

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: 820 1538 1787 Meeting Password: 427141

State Planning & Project Meeting
REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 21, 2024, 4:00PM

Additional Teleconference Location: 820 Elm Trl, Frazier Park, CA 93225

Neyman/Kelling 4/0/0 - Director Gipson Absent

Minutes Approved on December 12, 2024

1. Call to Order: 4:01pm.

a. Pledge to the Flag.

b. Roll Call of Directors.

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

Director Schoenberg 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. Discuss/Vote/Adjust Agenda if Necessary - No change.

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.

Director Kelling reported she made the following transfers:

- \$1,155.00 from the Revenue Operating Account to the FP/LOW Planning Account to cover an invoice for Tom Dodson & Associates.
- \$1,990.00 from the Revenue Operating Account to the FP/LOW Planning Account to cover an invoice for Tom Dodson & Associates.

State Update Meeting Committee.

Directors Schoenberg and Neyman attended the State Update Meeting. Updates will be given under the corresponding agenda items.

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5. Ad Hoc Committee Reports:

Project Committee.

Directors Schoenberg and Neyman met with Jeff French to discuss the Well #9 and Bear Court properties.

Financial Committee.

This committee met and reviewed the District owned properties. Next they will work on the easements.

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

Deborah Angel reported that two checks were cut out of the FP/LOW Planning Account in the amount of \$2,345.00.

11 checks were cut out of the Revenue/Operating Account for a total of \$9,987.88.

The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the item over \$3,000.00.

Motion: Move that we pay our bills.

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

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

Motion: Move that we move Items #7 and #8 to after #11.

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

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

State Funded Grant Projects - Discussion began at 4:12pm.

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

a. Discussion/Vote on the Contract with Tom Dodson and Associates for Environmental Work.

The Board previously voted to allow the Board President to sign the contract, but there were a few corrections that needed to be made. The contract was brought back to the Board for final approval.

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Motion: Move that we approve the contract with Tom Dodson & Associates and have our President sign it.

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

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

b. Discussion/Vote/Review on the Project Timeline and Budget.

The District submitted a request to increase the budget and extend the timeline on the project. The State has not approved the requests yet because they are waiting for the District to get possession of the Well #8 property. The District cannot submit any claims after the end of the year until the State approves the extension.

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

The District has a court date scheduled for November 22nd to determine if the District can take immediate possession of the property.

d. Discussion/Vote on the Acquisition and Development of the Well #9 and Additional Booster and Tank Sute Properties: Certificate of Compliance/Lot Line Adjustment; and Property Appraisals.

The FPPUD and Dee Jaspar had a meeting that morning with Jeff French, where they continued negotiations on the price for the Bear Court property. An agreement should be signed sometime in December.

It could take up to a year to do a lot line adjustment, so Dee will talk to the County about a Certificate of Compliance in lieu of the adjustment for now, then the adjustment can be done at a later date.

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

Tom Dodson wrote a draft letter to Blair Knox with Kern County LAFCo requesting permission to use the common sense CEQA exemption for the Sphere of Influence. The Board read the letter out loud and noted corrections.

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Motion: Move that we approve the letter to LAFCo for the Common Sense exemption with the changes that we stated for this letter, and have the President sign it and send it back to Dee.

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

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

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

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

The following updates were provided by Pam Jarecki with LOW.

5.1 -million-dollar - 3.5-million-dollar grant - Line Replacement & Permanent Generators 1.6-million-dollar grant:

- They are wrapping up the final claim, change order, and notice of completion.

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

- They are working with Ruben at DFA on this project. The application was submitted in September and 90% designs were sent to DFA, DDW, and uploaded to the FFAST app this week.

Well #4:

- Samples from 11-4-2024 were non-detect.

Blending Station:

- Samples for nitrates so far in November are 2.6.
- Well information will be available next week.

LOW is aware that the designs for the annexation are done by Dee Jaspar, but LOW engineers will need to be consulted because our projects have changed LOW system in different areas and the location to tie in has changed from by Cuddy Hall, to the blending station and now to the north tanks.

h. Discussion/Vote on Claim #48 and Other Claims and Payouts.

Claim #48 - \$36,554.91

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Director Fees - \$550.00.
Staff Recovery - \$33.15.

Dee Jaspar & Associates Invoices for October 2024

Invoice #24-01012, dated 10/31/2024, in the amount of \$1,193.50
Invoice #24-01011, dated 10/31/2024, in the amount of \$2,712.50
Invoice #24-01010, dated 10/31/2024, in the amount of \$17,601.50

Tom Dodson & Associates 2024

Invoice FP-081-3, dated 10/31/2024, in the amount of \$1,190.00
Invoice FP-084-2, dated 10/31/2024, in the amount of \$1,155.00
Invoice FP-081-1, dated 06/30/2024, in the amount of \$7,737.76
Invoice FP-081-2, dated 10/31/2024, in the amount of \$4,381.50

Motion: Move that we approve Claim #48 in the total amount of \$36,554.91 with all of the invoices that Carlos stated.

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

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

10. Discussion/Vote/Update on the FPPUD Meter Replacement Project and Emergency Well Supply Project. (Moved per adjustment of the agenda.)

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

Yesterday Bakersfield Well & Pump filled the well with concrete. Today they came out and dug down to cut off steel and refill the hole. Once that is done they will schedule the company to come out and replace the fence. The surveyor will come out again to confirm the property lines.

Brough received the remaining meters with the exception of a 2" meter. They will schedule a time to come out and replace the meters.

b. Discussion/Vote/Update on Meter Replacement.

Brough received the remaining meters with the exception of a 2" meter. That meter has a two week lead time. They will schedule a time to come out and replace the rest of the meters.

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c. Discussion/Vote on Claim #33 and Other Claims and Payouts.

Oscar and Curtis will work on a letter to the State showing the current and proposed budgets, and requesting that the funds in the line item for contingency be moved to be able to cover the abandonment of the well.

Motion: Move that we approve the letter for the State to move monies from the contract agreement from contingency into the proper line item to cover all of the costs for completion of the well, with the condition that the ad hoc reviews it and sends it forward.

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

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

Claim #33 - \$18,807.00

Dee Jaspar & Associates Invoice for October 2024

Invoice #24-01015, dated 10/31/2024, in the amount of \$254.25

Invoice #24-01015, dated 10/31/2024, in the amount of \$84.75

Brough Construction Invoice for October 2024

Progress Payment #7, dated 10/31/2024, in the amount of \$18,468.00

Motion: Move that we approve Claim #33 in the amount of \$18,807.00, with the progress payment and invoices that Oscar stated.

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

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

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

The District sent out the request for a loan for Progress Payment #7. That should be approved by SHE soon.

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

a. Discussion/Vote on Engineering and Design.

Ryan Icenhower has reviewed the engineering and designs. Jesse Dhaliwal will review them when he returns to the office in December.

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b. Discussion/Vote on the Project Application.

The application has been submitted and is under review by the State.

Motion: Move that we do #12 and #13 before the closed session.

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

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

12. Discussion/Vote on an Ad Hoc Committee for the Stand-By Fee Assessment.

Greg from NBS requested to present the information to an ad hoc committee first before presenting to the full board.

Motion: Move that we create an ad hoc committee for the stand-by fee assessment with Director Gipson and Director Garcia.

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

Aye: Kelling, Neyman, and Schoenberg.

Abstain: Garcia and Gipson.

13. Discussion/Vote on the Rate Study.

DFA confirmed that SHE will need to update their work plan and include a line item for the rate study. Once that is submitted it can take a few months to approve.

(Moved per adjustment of the agenda.)

Oral Announcement Prior to Closed Session. Gov't Code §54957.7(a): A representative of the legislative body to orally announce the items to be discussed in closed session prior to any closed session meeting.

Director Schoenberg announced the closed session at 5:05pm.

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

Conference with Legal Counsel - Existing Litigation. Gov't. Code §54956.9(d)(1).

Frazier Park Public Utility District v. C&C Elite Properties LLC, et al.

Kern County Superior Court, Case No. BCV-24-100199

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- 8. CLOSED SESSION pursuant to Gov't Code §54957.**
Conference with Real Property Negotiators. Gov't Code §54956.8
Property: 256-070-54, 256-070-55, and 256-520-13
Agency Negotiators: Lisa Schoenberg, Brahma Neyman, Dee Jaspar.
Negotiating Parties: Jeff French, Emilie Wainright
Under Negotiation: Price and Terms of Payment

Returned from closed session at 5:28pm.

Oral Announcement Following Closed Session. Gov't Code §54957.1(a): The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present thereon.

Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):

Director Schoenberg announced that in the closed session there was no action taken.

State Funded Grant Projects - Discussion concluded at 5:29pm.

- 14. Discussion/Vote on Contract with Cross-Connection Specialist Services.**

The annual contract for the cross-connection program is up for renewal for 2025. The price increased \$40.00 per quarter.

Motion: Move that we approve the agreement for implementation of the cross-connection control program for 2025 with the increase of the cost to \$490 per quarter.

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

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

- 15. Discussion/Vote on Office Holiday Party.**

GM Allison suggested purchasing food from Tacos Jimenez as in the previous years since it has worked out well.

Motion: Move that we authorize \$350 for the Christmas party.

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

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

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16. Discussion and Review of the Board Member Code of Conduct and Robert's Rules of Order.

The Board discussed concerns brought up by the Board and staff.

17. Review and Approve Meeting Minutes for 11/21/2024 State Update Meeting.

Motion: Move that we table the minutes for 11/21/2024 State Update Meeting.

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

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

18. Discussion/Vote on Future Agenda Items.

Regular Meeting December 12, 2024.

- Discussion/Vote on rotating board positions
- Discussion/Vote on dissolving/creating ad hoc committees

Regular State Planning & Project Meeting December 19, 2024.

19. Adjournment.

Motion: Move that we adjourn.

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

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

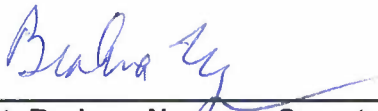
Meeting Adjourned: 5:52pm.

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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: Brahma Neyman, Secretary

Seal