

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: 838 2110 9122 Meeting Password: 709524
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, JULY 28, 2022, 6:00PM
Neyman/Kelling 4/0/0 - Director Gipson Absent
Minutes Approved on August 25, 2022

1. Call to Order: 6:04pm.

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) - Jonnie Allison, Deborah Angel and Tiffany Matte.
- Lake of the Woods MWC (LOW) - Stan Eisman, 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.

Motion: Move that we table Item #7 until a later point. The attorney was not able to make it this evening.

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

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

3. Public Comments - None.

4. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update meeting. The minutes for that meeting are included in the board packet.

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.

Book Asset Detail Committee.

At the last meeting this committee was consolidated with the Budget Ad Hoc Committee. The new committee will be called the Financial Ad Hoc Committee.

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The ad hoc committee met with Scott from BHK and went over how to set up the books correctly and make some changes to previous fiscal years. When reviewing the budget, the committee ran across some items that were not categorized correctly. Scott gave suggestions on how to fix it and move forward. The ad hoc hopes to have everything finished by the end of August so they can give the report in September.

Budget Committee.

Covered in the previous discussion.

Treasurer Committee.

This committee will review the next bank statements to see if the incorrect fees have been reversed or if they will need to go to the bank again.

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

Deborah Angel reported that 10 checks were cut from the Meter-Well Supply Project Account for Claim #3 for a total of \$38,452.78.

Director Neyman suggested transferring extra funds into the two project accounts so there is no risk of bounced checks if bank fees are charged to those accounts in error.

Motion: Move that we transfer \$100.00 into each account to cover things while we're making payments.

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

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

Nine checks were cut out of the Revenue/Operating Account for a total of \$16,469.02.

The checks were reviewed by the Board for accuracy. Deborah reviewed the items 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.

Director Neyman reported that he updated the transfer amount for the Capital Improvement Account so that \$30,000.00 is transferred each month.

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6. Discussion/Vote on Prop 218 Follow-Up.

Tiffany Matte provided the Board with an updated List of Rates and Fees. A letter will be sent out noticing the residents of the next base rate increase that goes into effect on January 1, 2023.

Motion: Move that we change the name of the Budget Ad Hoc and the Book Asset Detail Ad Hoc to Financial Ad Hoc. The members will remain as Director Schoenberg and Director Gipson.

Neyman/Garcia 3/0/2, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

7. CLOSED SESSION pursuant to Gov't Code §54957.

Conference with Legal Counsel - Anticipated Litigation. Gov't Code §54956.9(b) 1 Item - Tabled.

State Funded Grant Projects - Discussion began at 6:26pm.

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

a. Discussion/Vote on Updating the Project Timeline.

The area map with the County and Forest Service Boundaries is completed. The ad hoc committee, Joan Kotnik, and Dee Jaspar will meet at the FPPUD office to review where the SOI boundaries will be.

Some of the dates on the timeline need to be modified. Dee Jaspar will review the deliverables with his staff, then set a date to meet with the ad hoc.

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

There is money left over in the budget line items for drilling the test wells, the hydrogeological report, and other line items where money is running low. The ad hoc will meet to discuss the budget adjustments before the next State update meeting.

c. Discussion/Vote on Production Well Property Appraisals.

The appraisals for the test well properties have been done. They have not been sent out to the owners yet.

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d. Discussion/Vote on Moving Forward with a Resolution for the Intention to Purchase the Test Well Property or Easement.

There was no update on this item.

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

This item was discussed earlier in the agenda.

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

This work cannot be done until the SOI map is completed.

g. Discussion/Vote on the Early Drilling of Well #8 and the Quote from Tom Dodson & Associates for Environmental Work.

Tom Dodson sent a conservative estimate of around \$31,000.00 for the CEQA work needed to drill Well #8 outside of the consolidation project. Dee will set up a conference call with the ad hoc, Carlos Bravo, Lawrence Sanchez, and Tom Dodson to confirm whether or not having additional CEQA work would cause a problem for the regional project. Once that question is answered, Carlos stated that the SHE Program Director would be willing to discuss covering the environmental costs with SHE Technical Assistance funds.

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

There was no discussion needed on this item.

i. Discussion/Vote on Claim #20, Other Claims and Payouts, and State Forms 260 and 261.

Claim #20 - \$1,688.34.

Director Fees - \$458.33.

Staff Administration Costs - \$86.01.

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Dee Jaspar & Associates Invoices for June 2022 - \$1,144.00.
Invoice #22-06019, dated 06/30/2022, in the amount of \$838.00.
Invoice #22-06017, dated 06/30/2022, in the amount of \$306.00.

Motion: Move that we approve Claim #20 in the stated amounts.
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 on the Engineering Agreement with Dee Jaspar & Associates.

The Board reviewed the draft contract and asked that item #43 be removed.

Motion: Move that we approve the Dee Jaspar & Associates contract for the Well #5 and Meter Replacement Project with the amendment of deleting item #43 from the contract.

Neyman/Garcia 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

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

The District still does not have a signed temporary easement to begin drilling Well #7.

c. Discussion/Vote on the Access Easement Through C&C Property.

The attorney has been on vacation this week, but when he returns, he will work on moving forward on pursuing the contract with the courts.

Motion: Move that we authorize counsel to acquire temporary easement under the Eminent Domain law if necessary.

Neyman/Garcia 4/1/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, and Neyman.
No: Schoenberg.

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d. Discussion/Vote on the Status of the Meter Project Budget and Requesting Additional Funding.

There was no update on this item.

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

The Board approved the engineering contract that is needed to finalize the application. Tiffany will get the required signatures and send it to Oscar on Wednesday.

f. Discussion/Vote on the Plans and Specifications for the Meter Replacement.

DJA is working on providing the plans and specifications to the Board on the week of August 8th.

g. Discussion/Vote on Going Out to Bid for Meter Replacement.

As soon as the plans and specifications are approved by the Board and the State, the project will be ready to go out to bid.

h. Discussion/Vote on Claim #5, Other Claims and Payouts, and State Forms 260 and 261.

Oscar explained that there were three invoices from Dee Jaspar that were supposed to go to Tulare County for payment through IRWMP funds, but that contract ran out of funds. The invoices date back to September, October, and November of 2021. Oscar asked if the Board wanted to include those invoices in next month's claim. The project budget still had enough remaining in the line item for planning and design to cover the additional \$5,000.00 for these invoices.

Motion: Move that these three invoices be put onto Claim #6 under design in the amount of around \$5,000.00.

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

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

Claim #5 - \$4,814.50.

Director Fees - \$500.00.

Staff Administration Costs - \$21.50.

FRAZIER PARK PUBLIC UTILITY DISTRICT
Meeting Located at 4020 Park Drive, Frazier Park, CA. 93225
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Dee Jaspar & Associates Invoices for June 2022 - \$1,635.00.

Invoice #22-06020, dated 06/30/2022, in the amount of \$1,431.00.

Invoice #22-06021, dated 06/30/2022, in the amount of \$204.00.

Young Wooldridge Invoices for June 2022 - \$2,658.00.

Invoice #91157, dated 06/30/2022, in the amount of \$2,658.00.

Motion: Move that we approve Claim #5.

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

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

10. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

Lyles Construction was selected to do the work on the potholing. GM Allison, Dee Jaspar, and David Lyles met and picked out the initial places that they are going to pothole. They will begin on Monday morning. Dee will be mapping as the work progresses.

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 8:05pm.

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

FRAZIER PARK PUBLIC UTILITY DISTRICT
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a. Discussion/Vote/Update on the Purchase of the Generators.

CalOES sent an email requesting a progress report on the project. In that email they clarified that funds needed to be encumbered by December 31, 2022 and liquidated 60 days later. Curtis Skaggs estimated the generators would be delivered in the first quarter of 2023, but he is pushing to have them arrive sooner.

b. Discussion/Vote on Engineering and Design.

There was no update on this item.

12. Discussion/Vote on District Water Tank Replacement.

a. Discussion/Vote on Choosing a Project Engineer.

Diver Dan inspected all of the District water tanks and created a report on what he found. At least two of the tanks will need to be replaced and others repaired. An engineer will need to review the report and give a recommendation. Dee Jaspar explained that DJA has a lot of experience repairing and replacing tanks and indicated they would be able to do this work. GM Allison will send him the reports to review so he can give his recommendation, cost estimate, and project timeline.

Motion: Move that we allow Dee to take a look at the report and give us his assessment and then we can move forward.

Kelling/Garcia 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

b. Discussion/Vote on Project Quotes and Bids.

There was no update on this item.

c. Discussion/Vote on Funding the Water Tank Replacements.

There was no update on this item.

13. Discussion/Vote on the Nitrate Analyzer.

FRAZIER PARK PUBLIC UTILITY DISTRICT
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a. Discussion/Vote on a Service Contract.

A service contract for the nitrate analyzer is highly recommended. Hach and Northern Digital Inc provided a contract in the amount of about \$1,100.00 per year. The contract warranties the analyzer and components, pays for service calls and repairs, and allows unlimited calls to the service center.

Motion: Move that we accept the quotation for the service contract for the nitrate analyzer that we have in front of us.

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

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

b. Discussion/Vote/Update on the Status of the Analyzer.

Ness Sanli worked on tying the nitrate analyzer into the SCADA system and he has it set up how the State wanted it. Jesse Dhaliwal was updated on the status. He still wants Dee to update the plan and incorporate the operations manual into that plan. He also wanted four weeks of water samples to compare to the results reported by the nitrate analyzer.

14. Discussion/Vote on Hybrid Meeting Solutions.

a. Discussion/Vote on Purchasing Additional Equipment (eg: TV, Laptop, etc.).

Tiffany spoke to Bill Bice about purchasing a new laptop. He provided his recommended specifications and how to find competitive prices. The laptop is estimated to cost between \$450.00 - \$550.00, and around \$200.00 for Bill to set it up.

Motion: Move that we purchase an additional laptop up to \$750.00, but I would also like to add that we purchase another monitor, up to \$600.00 including the mountings, it should be at least the size of this monitor but to be installed on the other side of the room.

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

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

FRAZIER PARK PUBLIC UTILITY DISTRICT
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State Planning & Project Meeting
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b. Discussion/Vote on Meeting Room Setup and Installation.

After the equipment is purchased, GM Allison will get a quote for installing electrical and running required cables.

Motion: Move that we take a break for five minutes.

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

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

Meeting Break: 8:39pm. - 8:44pm.

15. Discussion/Review/Vote on the Employee Handbook.

Motion: Move that we table the Employee Handbook until the next regular meeting.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

No: Gipson.

16. Discussion/Vote on Reforming the Project Ad Hoc Committee.

The Board agreed that Director Garcia will be stepping down from the Project Ad Hoc Committee, and that Director Neyman will take his place.

Motion: Move that Director Garcia is removed from the Project Ad Hoc Committee and that Director Neyman be put on to the Project Ad Hoc Committee with Director Schoenberg.

Kelling/Garcia 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

17. Review and Approve Meeting Minutes for 06/09/2022 Regular Meeting, 06/14/2022 Special Meeting, 06/23/2022 Regular State Planning and Project Meeting, 06/25/2022 Public Information Meeting, and 07/21/2022 State Update Meeting.

Motion: Move that we approve the Regular Meeting Minutes for Thursday, June 9, 2022 with the possibility for amendments for typos or other errors that we may not have caught or that may need to be corrected.

Neyman/Kelling 3/0/2, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

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Motion: Move that we approve the Special Meeting Minutes for Tuesday, June 14, 2022 with the possibility for amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

Motion: Move that we approve the Minutes for Thursday, June 23, 2022 with the possibility for amendments for typos or other errors that we may not have caught or that may need to be corrected.

Neyman/Kelling 3/0/2, Motion Passed.

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia and Schoenberg.

Motion: Move that we approve the Prop 218 Public Information Meeting Minutes for Saturday, June 25, 2022 with the possibility for amendments for typos or other errors that we may not have caught or that may need to be corrected.

Neyman/Kelling 3/0/2, Motion Passed.

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia and Schoenberg.

Motion: Move that we approve the State Update Meeting Minutes for Thursday, July 21, 2022 with the possibility for amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garcia.

18. Discussion/Vote on Future Agenda Items.

Regular Meeting August 11, 2022.

Regular State Planning & Project Meeting August 25, 2022.

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19. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 8:55pm.

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