

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225  
Teleconference Via: Zoom.com - Phone in +1 (408) 638-0968  
Meeting ID: 870 0945 9386 Meeting Password: 753550  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 27, 2022, 6:00PM**  
Kelling/Schoenberg 3/0/1 - Garcia Abstain, Neyman Absent  
Minutes Approved on February 24, 2022

**1. Call to Order: 6:00pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Director Gipson was present as the chairperson.

Also present: Jonnie Allison, Deborah Angel and Tiffany Matte.

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

**Motion: Move that we table #12 until the March meeting.**

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

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

**Absent: Garcia.**

**3. Public Comments - None.** Present: Carlos Bravo, Oscar Cisneros, Dee Jaspar, David Hossli, and six members of the public.

**4. Ad Hoc Committee Reports:**

**Project Committee.**

This ad hoc attended the State Update Meeting and will give updates under the corresponding 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.

**Budget Committee.**

This committee will meet beginning in March or April.

**Book Asset Detail Committee.**

This committee met and reviewed the Rate and Fee Study with David Hossli.

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**Accounts Receivable Committee.**

This committee plans to get together on Tuesday and begin reviewing the check deposits.

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

Deborah Angel reported that ten checks were cut out of the Revenue/Operating Account for a total of \$4,748.96. The checks were reviewed by the Board for accuracy.

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

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

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

**Absent: Garcia.**

**6. Discussion/Vote on the District Rate and Fee Study.**

David Hossli presented his review of the District's fees and his recommendations for increases.

**Motion: Move that we approve the following changes, fees adjusted per year for the four years of the Rate Study for cost of living, rounded up or down to the closest dollar:**

- **Reconnect for Non-Payment** **\$30.00**
- **Service Update from ¾" to 1"** **\$2,635.00**
- **Turn On Water During Business Hours** **\$24.00**
- **Turn Off Water During Business Hours** **\$24.00**
- **Turn On Water After Hours or Weekends** **\$155.50**
- **Turn Off Water After Hours or Weekends** **\$155.50**
- **7 Year Abandonment Fee**
  - ¾" **\$750.00**
  - 1" **\$926.00**
  - 1 ½" **\$1,874.00**
  - 2" **\$2,217.00**
  - **Larger Meters** **\$750 plus Materials: Meter and/or Shut Off Valve**
- **Cut Lock/Vandalism Fee** **\$321.00**
- **Stand By Fee** **\$28.00**

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**Neyman/Schoenberg 4/0/0, Motion Passed.**  
**Aye: Gipson, Kelling, Neyman, and Schoenberg.**  
**Absent: Garcia.**

**State Funded Grant Projects - Discussion began at 6:42pm.**

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

**a. Discussion/Vote on Test Well Property Appraisals.**

Valbridge is planning to finish the appraisals by the end of March.

**b. Discussion/Vote on Well #8 Funding and Property Acquisition.**

The ad hoc committee discussed project funding with Lawrence Sanchez at the last State Update Meeting. There is still a lot of preliminary work to do before that well would be ready to drill. Dee Jasper explained that there are two things needed for Well #8. The first is the well site itself, which is already defined and mapped out. The second is a pipeline and access easement from Well #8 to Well #5.

**c. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.**

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

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

**Motion: Move that we table #c, #d, and #e.**  
**Schoenberg/Neyman 4/0/0, Motion Passed.**  
**Aye: Gipson, Kelling, Neyman, and Schoenberg.**  
**Absent: Garcia.**

**f. Discussion/Vote on a New Budget Request.**

The budget line item that reimburses costs for Board and ad hoc meetings ran out of funds. Tiffany Matte provided Carlos with an approximate cost for one year of meetings.

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**Motion: Move that we ask for \$7,000.00 to be taken from Contingency to the Management, Administration line of the budget.**  
**Schoenberg/Neyman 4/0/0, Motion Passed.**  
**Aye: Gipson, Kelling, Neyman, and Schoenberg.**  
**Absent: Garcia.**

**g. Discussion/Vote on Claim #14 and Other Claims and Payouts.**

**Claim #14 - \$2,054.88.**

Board and Staff Administration Costs - \$569.88.

**Dee Jaspar & Associates Invoices for December 2021 - \$1,485.00.**

Invoice #21-X1215, dated 12/31/2021, in the amount of \$990.00.

Invoice #21-X1214, dated 11/30/2021, in the amount of \$495.00.

**Motion: Move that we approve Claim #14 in the amount of \$2,055.00.**  
**Neyman/Kelling 4/0/0, Motion Passed.**  
**Aye: Gipson, Kelling, Neyman, and Schoenberg.**  
**Absent: Garcia.**

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

**a. Discussion/Vote/Update on Going Out to Bid for Well #7.**

Dee Jaspar and Associates (DJA) and General Manager (GM) Jonnie Allison were at a meeting with potential drillers who expressed concern over the proximity to Well #5, as well as the overhead power lines. They suggested moving Well #7 to the south end of the current Well #5 site. Bids are due on February 10th, there are about three or four interested contractors and two interested drilling companies.

**b. Discussion/Vote on Site Access Through SEA Property and Approving the Attorney Writing a Letter.**

Dee Jaspar emailed the Board previously and sent a draft of the letter to the attorney explaining the District's needs. The letter was read out loud and there were amendments noted.

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**Motion: Move that we approve the letter with the corrections mentioned by Director Schoenberg.**

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

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

**Absent: Garcia.**

**c. Discussion/Vote on the Plans and Specifications for the Meter Replacement.**

Dee Jaspar explained that the Plans and Specifications should be 90% complete by the end of next week. At that point they will be sent to the State and the Board for review and approval.

**d. Discussion/Vote on Going Out to Bid for Meter Replacement.**

Once the Plans and Specifications are approved and finalized the project will go out to bid.

**Move that we table #d until we have the Plans and Specs in hand and go over them.**

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

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

**Absent: Garcia.**

**e. Discussion/Vote on a New Budget Adjustment.**

Oscar Cisneros provided a draft letter for a budget adjustment. The Planning and Design needs to be adjusted by \$34,000.00 to allow for the additional costs related to the change in the location of Well #7.

**Motion: Move that we move \$34,000.00 from Contingency into the Planning and Design, and that we approve this letter to Lawrence Sanchez and that we send it to him.**

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

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

**Absent: Garcia.**

**f. Discussion/Vote on Claim #2 and Other Claims and Payouts.**

Oscar explained that there were two invoices for DJA for this project.

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The budget adjustment will need to be approved before they can both be paid. One of the invoices was split in two, and any invoices not paid on this claim will be included on the next one.

**Claim #2 - \$1,944.00.**

Dee Jaspar & Associates Invoice for December 2021.

Invoice #21-X1219, dated 12/31/2021, in the amount of \$1,944.00.

**Motion: Move that we approve Claim #2 of the Frazier Park Public Utility District Meter Replacement Project and Emergency Well Supply Project Funding Agreement in the amount of \$1,944.00, for Invoice #21-X1219.**

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

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

**Absent: Garcia.**

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

**a. Discussion/Vote on the Technical Assistance Work Plan.**

The State finished their initial review of the Work Plan. They had two comments that were addressed, and it was submitted to the management of Self-Help Enterprises (SHE) for approval before returning to the State. The Work Plan is still on track to be approved by the end of February.

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

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

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

**Motion: Move that we table #b, #c, and #d until the next State Planning and Project Meeting Agenda.**

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

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

**Absent: Garcia.**

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

The deadline for the General Application Package is July of 2022. Carlos said this is a very easy document that won't take much time to complete.

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**State Funded Grant Projects - Discussion concluded at 7:40pm.**

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

**a. Discussion/Vote on Extending the CalOES Performance Period.**

Tiffany Matte reported that CalOES is offering an amendment to the grant, extending the performance period from March 31, 2022 until December 31, 2022. The form is due at the end of the month and it will be emailed after the meeting as soon as it is approved.

**Motion: Move that we submit the CalOES Performance Period Extension.**

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

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

**Absent: Garcia.**

**b. Discussion/Vote/Update on the Purchase of the Generators.**

DJA has been waiting for corrected load calculations since the first ones were done incorrectly. GM Allison will contact PTS rentals to help press the need for getting the calculations done so the generators can be ordered.

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

There was no update on this item.

**11. Discussion/Vote on Well #5 Blending Station and Purchasing a Nitrate Analyzer.**

The quote for the correct analyzer came in and the unit has been ordered. There is no estimate on the delivery date yet. The total cost was around \$30,000.00.

**12. Discussion/Review/Vote on the Employee Handbook - Tabled.**

**13. Discussion/Vote on Appointing a Temporary Treasurer.**

Director Neyman will be unavailable for a month or two due to medical reasons. He recommended that the previous Treasurer, Director Schoenberg, assume his duties until he returns.

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**Motion: Move that we temporarily appoint Director Schoenberg as Treasurer for two months.**

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

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

**Abstain: Schoenberg.**

**Absent: Garcia.**

**14. Discussion/Vote on Appointing a Temporary Member of the Accounts Payable Ad Hoc Committee.**

For the same reason given above, Director Neyman recommended that Director Schoenberg cover his duties on this ad hoc since she has experience as a previous member of this committee.

**Motion: Move that we temporarily appoint Director Schoenberg as part of the Accounts Payable Ad Hoc Committee while Director Neyman is recovering.**

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

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

**Abstain: Schoenberg.**

**Absent: Garcia.**

**15. Discussion/Vote on Modified Services in Response to COVID-19.**

GM Allison recommended the District continue with the modified services as they are currently written.

**Motion: Move that we continue Modified Services in Response to COVID-19 at the current level.**

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

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

**Absent: Garcia.**

**16. Discussion/Vote on Resolution FP-20220127-01: Renewing Use of Remote Teleconference Meetings Under AB 361.**

The Board reviewed the Resolution and agreed to continue to meet remotely for the month of February.



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**Motion: Move that we approve - Before The Board Of Directors Of The Frazier Park Public Utility District Resolution No. FP-20220127-01 In The Matter Of: A Resolution Of The Board Of Directors Of The Frazier Park Public Utility District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation Of A State Of Emergency On March 4 2020, And Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of The Frazier Park Public Utility District For The Period Of February 1, 2022 Through February 28, 2022 Pursuant To Brown Act Provisions.**

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

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

**Absent: Garcia.**

**17. Review and Approve Meeting Minutes for 12/09/2021 Regular Meeting, 12/16/2021 State Update Meeting, and 12/16/2021 Regular Planning Meeting.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, December 9, 2021 with any of the amendments that were sent to Tiffany previous to this 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.**

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

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

**Absent: Garcia.**

**Motion: Move that we approve the minutes for the State Update Meeting, Thursday, December 16, 2021 with any of the amendments that were sent to Tiffany previous to this 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.**

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

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

**Absent: Garcia.**

**Motion: Move that we approve the Regular Meeting Minutes for Thursday, December 16, 2021 with any of the amendments that were sent to Tiffany previous to this 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.**

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

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

**Absent: Garcia.**

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

Regular Meeting February 10, 2022:

- An agenda item for the annual 700 forms.
- An agenda item to discuss renewing the billboard lease contract.

Regular State Planning & Project Meeting February 24, 2022.

**19. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Garcia.**

**Meeting Adjourned: 8:02pm.**

**At every regular meeting, the legislative body shall provide the public with an opportunity to directly address the body on any item of interest to the public before or during the legislative body's consideration of the item that is within the subject matter jurisdiction of the legislative body. (Brown Act Code Sec 54954.3(a)).**



\_\_\_\_\_  
**Tiffany Matte, Clerk of the Board**



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**Attest: Gerald Garcia, Secretary**

seal