

**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 3254 8245 Meeting Password: 124393**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 12, 2024, 4:00PM**  
Neyman/Kelling 4/0/0 - Director Gipson Abstain  
Minutes Approved on January 9, 2025

**1. Call to Order: 4:00pm.**

**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 the letter to LAFCo that discussed the Common Sense Exemption. She also signed the project claims.

**Vice-President:** No report.

**Secretary:** Director Neyman reported he signed some meeting minutes.

**Treasurer:** Director Kelling reported she and Director Neyman made the following transfers:

- \$466.66 from the FP/LOW Planning Account to the Revenue Operating Account for the Director Fees for Claim #45.
- \$53.04 from the FP/LOW Planning Account to the Revenue Operating Account for the Staff Recovery for Claim #45.
- 566.66 from the FP/LOW Planning Account to the Revenue Operating Account for the Director Fees for Claim #46.
- \$15.00 from the Revenue Operating Account to the Meter/Well Account to cover the wire fee from the bridge loan.

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**JPIA Representative:** Absent.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that the crew has installed all of the meters purchased by the District.

He recommended that the Board and staff stop using Gmail for District emails, and change to something more secure.

Finally, GM Allison reported a drawer to the cabinet in the Boardroom broke. He would like to remove the cabinet completely and have the crew repaint the room on slow days.

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

Tiffany Matte reported she will contact ACWA/JPIA to ask about services they offer for cyber security.

**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.

**Quarterly Financial Committee.**

This committee will meet again next month.

**8. Ad Hoc Committee Reports.**

**Project Committee.**

This committee has not met.

**Financial Committee.**

This committee has met and reviewed District owned property with the help of Joan Kotnik from Lake of the Woods. They plan to meet again on Monday.

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**Stand-By Fee Committee.**

This committee has a meeting scheduled for 11:00am on Monday.

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

Deborah Angel reported that one check was cut out of the Meter/Well Account for a total of \$18,468.00, payable to Brough Construction for Progress Payments #7. 26 checks were cut out of the Revenue/Operating Account for a total of \$35,758.61. 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.**

**State Funded Grant Projects - Discussion began at 4:19pm.**

**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 Schoenberg announced the closed session at 4:20pm.**

**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, and 256-520-13**

**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 4:39pm.**

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**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 and Budget.**

The State Update Meeting Standing Committee will hear any updates at the meeting next week.

**b. Discussion/Vote on the Acquisition and Development of Well #8.**

The District prevailed in court on November 22nd. The District now has a judgement in their favor to take possession of the Well #8 property after a 30 day waiting period.

**c. Discussion/Vote on the Acquisition and Development of the Well #9 and Additional Booster and Tank Site Properties: Certificate of Compliance/Lot Line Adjustment; and Property Appraisals.**

The District is still moving forward with the land owners to purchase the Well #9, and additional booster and tank site properties.

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

Dee Jaspar spoke with Bud Rice from LAFCo. He explained that the District would be the lead agency in the SOI expansion. The letter to LAFCo will be amended and will need to be signed again.

**e. Discussion/Vote on the Memorandum of Understanding - Tabled.**

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

The following updates were provided by Lake of the Woods:

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

There was nothing new on this item.

**5-million-dollar grant - Water Main Replacement Project - South Tank & Line Replacement & SCADA Grant Phase 3:**

There was nothing new on this item.

**Well #4:**

There was nothing new on this item.

**Blending Station:**

- Samples in November are 2.6 to 6.2. The sample from November 21st was 6.1, but all others were under 3.1. They hope to have new results next week.
- Wells have gone down from last month. They dropped 1 foot to 4.5 feet. The wells are up from last year 23 to 55 feet, and since January are up 11 to 24.5 feet.
- They are still waiting to hear from Jesse from the State about monthly blending station lab monitoring.

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

Claim #49 will be prepared for review at the State Update Meeting.

Carlos Bravo informed the Board he will need to leave soon to attend another meeting.

**Motion: Move that we go to items #14, #15, and #16.**

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

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

**Absent: Gipson.**

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

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

There was no update on this item. The designs are being reviewed by the State. Dee will send an email to Jesse Dhaliwal to check on the status of his approval.

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

The application has been submitted and is under review by the State.

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**15. Discussion/Vote on a Rate Study.**

Carlos Bravo will be submitting an updated workpan to the State by the end of the month. It will take another few months after that to be approved.

**16. Discussion/Vote on Stand-By Fee Assessment.**

The ad hoc committee will be meeting with NBS on Monday.

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

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

The fencing company requested a USA utility locate so they will be coming out to finish that work soon. The well abandonment has been completed.

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

The final meters requested by Brough Construction have arrived at the District. The two inch meters have now arrived as well. They will be notified so they can schedule the installation.

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

Claim #34 will be reviewed at the State Update Meeting.

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

The District received the funds to pay Progress Payment #7. The check was cut at this meeting.

**State Funded Grant Projects - Discussion concluded at 5:09pm.**

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

The Board continued to review the policy and noted any changes.

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**18. Discussion/Vote on Rotating Board Positions per Resolution FP-20190214-01.**

The Board agreed to keep the current positions for another year.

**Motion: Move that we maintain the current seats and offices that we have for one more year and postpone the rotation for 12 months until December 2025.**

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

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

**Absent: Gipson.**

**19. Discussion/Vote on Reforming or Dissolving Current Ad Hoc Committees.**

**Motion: Move that we table #19 until our next regular meeting in January.**

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

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

**Absent: Gipson.**

**20. Discussion/Vote on Board Member Position Descriptions.**

**Motion: Move that we table Discussion/Vote on Board Member Position Descriptions until our next regular meeting in January.**

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

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

**Absent: Gipson.**

**21. Review and Approve Meeting Minutes for 11/12/2024 AP Standing Committee, 11/14/2024 Regular Meeting, 11/21/2024 State Update Standing Committee, 11/19/2024 AP Standing Committee, and 11/21/2024 Regular State Planning and Project Meeting.**

**Move that we approve the meeting minutes for 11/12/2024 AP Standing Committee, 11/14/2024 Regular Meeting, 11/21/2024 State Update Standing Committee, 11/19/2024 AP Standing Committee, and 11/21/2024 Regular State Planning and Project Meeting, with any of the amendments that were sent to Tiffany previous to and after 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.**

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

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

**Absent: Gipson.**

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

Regular State Planning and Project Meeting December 19, 2024.

Regular Meeting January 9, 2024.

**23. Adjournment.**

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

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

**Absent: Gipson.**

**Meeting Adjourned: 5:28pm.**

**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: Brahma Neyman, Secretary

Seal