

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: 839 3164 6202 Meeting Password: 394154
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 27, 2022, 6:00PM
Neyman/Kelling 3/0/2 - Directors Garcia and Gipson Abstain
Minutes Approved on November 10, 2022

1. Call to Order: 6:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Kelling, Neyman and Schoenberg.

Absent: Garcia and 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, Patricia Hampton, 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. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update meeting. They gave a brief overview of what was discussed at that meeting.

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.

Financial Committee.

This committee has been working through the book asset detail and is almost all of the way through it. They stopped that work for now in order to focus on the income and expenses for the 2021 audit. They are reviewing and correcting items that were posted to the wrong accounts.

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Treasurer Committee.

There was no update from this committee.

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

Deborah Angel reported that six checks were cut from the Meter-Well Supply Project Account for Claim #6, for a total of \$8,339.59.

14 checks were cut out of the Revenue/Operating Account for a total of \$58,228.80. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

Director Neyman transferred \$14,715.86 into the Revenue/Operating account from the Capital Improvement Fund to cover the charges for the Elm Tank Replacement.

He also transferred money into the Revenue/Operating Account, from the Capital Improvement Fund, to cover each of the water hauling invoices.

Motion: Move that we pay our bills.

Neyman/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

Director Schoenberg explained that the District has not been tracking new connection deposits through the RVS billing system. Tiffany and Jonnie both agreed that a new account could be set up in the system and linked to the property APN or address. The Board agreed to begin this method of tracking deposits.

Director Schoenberg also suggested that at some point the District put together a procedures manual so anyone could come in and understand the correct financial processes.

State Funded Grant Projects - Discussion began at 6:29pm.

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

a. Discussion/Vote on the Project Timeline.

There were no changes needed.

b. Discussion/Vote on Production Well Property Acquisition.

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At the last meeting the Board approved a resolution stating the District's intent to purchase the production well properties and necessary easements. After reviewing the resolution, Tiffany found some of the information was not correct for the project. The resolution will be amended and a draft sent to the attorney to review. The amended resolution will be on the next meeting's agenda for approval.

c. Discussion/Vote/Update on District Sphere of Influence Map for the Annexation.

Dee Jaspar sent the Sphere of Influence (SOI) map to Blair and Bud at LAFCo. They found a few properties that were not included on the map that should have been. The map will be changed and resubmitted to LAFCo.

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

Dee will send the SOI map to Stanley Hoffman Associates so they can modify their proposal if needed.

e. Discussion/Vote on the Early Drilling of Well #8 and Environmental Work.

The ad hoc discussed the early drilling of Well #8 with Lawrence Sanchez at the State Update Meeting. He explained that the State could not consider the project without the CEQA work being completed first. The District cannot complete that environmental work until they have acquired the property. Dee will talk to Alan Doud about moving forward with negotiation for the property.

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

Joan Kotnik explained that because the initial bid on the Phase 2 - \$3.5 million project came in below the project budget, they have added more pipelines to be replaced in the project. They are now waiting on approval from the State to make those modifications. On the Phase 3 - \$5 million grant, the State proposed that instead of breaking up the pipeline replacement into more phases, that LOW submit a proposal for replacing all of the remaining pipeline at the same time. The State is currently reviewing those numbers as proposed.

g. Discussion/Vote on Claim #23, Other Claims and Payouts, and State Forms 260 and 261.

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Claim #23 - \$3,643.70.

Director Fees - \$533.32.

Staff Administration Costs - \$76.38.

Young Wooldridge Invoice for September 2022 - \$88.50.

Invoice #93488, dated 09/30/2022, in the amount of \$88.50.

Dee Jaspar & Associates Invoice for September 2022 - \$2,945.50.

Invoice #22-09013, dated 09/30/2022, in the amount of \$2,945.50.

Motion: Move that we approve Claim #23 in the amount of \$3,643.70 with all the things that Carlos stated with the invoice numbers and totals.

Neyman/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

7. 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 the drillers had to do some repair work on the rig today, but it has returned back to operation now. This delay could draw out the water hauling a couple more days. The drillers are down to about 120 ft, and have completed the most difficult section of the drilling.

b. Discussion/Vote/Update on the Meter Replacement Bids.

Dee Jaspar and Curtis Skaggs are reviewing the bids in order to make a recommendation. They are getting more details from the lowest bidder, but should have a recommendation by the next meeting.

c. Discussion/Vote on Awarding the Bid for Meter Replacement.

Discussion was covered in the previous agenda item.

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d. Discussion/Vote on the Project Budget.

As soon as DJA has a recommendation for awarding the bid, they will have more information on the total project budget.

e. Discussion/Vote on the Bridge Loan for the Meter Replacement.

Oscar Cisneros explained that the current bridge loan only references the well and meter replacement project. If the District is able to secure the Urgent Drinking Water Funding, it can be added to the bridge loan. The Board was provided a copy of the commitment letter. They will review the contract and have it on the agenda for approval at the next meeting.

f. Discussion/Vote on Claim #8, Other Claims and Payouts, and State Forms 260 and 261.

Claim #8 - \$5,875.42.

Dee Jaspar & Associates Invoices for September 2022 - \$5,875.42.

Invoice #22-09015, dated 09/30/2022, in the amount of \$3,381.65.

Invoice #22-09016, dated 09/30/2022, in the amount of \$2,493.77.

Motion: Move that we approve Claim #8 for the Meter Replacement Project and Emergency Well Supply Project, in the amount of \$5,875.42, per the invoices Oscar stated.

Neyman/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

Oscar sent copies of State forms 260 for Claims #5, #6, and #7.

8. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

Dee reported that most of the budget for potholing and mapping has been spent. He asked Lyles Construction to pause the work so he can review what is left in the budget and what can still be finished.

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b. Discussion/Vote on the Project Budget.

There was no update on this item.

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.

State Funded Grant Projects - Discussion concluded at 7:16pm.

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

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

Dee will talk to Curtis and confirm that the generators will still be delivered on schedule.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

10. Discussion/Vote/Update on the District Water Tank Replacement.

Curtis is reviewing the plans now and should have them ready to send to the District for review by next week. Dee and Curtis will meet with GM Allison once he has had a chance to look over the plans, and review any changes that need to be made. After that is done, the specifications will be added so that the tank replacement can go out to bid.

11. Discussion/Vote on the Water Supply Emergency.

a. Discussion/Vote on Resolution FP-20221027-01: In the Matter of Submitting an Urgent Drinking Water Needs Funding Application.

Oscar has the application filled out and ready to submit. Tiffany will send him a spreadsheet of the water hauling costs so far to include with the application.

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The Board read the resolution out loud and noted amendments for typos.

Motion: Move that we approve Resolution FP-20221027-01 In The Matter Of: Resolution By The Governing Body Of Frazier Park Public Utility District To Apply For And Submit The State Water Resources Control Board's Urgent Drinking Water Needs Funding Application with the amendments mentioned this evening. Neyman/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

b. Discussion/Vote/Update on Water Hauling.

The District is approved to haul up to 56,000 gallons of water a day from Lebec Water, up to 60,000 gallons a day from Tejon Ranch, and 20,000 gallons a day from Grapevine. With these amounts the District has been able to keep up with the demand.

12. Discussion/Vote on Providing a District Truck and Trailer for AYSO for the Holiday Parade.

GM Allison asked to use a company truck and trailer for the AYSO to use in the holiday parade. He will secure the insurance writers first. He also confirmed that he will be the one driving and that he will have signage on the float as well to promote the water company.

Motion: Move that we allow the District truck and trailer to be used by AYSO for the holiday fair as long as we get the insurance writers.

Kelling/Neyman 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

13. Review and Approve Meeting Minutes for 10/20/2022 State Update Meeting.

Motion: Move that we approve the minutes for the State Update Meeting on 10/20/2022 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.

Kelling/Neyman 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

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14. Discussion/Vote on Future Agenda Items.

Regular Meeting November 10, 2022.

Regular State Planning & Project Meeting November 17, 2022.

15. Adjournment.

Motion: Move that we adjourn.

Kelling/Neyman 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.


Absent: Garcia and Gipson.

Meeting Adjourned: 7:38pm.

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



Attest: Gerald Garcia, Secretary

seal