

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: 852 2662 2839 Meeting Password: 446908
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 26, 2024, 4:00PM

1. Call to Order: 4:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

Present: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

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. Discuss/Vote/Adjust Agenda if Necessary - No change.

3. Public Comments - None.

4. 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. Director Kelling reported she made five transfers:

- \$1,250.00 from the Meter/Well Account to the Revenue/Operating Account for Claim #26.
- \$400.00 from the Meter/Well Account to the Revenue/Operating Account for Board Fees for Claim #26.
- \$26.00 from the Meter/Well Account to the Revenue/Operating Account for Staff Recover for Claim #26.
- \$466.66 from the FP/LOW Planning Account to the Revenue/Operating Account for Board Fees for Claim #42
- \$52.00 from the FP/LOW Planning Account to the Revenue/Operating Account for Staff Recovery for Claim #42

State Update Meeting Committee.

Directors Schoenberg and Neyman attended the State Update Meeting. Updates will be given under the corresponding agenda items.

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5. Ad Hoc Committee Reports:

Project Committee.

Directors Schoenberg and Neyman met with Jeff French and Emily Wainright and went to the Well #9 and Bear Court sites to review the layouts of the infrastructure.

They also met to review the Meter/Well Project amendment.

Financial Committee.

This committee has not met.

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

Deborah Angel reported that one check was cut out of the FP/LOW Planning Account for a total of \$1,410.50.

One check was cut out of the Meter/Well Account for a total of \$2,702.55.

10 checks were cut out of the Revenue/Operating Account for a total of \$6,605.83.

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/Garcia 5/0/0, Motion Passed.

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

7. Discussion/Vote on Engaging with BHK for the 2024 Fiscal Year Audit.

BHK sent their engagement letter which included the price for the audit, which increased from the previous year.

Motion: Move that we engage Barber Hooper King Dill Hoffman Auditors for the year end June 30, 2024, in the amount not to exceed \$22,300.00

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

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

State Funded Grant Projects - Discussion began at 4:10pm.

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 4:11pm.

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8. **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

9. **CLOSED SESSION pursuant to Gov't Code §54957.**
Conference with Legal Counsel - Existing Litigation. Gov't Code §54956.9(d)(1).
C&C Elite Properties LLC, and Hacienda Saucedo, Inc v. Frazier Park Public Utility
District
Kern County Superior Court, Case No. BCV-24-101972

10. **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 4:33pm.

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.

11. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.

a. Discussion/Vote/Review on the Project Timeline.

Dee Jaspar will send a copy of the updated project timeline and budget to Ruben Mora. He will include this information in his memo to his upper management.

b. Discussion/Vote on the Project Budget.

This topic was covered in the discussion above.

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

There was no update on this item.

d. Discussion/Vote on the Certificate of Compliance/Lot Line Adjustment for the Well #9 Property.

There was no update on this item.

e. Discussion/Vote on the Property Appraisal, Acquisition and Development of Additional Booster and Tank Site.

The District is waiting on the property appraisal. Dee Jasper and the property owners discussed an adjustment to the layout.

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

Tom Dodson wrote a draft document to Blair Knox with Kern County LAFCo explaining why the District is appealing for a common sense CEQA exemption for the Sphere of Influence. The draft will be reviewed by Dee, GM Allison, and Alan Doud before it is sent.

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

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

The following updates were provided by Lake of the Woods:

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:

Well #4 is online again with lots of monitoring and monthly reports to the State. The 09/10/2024 samples show iron and manganese as non-detect.

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Blending Station:

Samples so far in September are 3.1 for nitrates.

The last fluoride level for Well #2 is 1.6 with an overall level of 0.95 on 09/03/2024.

The wells have stayed the same from last month, except Well #4 and #6. They dropped 8.2 and 6 feet. The wells are up 35 to 57 feet from last year. Since January they are up 23 to 28.3 feet.

i. Discussion/Vote on Claim #46 and Other Claims and Payouts.

Claim #46 - \$35,009.32.

Director Fees - \$566.66.

Dee Jaspar & Associates Invoices for August 2024

Invoice #24-00811R, dated 08/31/2024, in the amount of \$29,734.56

Invoice #24-00812R, dated 08/31/2024, in the amount of \$4,188.10

Young Wooldridge Invoice for August 2024

Invoice 115115, dated 08/31/2024, in the amount of \$520.00

There was an additional invoice from Tom Dodson and Associates for environmental work that will be submitted in a claim when a contract is established with either the FPPUD or DJA. In the meantime, the District will cover the cost by sending a check at the next meeting.

Motion: Move that we approve Claim #46 in the amount of \$35,009.32 with the invoices that Carlos had stated.

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

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

12. Discussion/Vote/Update on the FPPUD Meter Replacement Project and Emergency Well Supply Project. (Moved per adjustment of the agenda.)

a. Discussion/Vote on Funding Agreement Amendment #3.

The Project Ad Hoc Committee discussed this amendment with Ruben Mora at the State Update Meeting. The amendment contained errors in the total project budget. Oscar wrote a memo on behalf of the District that stated they would sign the amendment with the understanding that there were errors in the budget, and the District would need to use the contingency balance to pay the remaining charges for this project.

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Ruben confirmed that the contingency can be used to cover all remaining charges for the project.

Motion: Move that we approve Amendment #3, Agreement Number: SWRCB000000000D2002051, Project Number: 1510007-002C with the understanding that we are able to utilize the change order contingency cost, and we will sign the amendment electronically this evening.

Neyman/Gipson 4/0/1, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

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

Now that the amendment is approved, DJA will contact Unified Field Services and give permission to abandon the well and replace the fencing.

c. Discussion/Vote/Update on Meter Replacement.

There was no update on this item.

d. Discussion/Vote on Claim #31 and Other Claims and Payouts.

Claim #31 - \$3,265.00.

Dee Jaspar & Associates Invoice for August 2024

Invoice #24-00816, dated 8/31/2024, in the amount of \$3,265.00

Motion: Move that we approve Claim #31 in the amount of \$3,265.00.

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

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

e. Discussion/Vote/Update on the Bridge Loan Extension and Requests.

The District received the State reimbursement checks for the claims that contained the bridge loan amounts. At the next meeting, the District will pay back the two bridge loans so new funds can be requested.

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13. Discussion/Vote/Update on Pipeline Replacement Project.

a. Discussion/Vote on Engineering and Design.

There was no update on this item.

b. Discussion/Vote on the Project Application.

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

State Funded Grant Projects - Discussion concluded at 5:23pm.

14. Discussion/vote on Stand-By Fee Assessment.

NBS has finished putting together the list of parcels that will be assessed a Stand-By Fee. Greg sent an excel spreadsheet that allows the Board to see how the rate is set and what the potential revenue will be. Ultimately, it will be the Board that will set the amount of the proposed Stand-By Fee.

15. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant: Notice of Completion and Final Payment.

The final invoice has been paid to the satisfaction of PTS Rentals. The project is complete and will be removed from the agenda.

16. Review and Approve Meeting Minutes for 09/19/2024 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, September 19, 2024 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/Neyman 5/0/0, Motion Passed.

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

17. Discussion/Vote on Future Agenda Items.

Regular Meeting October 10, 2024.

Regular State Planning & Project Meeting October 24, 2024.

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18. Adjournment.

Motion: Move that we adjourn.

Kelling/Gipson 5/0/0, Motion Passed.

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

Meeting Adjourned: 5:27pm.

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