

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: 845 0037 1490 Meeting Password: 219828
State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 23, 2023, 6:00PM

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Present: Garcia, Kelling, and Neyman.

Teleconference: Gipson.

Absent: Schoenberg. (Director Schoenberg arrived at 6:14pm)

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

2. Swearing in of Elected/Appointed Board Members.

Director Gipson was sworn in by the Clerk of the Board.

3. Discussion/Vote/Adjust Agenda if Necessary - No change.

4. Public Comments - None.

5. Ad Hoc Committee Reports:

Project Committee.

This committee attended the State Update Meeting. Updates will be given under the appropriate agenda items.

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.

There was no report.

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

Deborah Angel reported that six checks were cut out of the Revenue/Operating Account for a total of \$2,983.32.

The checks and check detail were reviewed by the Board for accuracy. There were no disbursements over \$3,000.00.

There was one check for an invoice dated August 2022. The contractor recently found it and submitted it for payment.

Motion: Move that we pay our bills.

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson.

Absent: Schoenberg.

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

Neyman/Kelling 3/0/1, Motion Passed.

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson.

Absent: Schoenberg.

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

Conference with Real Property Negotiators. Gov't Code §54946.8

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 §54946.8

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 6:09pm.

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

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

The completion date for the MSR needs to be changed from February 2023 to March 2023.

Dee Jaspar reported he is almost done with his portion of the MSR. Dr. Ken Schmidt will be reviewing the water quality portion of the report. When that is done all of DJAs portion of the work will be sent to Bravish from Stanley Hoffman Associates for completion. Dee explained he is also updating the budget for the construction portion of the project to what he estimates will be accurate for 2024. He estimates costs will be over \$20 million.

b. Discussion/Vote on the Budget Adjustment Request.

Carlos Bravo provided a written budget adjustment request based on discussions with the project ad hoc committee. The following adjustments were requested:

<u>Budget Item</u>	<u>Budget</u>	<u>Revised</u>	<u>For</u>
Consolidation Engineering	\$17,000	\$22,000	Increased by \$5000.
Consolidation MSR	\$20,000	\$35,000	Increased by \$15,000.
Contingency	\$137,159	\$117,159	Reduced by \$20,000.

Director Schoenberg arrived at 6:14pm.

Motion: Move that we approve the budget adjustment request letter.

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

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

c. Discussion/Vote on the Project Technical Memo.

Dee Jaspar will begin working on a technical memo for the Planning Project. He will begin with the budget, then go into the various options for the project and explain why they are, or are not feasible.

d. Discussion/Vote on Production Well Property Appraisals and Acquisition.

Dee explained he met with Jeff French and Emilie Wainright and reviewed where the proposed well site is with respect to the property lines. Jeff then went back and surveyed the northern lot and sent a layout of the lot with the proposed well site on it. Dee is looking at the site now to determine what is needed in order to develop Well #9.

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He is also exploring what would be needed in order to drill that well before Well #8, then connect Well #9 to Lake of the Woods.

e. Discussion/Vote on the Property Appraisal and Early Drilling of Well #8.

Dee spoke again with Alliance Ag regarding the appraisal for this site. He is moving forward as fast as he can and promises to have the report done by the middle of March.

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

This was discussed under Item #9 d. Dee also explained that he has looked at some preliminary hydraulics and what the pressures are at the tie point. He believes he will be able to design Well #9 to backflow into the Frazier Park water system as well as supply Lake of the Woods. Curtis Skaggs will be reviewing the information further.

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

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

This was discussed under Item #9 a.

i. Discussion/Vote on the Memorandum of Understanding.

Discussion on the MOU will begin again once the MSR is complete.

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

The \$3.5 million grant is expected to be executed in the next week, and then it will be modified to include the permanent generators.

They are working with their engineers to figure out what is going wrong with Well #4 and what could be done to improve production.

The \$5 million is still moving forward.

k. Discussion/Vote on Claim #27 and Other Claims and Payouts.

Claim #27 - \$17,132.54.

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Director Fees - \$416.66.

Staff Administration Costs - \$76.38.

Dee Jaspar & Associates Invoices for January 2023 - \$15,912.00.

Invoice #23-00114, dated 01/31/2023, in the amount of \$14,892.00.

Invoice #23-00168, dated 01/31/2023, in the amount of \$1,020.00.

Young Wooldridge Invoice for January 2023 - \$97.50.

Invoice #97902, dated 01/31/2023, in the amount of \$97.50.

Motion: Move that we approve Claim #27 in the amount of \$17,132.54 with the information and invoices that Carlos had provided.

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

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

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

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

Dee Jaspar reported that he is still waiting for the results from the lab on the water quality for Well #7.

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

The contract with Brough Construction has been signed and will be sent out to them next week. The project is well within the State's budget.

c. Discussion/Vote on AMR Versus an AMI Meter System.

The project was bid out to allow for either the AMR or the AMI system. The AMI system is preferred because meter readings are accessible from the District office at any time. There is an additional annual cost for the AMI system that will run somewhere between \$10,000.00 to \$20,000.00 per year. GM Allison recommended the Board proceed with the AMI meter system. The contractor will conduct surveys to determine the best way to send and receive signals around the District.

The Board was concerned that there be a backup method for reading meters should the AMI system go down for any reason.

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Motion: Move that we go with the AMI meter system and that we also instruct Dee to look into any additional backup systems that might go along with that.

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

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

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

There were no bridge loan claims at this time.

e. Discussion/Vote on Claim #12 and Other Claims and Payouts.

Claim #12 - \$327,931.10.

Unified Field Services Progress Payment #3 - \$324,956.18.

Dee Jaspar & Associates Invoices for January 2023- \$2,552.42.

Invoice #23-00117, dated 01/31/2023, in the amount of \$2,393.42.

Invoice #23-00118, dated 01/31/2023, in the amount of \$159.00.

Young Wooldridge Invoice for January 2023 - \$422.50.

Invoice #97903, dated 01/31/2023, in the amount of \$422.50.

The invoice from Unified Field Services will be submitted for funding under the bridge loan.

Motion: Move that we approve Claim #12 in the amount of \$327,931.10, and that the \$324,956.18 be applied for as part of the bridge loan, and when we get that we can pay the contractor at that point, and then when we get the money from the State we will reimburse for the bridge loan.

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

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

Motion: Move that we use the Meter/Well Account to receive the bridge loan funds and also to pay back the bridge loan funds, and that we have Tiffany track that on her spreadsheets.

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

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

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11. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Potholing and Mapping.

The project engineer has returned from vacation. They are waiting for a break in the weather for Lyles Construction to come back up and do a couple more days of potholing. While they wait for clear weather, the engineer will continue to work on the pipeline design.

b. Discussion/Vote on the Project Budget.

Dee Jaspar explained that they are well within the budget and there will be plenty of funds to pay for the design portion of the project.

c. Discussion/Vote on the Project Plans and Specifications.

Discussion was covered under the previous item.

d. Discussion/Vote on the Project Application.

There was no update on this item.

12. Discussion/Vote/Update on the Urgent Drinking Water Needs Funding.

The State sent a project workbook to fill out and submit which included an invoice detail, budget, and claim request forms. Tiffany Matte reported she has a draft copy completed and will be meeting with Oscar Cisneros to review it.

State Funded Grant Projects - Discussion concluded at 7:13pm.

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

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

Curtis Scaggs went to PTS Rentals to verify that the generators that were delivered matched what was ordered. GM Allison then examined them himself and gave PTS a payment which equaled the remainder of the grant funds. When the weather clears PTS rentals will schedule the delivery and GM Allison will rent the forklift for unloading.

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b. Discussion/Vote on Engineering and Design.

There was no update on this item.

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

a. Discussion/Vote/Update on Elm Tank.

After bids came in for the tank replacement it was clear that the District would not be able to afford the complete replacement. GM Allison contacted Thompson Tank about the viability of repairing the tank with a patch or plate. They reviewed options that would allow the tank to be drained, fixed, and refilled the same day. The cost will be time and materials at about \$300.00 per hour. The District will have to issue a Boil Water Notice so GM Allison will contact Jesse Dhaliwal, then give an update at the next meeting.

b. Discussion/Vote on Parcel B.

GM Allison explained that he would like the Board to entertain the idea of applying for emergency grant funding with the USDA. The tank has a very large leak and sits above housing that could create a liability. This tank is not past its lifespan and was not expected to fail so soon. The Board expressed interest in approaching the State as well. GM Allison will go to Bakersfield to speak with the USDA.

15. Discussion/Vote on Forming Standing Committees: Accounts Payable Committee; Financial Committee; State Update Meeting Committee.

After taking their required AB 1234 ethics training, the Board discussed and agreed that in order to be more transparent, the committees that meet at a set date and time each month be officially named as a standing committee.

Motion: Move that we disband the ad hoc for the accounts payable committee since it's definitely something that happens every single month twice a month and will continue into the future, and that that then becomes a standing committee, and that we keep the same people on it currently.

Schoenberg/Gipson 3/0/2, Motion Passed.

Aye: Garcia, Gipson, and Schoenberg.

Abstain: Kelling and Neyman.

The Accounts Payable Standing Committee will meet on the second and fourth Tuesday of every month at 11:00am.

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Motion: Move that we establish a Quarterly Financial Standing Committee that will meet quarterly on the first and third Tuesday of that quarter at 11:00am. That committee includes Director Schoenberg, our Bookkeeper Deborah, and Director Gipson.

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

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson and Schoenberg.

Motion: Move that we establish a State Update Meeting Standing Committee and have Director Neyman and Director Schoenberg on that committee, on the third Thursday of every month at 10:00am.

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

Aye: Garcia, Gipson, and Kelling.

Abstain: Neyman and Schoenberg.

16. Discussion/Vote on the Quote for a New Copy Machine Lease.

The lease on the main office copier is up. The representative from American Business Machines looked at how much work is done on that machine each month and put together a proposal for a better copier with pricing better suited to the usage. The previous lease was \$319.00 per month, and the new price will be \$289.79 per month plus tax. The quote did not specify that the allowance for color copies was on a monthly basis. GM Allison will ask for that to be added before the contract is signed.

Motion: Move that we approve the new service contract for the copier in the amount of \$289.79 plus tax with the change of making sure it says the color copies is per month.

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

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

17. Review and Approve Meeting Minutes for 02/16/2023 State Update Meeting and 01/26/2023 Regular State Planning & Project Meeting.

Motion: Move that we approve the State Update Meeting Minutes for Thursday, February 16, 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/Kelling 4/0/1, Motion Passed.

Aye: Garcia, Kelling, Neyman, and Schoenberg.

Abstain: Gipson.

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Motion: Move that we approve the minutes for Thursday, January 26, 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.

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

Aye: Garcia, Kelling, and Schoenberg.

Abstain: Gipson and Neyman.

18. Discussion/Vote on Future Agenda Items.

Regular Meeting March 9, 2023.

Regular State Planning & Project Meeting March 23, 2023.

19. Adjournment.

Motion: Move that we adjourn.

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

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

Meeting Adjourned: 7:53pm.

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