

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: 879 0340 5821 Meeting Password: 998836
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, MAY 25, 2023, 4:00PM
Additional Teleconference Location: 820 Elm Trl, Frazier Park, CA 93225

1. Call to Order: 4:03pm.

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) - Mary Dreier and Pam Jarecki.
- Self-Help Enterprises (SHE) - Carlos Bravo.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Items #7 and #8.

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

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

3. Public Comments - None.

4. Standing Committee Reports:

Accounts Payable Committee.

Directors Neyman and Kelling met with the Bookkeeper and reviewed the checks that will be paid under the financial information agenda item.

State Update Meeting Committee.

Director Schoenberg gave a brief summary of what was discussed during the State Update Meeting. Additional information will be given under the corresponding agenda items.

Quarterly Financial Committee.

This committee is scheduled to meet again in July to review the financials for the second quarter.

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5. Ad Hoc Committee Reports:

Project Committee.

This committee had no report.

Financial Committee.

This committee had no report.

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

Deborah Angel reported that 3 checks were cut out of the FP/LOW Planning Account for a total of \$16,009.50 for Claim #27. Director Neyman made the transfers from the FP/LOW Planning Account into the Revenue/Operating Account for the Director and Staff Fees.

13 checks were cut out of the Revenue/Operating Account for a total of \$16,334.14. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00. Changes were noted to how some expenses were categorized.

Motion: Move that we pay our bills.

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

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

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

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 4:11pm.

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

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

The standing committee discussed updates to the timeline at the State Update Meeting. The MSR was moved to September 2023. The application to LAFCo to amend the Sphere of Influence was also changed to September 2023. The draft Source Water Assessment Program Report was changed to June 2023. There were other changes that need to be confirmed with Dee Jaspar at the next meeting.

b. Discussion/Vote on the Budget Adjustment Request.

Lawrence Sanchez had questions on the adjustment request submitted last month. After discussions at the State Update Meeting the adjustment request was amended to the following numbers:

(4A) Planning:

Budget Item	Budget	Revised	For
Consolidation Engineering	\$22,000	\$45,757.27	Increased by \$23,757.27
Consolidation MSR	\$35,000	\$38,000	Increased by \$3,000

(4D) Environmental Documents:

Budget Item	Budget	Revised	For
Environmental Documents	\$56,216	\$59,673	Increased by \$3,457

(4B) Test well Design:

Budget Item	Budget	Revised	For
PER	\$40,292	\$43,292	Increased by \$3000
Test Well Drilling	\$234,600	\$201,385.63	Reduced by \$33,214.27

The Board noted an amendment for a typo.

Motion: Move that we approve this letter to go out to Lawrence Sanchez with the amendment mentioned.

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

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

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c. Discussion/Vote on the Project Technical Memo.

Lawrence Sanchez will review the engineering portion of the MSR to see if it meets the requirements of the technical memo. At the last meeting Joan Kotnik expressed some concerns about information in Dee Jaspas's report. She emailed her concerns to Dee Jaspas who addressed her questions.

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

There was no update on this item.

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

Lake of the Woods was interested in having this well drilled before Well #8 so that it could help supplement the water supply of both LOW and Frazier Park. They were understanding when the Board explained that drilling Well #9 outside of the Regional Consolidation Planning Project would be too cost prohibitive. Lawrence Sanchez explained at the State Update Meeting that it could take so long to break out the well from the project, that it would be better to keep moving forward with the consolidation.

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

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

The draft engineering report has been prepared and sent to Bravish from Stanley Hoffman Associates. Bravish will review the report when he returns to the country.

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

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

The Notice to Proceed was issued for the \$3.5 million project. The well levels are continuing to improve and are up between 18 and 27 feet since January. Well #4 is still pumping to waste. Their electrician converted the blending station so all of the wells shut down if the nitrate levels are high. LOW has a meeting with the State next week to talk about their drought contingency plan.

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j. Discussion/Vote on Claim #30 and Other Claims and Payouts.

Claim #30 - \$31,514.87.

Director Fees - \$600.00.

Staff Administration Costs - \$111.63.

Dee Jaspar & Associates Invoices for July 2019 to April 2023 - \$27,829.49.

Invoice #19-07X12, dated 07/31/2019, in the amount of \$198.00
Invoice #19-08015, dated 08/31/2019, in the amount of \$420.26
Invoice #19-09013, dated 09/30/2019, in the amount of \$396.00
Invoice #19-10013, dated 10/31/2019, in the amount of \$594.00
Invoice #19-12011, dated 12/31/2019. In the amount of \$234.00
Invoice #20-01051, dated 01/31/2020. In the amount of \$114.80
Invoice #20-02051, dated 02/29/2020, in the amount of \$871.04
Invoice #21-04016X, dated 04/30/2021, in the amount of \$198.00
Invoice #21-09016, dated 09/30/2021. In the amount of \$594.00
Invoice #23-004X9, dated 04/30/2023, in the amount of \$3,038.00.
Invoice #23-00409, dated 04/30/2023, in the amount of \$11,175.50.
Invoice #23-00410, dated 04/30/2023, in the amount of \$868.00
Invoice #23-00412, dated 04/30/2023, in the amount of \$9,127.89.

Young Wooldridge for April 2023 - \$2,973.75

Invoice #100130, dated 04/30/2023, in the amount of \$325.00.
Invoice #100131, dated 04/30/2023, in the amount of \$2,177.50.
Invoice #100132, dated 04/30/2023, in the amount of \$471.25

Director Neyman noted one amendment to the claim amount as listed in the attached spreadsheet.

Motion: Move that we submit Claim #30 with the invoices that I stated, with the corrections that were stated to Carlos, and the total claim will be in the amount of \$31,514.87.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

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

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

DJA was not present for an update, but they are working on the final numbers to close out this portion of the project.

b. Discussion/Vote/Update on Meter Replacement.

GM Allison received an email with a list of information needed for Neptune and Brough to do the propagation study.

c. Discussion/Vote on Claim #15 and Other Claims and Payouts.

Claim #15 - \$1,385.25.

Dee Jaspar & Associates Invoices for July 2020 to April 2023 - \$1,385.25.

Invoice #20-07053, dated 07/31/2020, in the amount of \$792.00

Invoice #23-00413, dated 04/30/2023, in the amount of \$84.75.

Invoice #23-00414, dated 04/30/2023, in the amount of \$508.50.

Motion: Move that we go ahead and approve Claim #15 to be submitted with the invoices I stated, in the amount of \$1,385.25.

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

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

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

The District is waiting on the reimbursement for Claim #12. When that comes in it will be used to pay the bridge loan.

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

a. Discussion/Vote on Potholing and Mapping.

The potholing work is complete. DJA is working on the mapping. GM Allison is hoping to meet with them next week to review what they have done so far.

b. Discussion/Vote on the Project Budget.

There was no update on this item.

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c. Discussion/Vote on the 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 4:57pm.

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.

GM Allison had Curtis Skaggs from DJA review the invoice from PTS Rentals to make sure the District was not overpaying, and that the load banks were listed so that those are not paid for until they are delivered.

The Board called Curtis to have him go over the totals and explain the breakdown.

PTS Rentals agreed to the original total contract amount of \$408,691.00. Invoice #3320 in the amount of \$47,345.38 will be deducted out of that amount which leaves us the total amount of the generator cost of \$361,345.62. We have currently paid two payments to them. One in the amount of \$163,476.40, and the amount of \$125,323.60, which leaves us owing on the generators \$72,545.62. We will withhold a retention, until they come and test the generators once they're installed, of \$36,134.52.

Motion: Move that we make a payment for the generators of \$36,411.10. On the second invoice for the load banks (\$47,345.38) we will not pay that at all until they are delivered and tested.

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

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

b. Discussion/Vote on Engineering and Design.

DJA is working on designing the pads for the generators.

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

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a. Discussion/Vote/Update on Elm Tank.

No work can be done on Elm Tank until after summer when water demand slows down.

Motion: Move that we table Item #13a until September's regular meeting.

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

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

b. Discussion/Vote on Parcel B.

GM Allison is working with the diver and wants him to come back out and inspect the tank. The diver recommended the District get a company to hang sacrificial anodes in the tank which will help slow the rusting process. He also recommended finding someone who can try to recoat the inside of the tank.

14. Discussion/Vote on the Employee Handbook.

The Board Members were not ready to discuss if they had any final changes to the handbook. Discussion will continue at the next meeting.

Motion: Move that we table the discussion/vote on the Employee Handbook until our next regular meeting.

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

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

15. Discussion/Vote on Forming a Record Retention Ad Hoc Committee.

There are many old boxes filled with years of paperwork that are being stored in the old office building. Once the new record retention policy is passed, an ad hoc committee will go through the old paperwork and destroy documents in compliance with that policy. Director Schoenberg volunteered to be on the committee along with Director Kelling, but the motion was defeated.

Motion: Move that Director Schoenberg and Director Kelling be the ad hoc for the Record Retention Ad Hoc committee.

Neyman/Garcia 2/1/2, Motion Defeated.

Aye: Garcia and Neyman.

Abstain: Schoenberg and Kelling.

No: Gipson.

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16. Discussion/Vote on Forming a Construction Ad Hoc Committee.

The FPPUD will be constructing retaining walls and laying the concrete pads for the generators. None of the employees have experience in this area, but this has been Director Garcia's profession for over 30 years. He volunteered to be on this ad hoc committee in order to lead the crew in the construction process. For clarity, the Board wanted the name to be changed to Generator Pad Construction Ad Hoc Committee.

Motion: Move that we create a Generator Pad Construction Ad Hoc Committee for Gerald Garcia.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Abstain: Garica.

17. Review and Approve Meeting Minutes for 05/18/2023 State Update Meeting.

Motion: Move that we approve the State Update Standing Committee Meeting Minutes for Thursday, May 18, 2023 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.

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

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

18. Discussion/Vote on Future Agenda Items.

Regular Meeting June 8, 2023.

Public Hearing June 22, 2023.

Regular State Planning & Project Meeting June 22, 2023.

19. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 5:48pm.

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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)).

Tiffany Matte, Clerk of the Board

Attest: Gerald Garcia, Secretary

seal