claim #9. He will have that claim ready for review at the State Update Meeting.

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

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

There are two more days of potholing work to do, then the engineers will begin mapping all of the information gathered. Once everything is plotted, they can start the design process for the waterline replacement. After everything is designed there will be an engineer's estimate on each of the phases of replacement.

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

There was no update on this item.

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

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There was no update on this item.

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

There was no update on this item.

**12. Discussion/Vote on the Water Supply Emergency.**

**a. Discussion/Vote/Update on Water Hauling.**

The water hauling concluded on November 5th. The District may need to resume hauling water during the pumping process.

**b. Discussion/Vote on the Contract with Tejon Ranch Corporation for Purchasing Water.**

This contract was already signed by General Manager (GM) Jonnie Allison because of the water shortage emergency. He asked that the Board approve the contract after the fact.

**Motion: Move that we approve the Tejon Ranch Corporation contract after the fact. Neyman/Garcia 5/0/0, Motion Passed.**

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

**c. Discussion/Vote on the Urgent Drinking Water Needs Funding.**

Oscar Cisneros updated the Board that the application for funding was submitted. Mark Magtoto was assigned as the project manager. Oscar had a call with Mark and he clarified that it would take two to three weeks to process the application. It will then take another few months to obtain the funding agreement. Once the funding agreement is finalized, it could take one to two more months to receive the reimbursement funding.

**d. Discussion/Vote on Adjusting the Water Conservation Plan Level and Mailing Notices.**

GM Allison asked that this item be placed on the agenda. Now that the District is no longer hauling water, he suggested allowing customers to resume watering two days a week. He also thought it would be a good idea to mail information on the current water conservation level as a reminder to customers. The Board agreed and added that a robocall be sent as well.

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**Motion: Move that we go back to our normal water conservation plan emergency stage where we're allowing people to do two days a week, and spell that back out for the public to remind them, and also spell out anything else that's associated with that, and that we send a letter, do a robocall, and post online.**

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

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

**State Funded Grant Projects - Discussion concluded at 7:57pm.**

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

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

The first generator should be delivered by the end of the month. Three more should be delivered by the end of December, and the final generator is scheduled to be delivered by the middle of January.

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

Once the generators are delivered and GM Allison picks the exact locations where they will be placed, then DJA will design the pads.

**14. Discussion/Vote on District Water Tank Replacement.**

**a. Discussion/Vote/Update on the Project Work.**

There was no update on the project work.

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

The plans have been prepared to 95%. They should be ready to distribute to the Board next week.

**c. Discussion/Vote on Going Out to Bid on the Project.**

There was no update on this item.

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**15. Discussion/Vote/Redress Resolution FP-20221013-01 In The Matter Of: Confirming Intent to Acquire Properties for Well Sites, Based on New Information.**

This resolution was passed by the Board on October 13th, but a number of discrepancies were found after the fact. The information has been changed and the resolution was brought back to the Board for reapproval. The resolution was read out loud and no further amendments were needed.

**Motion: Move that the original motion be amended based on new information.**  
**Schoenberg/Garcia 5/0/0, Motion Passed.**

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

**16. Discussion/Vote on Purchasing an Extended Warranty for the Backhoe.**

The Board discussed the warranty options but were not able to come to an agreement without GM Allison being present. This item will carry over to the next meeting's agenda.

**17. Discussion/Vote on the Contract with the Bookkeeper.** (Moved per adjustment of the agenda.)

**18. Discussion/Vote on Plans for the Christmas Party.**

GM Allison asked that this item be addressed so the Board can begin discussing the plans. This item will carry over to the next agenda.

**19. Review and Approve Meeting Minutes for 10/06/2022 Special Meeting, 10/13/2022 Regular Meeting, and 10/27/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the Special Meeting Minutes for Thursday, October 6, 2022 with any of the amendments that were sent to Tiffany previous to and after the meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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



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**Motion: Move that we approve the Regular Meeting Minutes for Thursday, October 13, 2022 with any of the amendments that were sent to Tiffany previous to and after the meeting, as well as any additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

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

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

**Motion: Move that we approve the Regular Minutes for Thursday, October 27, 2022 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 3/0/2, Motion Passed.**

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

**Abstain: Garcia and Gipson.**

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

Regular State Planning and Project Meeting November 17, 2022.

Regular Meeting December 8, 2022.

**21. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:32pm.**

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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