

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: 836 8657 3197 Meeting Password: 415064  
State Planning & Project Meeting  
**REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 25, 2024, 4:00PM**  
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225

**1. Call to Order: 4:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Kelling and Schoenberg.

Teleconference: Gipson

Absent: Garcia and Neyman.

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 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. Standing Committee Reports:**

**Accounts Payable Committee.**

Directors Kelling and Schoenberg met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

**State Update Meeting Committee.**

Directors Kelling and Neyman attended the State Update Meeting. They were able to confirm that bills for eminent domain will be paid up until the date of filing. Updates will be given under the corresponding agenda items.

**Quarterly Financial Committee.**

This committee met and reviewed the financials for the fourth quarter.

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**5. Ad Hoc Committee Reports:**

**Project Committee.**

Directors Kelling and Schoenberg met with the owners of the Well #9 property.

**Financial Committee.**

This committee reviewed the final questions the auditor had in order for him to produce a draft set of financial statements for 2022 and 2023.

**Generator Pad Construction Committee.**

There was no report.

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

Deborah Angel reported that four checks were cut out of the FP/LOW Planning Account for a total of \$11,981.00 for Claim #36.

14 checks were cut out of the Revenue/Operating Account for a total of \$20,019.65. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the disbursements over \$3,000.00.

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

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

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

**Absent: Garcia and Neyman.**

**State Funded Grant Projects - Discussion began at 4:11pm.**

**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 4:13pm.**

**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**

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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

Returned from closed session at 4:31pm.

**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.

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

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

There was no update on this item.

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

The last budget adjustment request has not yet been approved by the State. Dee Jaspar is working on adjusting the budget numbers per Lawrence Sanchez's request.

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

The Work Plan has been submitted to the State. They had questions that SHE will respond to.

**d. Discussion/Vote on the Project Technical Memo.**

Dee Jaspar is working on the last part of the memo, which is putting together the final project alternative.

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

At the State Update Meeting, Lawrence brought up the possibility of adding Well #8 funding to the current meter/well project. He will be discussing that option with his management.

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

The Project Ad Hoc Committee met with Emilie Wainright and Jeff French and continued discussions on that property.

**g. Discussion/Vote/Update 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.**

LOW sent their comments to Dee Jaspar. Tiffany Matte will resend the District's comments, then everything will be sent to Bravish from Stanley Hoffman Associates for incorporation in the MSR.

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

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

Updates from LOW were included in the minutes from the 01/18/2024 State Update Meeting.

**Claim #38 - \$6,908.88.**

**Director Fees - \$500.00.**

**Staff Recovery Costs - \$91.00.**

**Dee Jaspar & Associates Invoices for December 2023 - \$1,309.00**

Invoice #23-01210, dated 12/31/2023, in the amount of \$868.00

Invoice #23-01211, dated 12/31/2023, in the amount of \$441.00

**Young Wooldridge Invoices for December 2023 - \$5,008.88**

Invoice #107444, dated 12/31/2023, in the amount of \$4,522.50

Invoice #107446, dated 12/31/2023, in the amount of \$486.38

**Motion: Move that we accept and approve Claim #38.**

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

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

**Absent: Garcia and Neyman.**

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

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

The District is still waiting on State approval.

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

The District is waiting on the brass items to come in before meters can be installed. DJA will do an inventory of the items received before any invoices are sent out.

**c. Discussion/Vote on Claim #23 and Other Claims and Payouts.**

**Claim #23 - \$2,188.50.**

**Dee Jaspar & Associates Invoices for December 2023 - \$2,188.50.**

Invoice #23-01213, dated 12/31/2023, in the amount of \$1,680.25.

Invoice #23-01214, dated 12/31/2023, in the amount of \$508.25.

**Motion: Move that we accept and approve Claim #23.**

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

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

**Absent: Garcia and Neyman.**

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

The bridge loan contract will be expiring soon. Oscar will check on the expiration date and find out if it is possible to have the agreement extended.

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

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

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

The design is at 95%. Lyle's Construction will be doing some excavations in the project area to make sure they have proper coverage and depth for the pipeline. They will also do some excavations on the pipeline up to McGee Tank, which was added to the project.

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

Dee will make the corrections to the contract that were discussed at the last meeting, then send it to the District's attorney for review.

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

Carlos needed some information for the environmental package that he will get from DJA. The auditors plan to present the financial statements at the February 8th meeting, so those will be available to add to the application soon.

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

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

**a. Discussion/Vote/Update on the Purchase and Delivery of the Generators.**

The District has possession of the generators but is still waiting for delivery of the load banks. That delivery has been pushed back to April.

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

There was no update on this item.

**13. Discussion/Vote/Update on the District Water Tank Repair and/or Replacement and Funding.**

Tiffany Matte explained that the Kern County website for the block grant had a timeline for the steps of project funding. At the end of January they are supposed to have a list of eligible projects. She hopes to have an update for the next meeting.

**14. Discussion/Vote on the Mainline Extension Policy.**

Curtis from DJA sent GM Allison the updated price list. He will be using that to update the policy then submit it to the Board for approval.

**15. Discussion/Vote on the Billboard Contract.**

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**a. Discussion/Review of the County Contract.**

Tiffany provided the Board with anything she could find in the files pertaining to the contract with the County. The Board noted that nothing in the paperwork or contract specified the inclusion of the Chamber of Commerce.

**b. Discussion/Vote on the Billboard Lease Agreement.**

Mountain Memories will be asked to come to the next regular meeting to discuss if they are interested in taking over the lease contract.

**16. Discussion/Vote on the Quote for Audio/Video Meeting Equipment.**

The Board was provided with a copy of a quote from CTI for a new audio/video system for the hybrid board meetings. The total price for equipment and installation came out to around \$11,000.00 with options for an additional warranty and service agreement. GM Allison asked the Board to approve up to the amount of the quote so in the meantime, he can look into additional quotes. The Board agreed to carry this item over to the next meeting so more Board Members can participate.

**Motion: Move that we table the CTI proposal to the February 8th regular meeting.**

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

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

**Absent: Garcia and Neyman.**

**17. Review and Approve Meeting Minutes for 12/21/2023 State Update Meeting, 12/21/2023 Regular State Planning and Project Meeting, and 01/18/2024 State Update Meeting.**

**Motion: Move that we approve the minutes for 12/21/2023 State Update Meeting, 12/21/2023 Regular State Planning & Project Meeting, and 01/18/2024 State Update Meeting, 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/Gipson 3/0/0, Motion Passed.**

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

**Absent: Garcia and Neyman.**

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

Regular Meeting February 8, 2024.

Regular State Planning & Project Meeting February 22, 2024.

**19. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Garcia and Neyman.**

**Meeting Adjourned: 5:38pm.**

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**

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