

**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: 830 0946 8421      Meeting Password: 306771**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
**Neyman/Garcia 4/0/0 - Director Gipson Absent**  
**Minutes Approved on January 12, 2023**

**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, Patricia Hampton, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.

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

**Motion: Move that we add an item to the agenda due to the need to take immediate action, and that the need for action came to the attention of the local agency subsequent to the agenda being posted. The item to be added is: Closed Session pursuant to Gov't Code §54957. Conference with Legal Counsel - Anticipated Litigation. Gov't. Code §54956.9: 1 item. We'll put it between #3 and #4.**

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

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

**3. Public Comments - None.**

**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 Gipson announced the closed session at 6:06pm.**

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

**Item Added. CLOSED SESSION pursuant to Gov't Code §54957.**

**Conference with Legal Counsel - Anticipated Litigation.**

**Gov't. Code §54956.9: 1 item.**

**4. 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**

**5. 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 7:01pm.**

**Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):**

Director Gipson announced that in the closed session there was no action taken.

**6. Ad Hoc Committee Reports:**

**Project Committee.**

This committee attended the State Update Meeting and they gave a brief summary 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. There was a check to Dee Jaspar for \$9,828.90 for Elm Tank. That amount was transferred from the Capital Improvement Reserve into the Revenue/Operating Account. There was a check to Young Wooldridge which the committee confirmed was not part of the grant projects.

**Financial Committee.**

The Bookkeeper sent an updated copy of QuickBooks to the auditor today.

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

They were not able to make all of the changes they wanted because the audit was already overdue and needed to be submitted. They will continue on and correct anything needed for the 2022 and 2023 audits. Based on the auditor's recommendation, they changed the way grant and other expenses were allocated and categorized.

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

Deborah Angel reported that 15 checks were cut out of the Revenue/Operating Account for a total of \$38,853.31.

The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the item over \$3,000.00.

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

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

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

**State Funded Grant Projects - Discussion began at 7:27pm.**

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

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

The completion date for the MSR was moved to February 2023. The draft source water assessment will be moved to February 2023 as well. Dee will send out an updated timeline to the Board and the State.

**b. Discussion/Vote on a New Project Budget Adjustment Request.**

The ad hoc committee met with Dee Jaspar and Carlos Bravo to adjust the project budget. They made the following changes:

- Staff Recovery Cost: + \$547.69. Increased from \$5,800.00 to \$6,347.69.
- Test Wells Plans and Specs - \$547.69. Decreased from \$27,560 to \$27,012.31.
- Consolidation MSR + \$7,000.00. Increased from \$13,000.00 to \$20,000.00.
- Appraisals, Licenses, Access + \$15,000. Increased from \$31,000.00 to \$46,000.00.
- Test Well Drilling - \$7,000.00 and \$15,000.00. Decreased from \$256,600.00 to \$234,600.00.

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

**Motion: Move that we approve this planning adjustment letter to go to Lawrence and have Becky sign it.**

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

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

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

There was no update on this item.

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

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

Bravish from Stanley Hoffman Associates provided a revised scope of work and budget for updating the MSR, which came out to a total of \$13,575.00. This updated quote reflected a small increase from his previous budget of around \$12,000.00. This quote will be included in the packet for the State Update meeting so that Lawrence Sanchez can review this information.

**Motion: Move that we accept Stanley Hoffman's updated quote increasing it from \$12,000.00 to \$13,575.00 and that we approve that quote and take it to the State Update Meeting.**

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

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

Dee provided his estimate for the engineering work for updating the MSR. His previous estimate was \$16,776.00, which has been increased to \$18,118.00. This information will also be included in the packet for the State Update Meeting in January.

**Motion: Move that we go ahead and approve his memorandum from March 31, 2021 which was originally \$16,776.00, and the new figure is increased to \$18,118.00.**

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

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

**f. Discussion/Vote on the Memorandum of Understanding.**

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

There was no update on this item.

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

There was no update on this item.

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

There was no update from Lake of the Woods.

**i. Discussion/Vote on Claim #25 and Other Claims and Payouts.**

Claim #25 - \$7,035.26.

Director Fees - \$500.00.

Staff Administration Costs - \$105.76.

Dee Jaspar & Associates Invoice for November 2022 - \$6,429.50.

Invoice #22-01119, dated 11/30/2022, in the amount of \$6,429.50.

**Motion: Move that we approve Claim #25 in the amount of \$7,035.26.**

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

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

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

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

Dee Jaspar reported that they plan to pump Well #7 at a very low flow rate to see if they can get it to produce water. He hopes that it will be able to pump around 100 gallons per minute, but most likely it will be less than that. It will need to be run in conjunction with Well #5 either until Well #5 fails, or a new well is drilled.

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

Dee Jaspar provided his written recommendation to award the meter replacement project to Brough Construction. He was the low bidder on the project and expressed that he is willing to take on the work.

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

Dee expects that there will be a delay in getting meters and meter boxes once they are ordered.

In order to consider putting in an AMI meter system, a propagation study would need to be conducted first, and included in the bid award. That study is done to determine where towers would need to be located to have constant communication between the meters and the District office.

Carlos Bravo reminded the Board that once the bid is awarded, the District will need to submit a Final Budget Adjustment (FBA) Package to the State, which will take between four to six months to approve. Any materials ordered for the project will not be reimbursed until the FBA Package is approved and funding is available. He explained most entities award the bid but hold off on giving the Notice to Proceed until the FBA Package is approved.

**Motion: Move that we award the bid to Brough Construction, including the amount for the Propagation Study and the additional monies needed for installing the AMI system, should the propagation study pan out.**

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

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

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

This item was covered in the discussion above.

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

There was no update on this item.

**e. Discussion/Vote on Claim #10 and Other Claims and Payouts.**

**Claim #10 - \$18,946.56.**

**Dee Jaspar & Associates Invoices for November 2022 - \$18,946.56.**

**Invoice #22-01121, dated 11/30/2022, in the amount of \$17,223.51.**

**Invoice #22-01122, dated 11/30/2022, in the amount of \$1,723.05.**

**Motion: Move that we approve Claim #10 in the amount of \$18,946.56.**

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

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

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

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

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

Dee Jaspar explained that they are continuing to plot all of the information in the map. They will pothole to fill in any information that GM Allison needs in the Summit Trail area regarding the valves and pipes. Dee will then talk to the State about breaking up the project into phases. He will start designing the pipeline replacement of Summit, North End, and Elm Trails, which are the high liability areas.

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

The remaining budget will be used to do extra potholing to fill in any information needed for the maps. Dee estimates that in March of 2023 he will have the total project budget ready for the District to submit an application with the State.

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

There was no update on this item.

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

There was no update on this item.

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

Tiffany Matte reported that she sent the project budget to Mark Magtoto from the State. After reviewing the information he clarified that they would not be able to cover the hotel expenses for the water haulers since that does not qualify as a reimbursable expense. That amount of \$1,400.00 was removed from the project budget, which now comes out to a total of around \$195,000.00.

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

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

The District received delivery of the first generator, but they were not able to get it off the truck with the forklift available.

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

This was due to the generator weighing more than initially anticipated. GM Allison asked that everything be delivered to PTS Rentals and held there. In order to reduce the expense, once a few of the generators are ready for delivery, the District can rent a large enough forklift to unload them all at once.

Dee Jaspar updated the Board that the Elm Tank generator was the one delivered. The Well #6 generator should ship tomorrow. There is a component missing from the Wolfe site generator, and they are expecting it will be ready to ship sometime in January. The generator for Well #5 is expected to ship by the end of December, with the final generator for the Harrison Tank site scheduled to be shipped in mid January.

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

**13. Discussion/Vote on the District Water Tank Replacement.**

The Elm Tank replacement project is out to bid. The bids are due January 13, 2023.

**14. Discussion/Vote on Possible Redistricting by Kern County.**

There was no new information available on this topic. This item will carry over to the next meeting's agenda.

**15. Discussion/Vote on Resident's Potential Water Bottling Business.**

GM Allison went down to the CDPH office to speak with them in person. Nobody there knows of any permits that were given or are still pending for bottling water. They will hopefully notify the District if anything does come up. This item will carry over to the next meeting's agenda.

**16. Discussion/Vote on Paid Time Off (PTO) Accrual Rates.**

The Employee Handbook did not have the correct calculation for how much vacation and sick time the employees should be accruing on their paychecks. This item will carry over to the next agenda when it can be discussed with GM Allison.

**17. Discussion/Vote on Policy Regarding Cashing Out PTO.**

In order to be transparent, GM Allison has been doing a separate payroll when cashing out his PTO. He offered to cover the extra cost but the attorney indicated that would not be appropriate. Discussion will carry over to the next meeting's agenda.



**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

**18. Discussion/Vote/Redress the Christmas Party Budget.**

As discussed in the last meeting, the Board approved \$200.00 toward food for the Christmas party. The food ended up costing \$250.00. Instead of having the GM cover the extra cost, the Board wanted to approve the increase in the food budget.

**Motion: Move that we not have Jonnie pay, but that we pay the Christmas party budget.**

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

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

**19. Review and Approve Meeting Minutes for 12/15/2022 State Update Meeting.**

**Motion: Move that we approve the State Update Meeting Minutes for Thursday, December 15, 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.**

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

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

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

Regular Meeting January 12, 2023.

Regular State Planning & Project Meeting January 26, 2023.

**21. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:33pm.**

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225**  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 22, 2022, 6:00PM**  
Neyman/Garcia 4/0/0 - Director Gipson Absent  
Minutes Approved on January 12, 2023

**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