

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: 894 6765 8537 Meeting Password: 372957  
**State Planning & Project Meeting**  
**REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 16, 2023, 4:00PM**  
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225 and  
3844 Mt. Pinos Way, Frazier Park, CA 93225

**1. Call to Order: 4:09pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Kelling and Schoenberg.

Teleconference: Neyman.

Absent: Gipson and Garcia.

Director Schoenberg 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, Pam Jarecki, and Joan Kotnik.
- Self-Help Enterprises (SHE) - Oscar Cisneros.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.

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

**Motion: Move that we table #7 and #8, the closed sessions.**

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

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

**Absent: Garcia and Gipson.**

**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.

**State Update Meeting Committee.**

Directors Kelling and Neyman attended the State Update Meeting that morning.

Updates will be given under the corresponding agenda items. Lawrence Sanchez was not able to attend the meeting.

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**5. Ad Hoc Committee Reports**

**Project Committee.**

This committee has not met.

**Financial Committee.**

This committee has not met.

**Generator Pad Construction Committee.**

There was no report.

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

Deborah Angel reported that nine checks were cut out of the Meter/Well Account for a total of \$4,051.25.

17 checks were cut out of the Revenue/Operating Account for a total of \$23,641.18. 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.**

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

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

**Absent: Garcia and Gipson.**

Director Schoenberg noted that the General Fund is down to about \$50,000.00 from being above \$200,000.00. An agenda item will be added to the next meeting to address how to replenish that account.

Director Neyman made transfers from the FP/LOW Planning Account to the Revenue/Operating Account for Board and staff fees from Claim #33. He also made a transfer from the Meter/Well Account to the Revenue Operating Account for DJA invoices previously paid on Claim #15 and Claim #18. Finally, he transferred \$34,077.00 from the USDA Replacement Fund to the Revenue/Operating Account for the costs previously paid for the telemetry system.

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

**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 - Tabled.**  
**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**

**State Funded Grant Projects - Discussion began at 4:30pm.**

- 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 Project Technical Memo.**

Dee Jaspar is continuing to work on the technical memo now that he has completed the work needed for the Expedited Drinking Water Grant Application.

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

The public hearing and resolution of necessity is tentatively scheduled for December 14, 2023.

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

Dee Jaspar has been talking to Jeff French about the location of the waste discharge facilities and the distance from the well. They should have it worked out but are continuing to discuss the property layout.

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

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

Bravish from Stanley Hoffman Associates has been requesting information from Dee Jaspar and the District. As soon as he compiles that information he will be ready to issue the draft.

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

**h. Discussion/Vote on Raising the Stand-By Fee.**

Carlos plans to have the Work Plan drafted and submitted to his management by the end of the month.

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

The following updates were provided by Pam Jarecki.

**3.5-million-dollar grant - Line Replacement & Permanent Generators:**

This project is moving along and should be done by the end of the year or early January depending on weather. Sierra will be scheduling the pressure testing, lab testing and bringing sections of the sub-division online. Permanent pavement patch may have to be pushed to later in the Spring due to weather. Meeting with the State DDW review start up plan.

**The generator project:**

We will not hear anything until the later part of 2024.

**5-million-dollar grant - South Tank & Line Replacement & SCADA Grant Phase 3 update:**

**These permits are done:**

- California Department of Fish and Wildlife Lake and Streambed Alteration Notification is complete
- Army Corps of Engineers Section 404 Nationwide Permit
- Regional Water Quality Control Board Section 401 Water Quality Certification
- CEQA Notice of Exemption completed and filed at the State Clearinghouse

**Still waiting on these permits:**

- United States Forest Service Special Use Permit SF299 Application form and supporting exhibits to renew the permit for the springs, pipeline to the springs, and the North and South Tanks were completed and submitted to USFS on March 14, 2023.

**Basis of Design:**

This has been delayed because we have found new information while doing Phase 2 that impacts Phase 3 designs. P&P is hoping to have a draft report and preliminary plans by the end of next week.

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**Schedule Update:**

- Basis of Design Memo – Late Nov 2023
- Environmental Documents – are done
- 90% Design Plans, Specs, and Estimate – Late December 2023: may push into January depending on the impact of the changes found doing Phase 2.

**Well #4:**

Well #4 has been put offline, we are collecting data on the high iron and manganese.

**Blending station:**

Nitrates are between 4.9 and 5.2 the month of October All wells are level or dropping 0.5 to 6 feet.

Dee requested mapping info for the annexation connection by mid-November and LOW responded with: The connection to Well #6 site or at Lakewood Place, or at our exis

**j. Discussion/Vote on Claim #36 and Other Claims and Payouts.**

**Claim #36 - \$12,486.66.**

**Director Fees - \$466.66.**

**Staff Recovery Costs - \$39.00.**

**Dee Jaspar & Associates Invoices for October 2023 - \$9,493.50.**

Invoice #23-01014, dated 10/31/2023, in the amount of \$4,792.00

Invoice #23-01015, dated 10/31/2023, in the amount of \$4,231.50

Invoice #23-01016, dated 10/31/2023, in the amount of \$470.00

**Young Wooldridge Invoices for October 2023 - \$2,487.50**

Invoice #105523, dated 10/31/2023, in the amount of \$2,487.50

The total invoices came to \$13,886.35 but two charges will be removed from DJA Invoice 23-01015 because there was not enough in the budget.

**Motion: Move that we approve Claim #36 with the changes noted, in the amount of \$13,486.66.**

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

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

**Absent: Garcia and Gipson.**

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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 waiting for formal approval from the State to move forward with the abandonment of the well and replacing the fencing.

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

The meters are being delivered and the service brass is still expected to be delivered in January or February.

**c. Discussion/Vote on Claim #21 and Other Claims and Payouts.**

**Claim #21 - \$909.55.**

**Dee Jasper & Associates Invoices for October 2023 - \$339.00.**

Invoice #23-01018, dated 10/31/2023, in the amount of \$254.25.

Invoice #23-01019, dated 10/31/2023, in the amount of \$84.75.

**Motion: Move that we approve Claim #21 in the amount of \$339.00 with the invoices stated.**

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

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

**Absent: Garcia and Gipson.**

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

There was no update on this item.

**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 plans are ready to be included in the application for project funding.

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

Carlos Bravo will contact Lawrence Sanchez to confirm if a contract is needed between the FPPUD and the engineer, or SHE and the engineer.

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

Carlos is working on the project application but it won't be complete until the audits for 2022 and 2023 are complete.

**State Funded Grant Projects - Discussion concluded at 5:14pm.**

**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.

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

There was no update on this item.

**c. Discussion/Vote on Bidding the Generator Pads.**

Curtis Skaggs, Dee Jaspar, GM Allison and Director Garcia discussed and agreed on placing the generators on gravel beds in order to cut down on costs. If wanted, they can be placed on concrete pads at a later date.

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

Tiffany Matte was working on applying for funding through the CalOES Hazard Mitigation Grant Program. It was previously thought that being a part of the Kern County Hazard Mitigation Plan would satisfy that requirement for funding, but Kern County will not have their plan in place until 2026. In order to qualify for funding the District would have to have their own plan in place that has been approved by FEMA.

Tiffany is putting together the Kern County Community Development Block Grant application and will work with Dee Jaspar to complete the engineering questions on the application. The application is due by December 15th.

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**14. Discussion/Vote on Renewing the Cross Connection Specialist Services Contract.**

This contract renews annually. This agreement is for \$1,960 for the 2024 term, billed quarterly. The District's signature line on the contract will be changed from the Board President to the Board Vice President.

**Motion: Move that we approve the contract agreement for implementation of Cross Connection Control Program 2024 with the only change is that we ask the Vice President to be on the signature page.**

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

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

**Absent: Garcia and Gipson.**

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

Regular Meeting December 14, 2023.

Regular State Planning & Project Meeting December 21, 2023.

**16. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Absent: Garcia and Gipson.**

**Meeting Adjourned: 5:27pm.**



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**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)).**

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**Tiffany Matte, Clerk of the Board**

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**Attest: Gerald Garcia, Secretary**

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