

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: 815 5311 7457 Meeting Password: 732546
REGULAR MEETING MINUTES FOR THURSDAY, MAY 9, 2024, 6:00PM
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Kelling, Neyman and Schoenberg.

Absent: Gipson.

Director Schoenberg was present as the chairperson.

Also Present:

- Frazier Park Public Utility District (FPPUD) - Jonnie Allison, Deborah Angel and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Mary Dreier, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo and Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

3. Public Comments - None.

4. Report of Officers:

President: Director Schoenberg reported she signed two claims and resigned the engineering contract for the pipeline project.

Vice-President: No report.

Secretary: Director Neyman signed meeting minutes.

Treasurer: Director Kelling reported that she signed the forms needed for the annual special assessments. She also transferred \$20,000.00 from the General Fund to the Revenue/Operating Account to cover expenses.

JPIA Representative: Absent.

5. Board Member Initiatives.

Director Kelling suggested hiring an outside entity to look into the District revenue to find out why there was a large decrease.

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This will be added as an agenda item to the next meeting.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported that the crew has been busy helping with the meter project and marking the boxes. They have also been working on the lot clearance.

Santana Plumbing is working on the mainline extension on Kiwanis Trail.

The District was able to sell the portable generator for \$37,500.00 and the dozer blade for \$4,500.00.

a. Administrative Assistant's Report - No report.

7. Standing Committee Reports:

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.

State Update Meeting Committee.

This committee will meet with the State next Thursday.

8. Ad Hoc Committee Reports:

Project Committee.

This committee has not met.

Financial Committee.

This committee has not met since finalizing the budget.

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

Deborah Angel reported that 27 checks were cut out of the Revenue/Operating Account for a total of \$44,951.99.

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 4/0/0, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

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The Directors discussed lowering the monthly transfers into either the General Fund or the Capital Improvement Fund since the Revenue/Operating Account has been running low. They determined that, at this time, they will temporarily stop the \$10,000.00 a month transfers into the Capital Improvement Fund. Directors Schoenberg and Neyman will meet to review the USDA bond book to determine how much needs to be set aside each month.

State Funded Grant Projects - Discussion began at 6:28pm.

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 Garcia recused himself from the closed session discussions and any possible vote.

Director Schoenberg announced the closed session at 6:29pm.

**10. CLOSED SESSION pursuant to Gov't Code §54957.
Conference with Legal Counsel - Existing Litigation. Gov't. Code §54956.9(d)(1).
Frazier Park Public Utility District v. C&C Elite Properties LLC, et al.
Kern County Superior Court, Case No. BCV-24-100199**

**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 6:47pm.

Oral Announcement Following Closed Session. Gov't Code §54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present thereon.

**Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):
Director Schoenberg 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 on the Project Timeline.

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There was no update on this item.

b. Discussion/Vote on the Budget and Adjustment Request.

There was no update on this item. The standing committee will address this item at the State Update Meeting.

c. Discussion/Vote/Update on the Stand-By Fee Assessment and Funding.

SHE sent the SAFER funds contract to the consultant, who responded with some comments. SHE has responded so Carlos hopes to have the contract signed next week.

d. Discussion/Vote on the Project Technical Memo.

The memo has been completed and submitted to the State. This item will be removed from the agenda.

e. Discussion/Vote on the Acquisition and Development of Well #8 and #9 Property.

There was no information on this item.

f. Discussion/Vote on the Acquisition and Development of Well #9 Booster and Tank Site

Dee Jaspar will ask the attorney if this discussion needs to be added to the agenda as a closed session item.

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

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

A well location was left off of the map of LOW. The correction was sent to Bravish so he can change that map in the MSR.

i. Discussion/Vote on the Memorandum of Understanding - Tabled.

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

The following updates were presented by Lake of the Woods:

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3.5-million-dollar grant - Line Replacement & Permanent Generators:

LOW is on a boil notice for the month of May while they are doing all of their tie-ins. They hope to have that work completed by May 30th. The water samples taken throughout the system will need to come back negative before the system goes back online.

5-million-dollar grant - South Tank & Line Replacement & SCADA Grant Phase 3 update:

They are still working on the plans, easements, and forestry permit.

The Generator Project:

They will not hear anything until the later part of 2024.

Well #4

The well is still offline.

Blending Station:

Nitrates are between 5.6 and 6.7 for the month of April.

k. Discussion/Vote on Claims and Payouts.

Claim #42 will be prepared for review at the State Update Meeting.

The State reduced Claim #40 in the amount of about \$485.00. This was for the same invoice that was removed from Claim #38. Updated information for this invoice was sent to the State and it will be included in Claim #42.

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

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

There was no update on this item.

b. Discussion/Vote/Update on Meter Replacement.

The contractor is currently installing the meters on Route 6. Any special installations will be saved for a specialized crew at the end of the project. Accounts that have been locked off were not slated for meter replacement. The crew is keeping track of those accounts so when the project is completed there will be an accurate count of how many meters will need to be ordered. In the meantime, Curtis Skaggs from DJA is working with the State to get those meters covered under the project funding.

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c. Discussion/Vote on Claims and Payouts.

Claim #27 will be prepared for review at the State Update Meeting. This claim will include Progress Payment #3 from Brough Construction.

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

The FPPUD will consider using the bridge loan for Progress Payment #3 once the claim is approved.

14. Discussion/Vote on Pipeline Replacement Project.

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

b. Discussion/Vote on Engineering and Design.

The plans have been completed to 95% and will stay that way until the construction funding is obtained.

c. Discussion/Vote on the Engineering Contract with DJA.

The final copy was signed by the District and is waiting for Dee Jaspar's signature.

d. Discussion/Vote on the Project Application.

Carlos Bravo is continuing to work on the application but still needs the engineering contract, the approved Notice of Exemption, and the TMF package.

State Funded Grant Projects - Discussion concluded at 7:09pm.

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

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

There was no update on this item.

b. Discussion/Vote/Update on the Final Placement of the Generators.

PTS Rentals has been installing the load banks. Three out of four of them have been installed. The final load bank will be installed when it comes in next week. Greg will be creating and installing hoods over the load banks to protect them from snow.

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

The Board reviewed the next few pages of the policy. They will continue discussion at the next regular meeting in June.

17. Review and Approve Meeting Minutes for 04/09/2024 AP Standing Committee, 04/11/2024 Regular Meeting, 04/16/2024 Quarterly Financial Standing Committee, 04/23/2024 AP Standing Committee, 04/25/2024 Regular State Planning and Project Meeting.

The minutes were not available for this meeting.

Motion: Move that we table #17 and Tiffany will put it on either the next meeting or on our regular planning meeting, when she is ready.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

18. Discussion/Vote on Future Agenda Items.

Regular State Planning and Project Meeting May 23, 2024.

Regular Meeting June 13, 2024.

19. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Absent: Gipson.

Meeting Adjourned: 7:30pm.

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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: Brahma Neyman, Secretary

Seal