

**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: 854 5101 8445      Meeting Password: 027441**  
**REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 13, 2022, 6:00PM**  
Neyman/Garcia 5/0/0  
Minutes Approved on November 10, 2022

**1. Call to Order: 6:01pm.**

**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, Stan Eisman, Patricia Hampton, 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. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Neyman reported that the USDA Payment Fund was refunded for the bank fees charged in error for the months of May, June, and July. The bank is still researching the fee charged in August. The bank charged the General Fund a \$55.00 fee which is also being researched.

**JPIA Representative:** No report.

**5. Board Member Initiatives - None.**

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**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that he is down to two employees in the field. All other topics were covered under the associated agenda items.

**a. Administrative Assistant's Report - None.**

**7. Ad Hoc Committee Reports:**

**Project Committee.**

This committee attended the State Update Meeting. They attended the demonstration of the nitrate analyzer with Jesse Dhaliwal.

**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 is continuing to work on their spreadsheet to classify purchases as either assets or expenses.

**Treasurer Committee.**

This ad hoc committee met and reviewed the USDA bond books and set up the automatic transfers to the USDA accounts for the next year.

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

Bookkeeper Deborah Angel reported that there were 40 checks cut from the Revenue/Operating Account for a total of \$78,096.31. The checks and check detail report were reviewed by the Board for accuracy. Deborah reviewed the checks that were above \$3,000.00.

The AT&T phone bill will be about \$550.00 a month until the new phone system is installed.

**Motion: Move that we pay our bills.**

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

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

Kern County sent a notice asking for an update on the 2021 audit. The Financial Ad Hoc Committee is wrapping up their work on the asset list, then BHK will finalize the audit.

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**State Funded Grant Projects - Discussion began at 6:22pm.**

**8.5. Discussion/Vote on FP/LOW Consolidation Planning Project.**

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

Dee Jaspar is still working with LAFCo on the Sphere of Influence (SOI) map, so that deliverable date will be adjusted to October 2022.

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

The new budget request was sent to Lawrence Sanchez with the State. He responded that he approved of the changes.

**c. Discussion/Vote on Production Well Property Appraisals.**

The letters were sent to the production well site property owners stating the District's intention to purchase the property.

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

A draft of the resolution as drafted by the attorney was provided to the board and read out loud. The Board noted amendments for typos and wording changes.

**Motion: Move that we approve this resolution with the amendments mentioned, as long as our attorney is good with those amendments. If those amendments are not okay with the attorney, then it needs to come back in front of the Board.**

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

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

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

Dee Jaspar had a meeting with Bud Rice and Blair Knox at LAFCo. They discussed the application, and how to submit the map. Nothing will be processed with LAFCo until the MSR is updated and finalized. Dee did inform the Board that Antelope Valley East Kern Water District has an SOI that overlaps a small part of the FPPUD's service area. He stated that it has no consequence because they are different types of entities.

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

Dee has sent the SOI map to Bravish from Stanley Hoffman Associates so he can modify his quote on updating the MSR if needed.

**g. Discussion/Vote on the Early Drilling of Well #8.**

Dee sent the information requested by Lawrence Sanchez. He indicated the District would need to acquire the site and move forward with CEQA before he can propose the project to his management.

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

LOW is looking into adding more water lines into their Phase 2 pipeline replacement grant project. They are still engineering the Phase 3 project that will hopefully replace the remaining water lines, their SCADA system, and their South Tank.

**i. Discussion/Vote on Claims and Payouts.**

All of the Claim #23 information was provided to Carlos Bravo. He will have a draft ready for review by the ad hoc committee at the State Update Meeting.

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

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

The pilot hole for the well was drilled down to a total depth of 590ft. Well #5 was taken offline in order to complete the first part of the drilling. The preliminary design called for drilling the well down to a depth of 590 ft, the well would be perforated from 200 ft to 580 ft, and the well will be sealed from 180 ft to the ground surface. Since the well was drilled to depth, they filled it with fine gravel to keep it from collapsing while the casing is designed and ordered. Well #5 will run until the casing is ready to install. Once it comes in, the well will be turned off and the drillers will install the casing and the gravel pack.

**Motion: Move that we take a five minute break.**

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

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

**Meeting Break: 7:26pm - 7:36pm.**

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\*Dee Jaspar dropped from the meeting, so the Board voted to take a five minute break and allow him to return. Since he had not reconnected when the Board returned from break, they chose to move on in the agenda until he returned.

**Motion: Move that we go to #11.**  
**Neyman/Kelling 5/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**

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

**a. Discussion/Vote on Purchasing the Generators.**

There was no update. The generators have been ordered and delivery is expected in December.

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

There was no update on this item.

**Motion: Move that we go to 9d first and then return to 9b so that we have an idea of what the bids are for the meter replacement.**

**Schoenberg/Neyman 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.**

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

There were five bidders for the meter replacement project:

- Brough Construction - \$1,307,495.00
- Lyles Construction - \$2,059,242.00
- Unified Field Services - \$3,716,488.00
- Specialty Construction - \$3,623,740.00
- HPS Mechanical - \$3,732,705.00

DJA has not had a chance to review the bids since they just came in today.

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

Dee explained that the total grant amount for the combined well and meter replacement project is \$3,997,427.00. The low bidder for the well replacement was Unified Field Services, at \$1,077,392.00. If this amount is added to either of the two lowest bidders for the meter replacement, the project would still come in comfortably under the total project amount. If the water hauling costs are added into the project as well, there would still be enough funding to cover both projects. This was just an estimate based on the current information available.

Oscar Cisneros updated the Board that he sent an email to Lawrence Sanchez asking if the funding agreement could be amended to include the cost of hauling water. He did not receive a response, but stressed the importance of bringing this up at the conference call scheduled on Friday, to ask if it would be faster to amend the funding agreement, or apply for money from the Urgent Drinking Water Funding program.

**c. Discussion/Vote on the Bridge Loan for Meter Replacement.**

Oscar explained that Jessi Snyder has been out on vacation but will return Monday. SHE has been drafting the commitment letter and should be ready to send it out soon.

**d. Discussion/Vote on Going Out to Bid for Meter Replacement.** (moved per adjustment of the agenda.)

**e. Discussion/Vote on Claims and Payouts.**

Oscar will have a draft of Claim #8 ready for review at the State Update Meeting.

**10. Discussion/Vote on Pipeline Replacement Project.**

**a. Discussion/Vote on Potholing and Mapping.**

The potholing work is continuing to move forward. They have moved on from the area around Summit and Pico Trails, down to the area around Decator and Irvon Trails. GM Allison suggested that if there is enough money in the budget, to look at one of the longer pipes that run down either Pine Canyon or East End Drive.

**b. Discussion/Vote on the Project Budget.**

There was no update on this item.

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**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 7:56pm.**

**11. Discussion/Vote/Update on CalOES Community Power Resiliency Allocation to Special Districts Grant. (Moved per adjustment of the agenda.)**

**12. Discussion/Vote on District Water Tank Replacement.**

**a. Discussion/Vote/Update on the Project Work.**

DJA is currently finishing up the design for the tank replacement. He expects to have a set of specifications ready by the end of next week, or the following Monday.

**b. Discussion/Vote on the Quote for Environmental Work.**

This item was approved last month and will be removed from the agenda.

**13. Discussion/Vote/Update on the Nitrate Analyzer and Returning to Compliance.**

Because of the current water crisis, GM Allison contacted Jesse Dhaliwal and asked him if the FPPUD could be released from the nitrate violation, in case the District needed to issue boil water notices. Jesse was able to work with his management and officially return the District to compliance. GM Allison will work with Jesse to draft the letter that will be sent out to customers.

**14. Discussion/Vote on the Water Supply Emergency.**

Tiffany Matte was asked to compile all of the totals from the water haulers into a spreadsheet to track what has been spent and to help estimate what it will cost moving forward. With the information provided so far, the District has spent around \$63,000.00 on water hauling.

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All of the water companies on the mountain, including Tejon Ranch, have all expressed their willingness to sell the FPPUD water. Currently the District is purchasing from Tejon Ranch, Lebec Water District, Lake of the Woods, and Gorman. GM Allison is aware that Gorman and Lake of the Woods may not be able to continue to sell water because of the draw on their water supplies.

Well #5 has been turned back on while the casing for the new well is ordered, but water hauling will resume while that is installed.

The Board had a discussion and decided to do a robo call to all of the residences, as well as a social media post to ask customers to conserve as much water as possible while Well #5 is shut down.

**15. Discussion/Vote on the Notice of Water Rate Increase.**

Tiffany provided a draft notice of the water rate and fee increase scheduled for January 1, 2023. This notice will be sent out by the end of October. The administrative fees will increase with the Consumer Price Index for inflation, which is estimated to be 8.7%. Tiffany will need to verify that percentage before the letter goes out.

**Motion: Move that we approve and send out our letter that talks about that on January 1, 2023 our rates will increase by the scheduled 2% that was in the prop 218, as well as the administrative charges that will increase by the locked in Consumer Price Index.**

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

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

**16. Discussion/Vote on a Title Search for District Owned Property.**

GM Allison was working with the Financial Ad Hoc Committee, reviewing the list they had of District owned property. He then called Chicago Title and spoke with someone who was able to provide a simple list of all District owned property as recorded by Kern County. The more in depth report would cost about \$500 per property.

GM Allison asked Dee Jaspar if he felt running a search on all District owned easements would be necessary for the Pipeline Replacement Project. Dee will contact Alan Doud to see if that would be important for the project.

**Motion: Move that we extend the meeting to finish business.**

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

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

**Meeting extended at 8:48pm.**



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**17. Discussion/Vote on the Policy for Critical Decisions.**

Tiffany provided the Board with a draft policy stating that the Board would call a special meeting when needing to make critical decisions between regular meetings.

**Motion: Move that we adopt this policy, “The Frazier Park Public Utility District Board of Directors Policy for Making Critical Decisions”, and we then include that in our policy book.**

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

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

**18. Review and Approve Meeting Minutes for 07/07/2022 Public Hearing, 09/08/2022 Regular Meeting, and 09/22/2022 Regular State Planning and Project Meeting.**

**Motion: Move that we approve the minutes for the Hearing on the Proposed Increase of Base Rate Charge and Administrative Fees Increase in Compliance with Article XIID of the California State Constitution meeting minutes for Thursday, July 7th, 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/Schoenberg 3/0/2, Motion Passed.**

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

**Abstain: Garcia and Neyman.**

**Motion: Move that we approve the minutes for the Regular Meeting for Thursday, September 8, 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/Garcia 5/0/0, Motion Passed.**

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

**Motion: Move that we approve the regular minutes for Thursday, September 22, 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/Garcia 4/0/1, Motion Passed.**

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

**Abstain: Gipson.**

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

Regular State Planning and Project Meeting October 27, 2022.

Regular Meeting November 10, 2022.

**20. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 8:56pm.**

**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