

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: 899 3981 1501 Meeting Password: 051484
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 27, 2025, 4:00PM
Additional Teleconference Location: 820 Elm Trail, Frazier Park, CA 93225
Neyman/Garcia 5/0/0
Minutes Approved on April 10, 2025

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 Jeffrey Pontius.
- Dee Jaspar & Associates (DJA) - Dee Jaspar.
- Young Wooldridge (YW) - Alan Doud.

2. Discuss/Vote/Adjust Agenda if Necessary.

Motion: Move that we move 12d to as soon as the person comes on, and we move #9 and #10 if that person is on, and that we switch #14 a and b.

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

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

3. Public Comments.

The public was given the opportunity to address the Board. Comments are limited to five minutes.

4. Manager's Report.

General Manager (GM) Jonnie Allison reported that there are four small leaks throughout the District that the crew can't repair without shutting off the water and issuing a boil notice. He is working with Jesse Dhaliwal with the State and hopes to be able to do the work on Wednesday.

a. Administrative Assistant's Report.

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Tiffany Matte reported that the meeting recorder that she was using no longer works. She ordered a new one which should be arriving next week.

5. 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 Schoenberg and Neyman attended the State Update Meeting. The items discussed will be addressed under their corresponding agenda items.

6. Ad Hoc Committee Reports:

Planning Project Committee.

This committee met with Ruben Mora and went over the red flag checklist needed for the funding agreement amendment. Director Schoenberg signed the document and it was emailed to Ruben.

Meter/Well Project Committee

This committee has not met.

2024 Audit Committee

This committee met with Scott Westall from BHK and got the clarifications they were looking for. They also met with Joan Kotnik from LOW and reviewed the USDA Bonds and questions she had regarding those.

Easements and Deeds Committee.

This committee has not met.

Stand-By Fee Committee.

This committee met this week to discuss some wording in the draft engineering report.

Rate Study Committee.

This committee has not met.

T-Mobile Lease Committee.

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This committee met with an attorney, who wrote a letter to T-Mobile regarding the lease contract. They responded back with a draft sixth amendment, which the ad hoc committee may not recommend the Board sign.

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

Deborah Angel reported that three checks were cut out of the FP/LOW Planning Account for a total of \$21,507.50.

13 checks were cut out of the Revenue/Operating Account for a total of \$12,883.92. The checks and check detail were reviewed by the Board for accuracy. Deborah reviewed the items over \$3,000.00.

Motion: Move that we pay our bills.

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

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

***Since the attorney arrived, the Board moved on in the agenda to items #9 and #10.**

State Funded Grant Projects - Discussion began at 4:18pm.

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 4:20pm.

9. 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

10. 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 4:46pm.

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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 paused at 4:47pm.

7. Discussion/Vote on Accounts Payable and Financial Information (continued).

Director Kelling reported she made the following transfers:

- \$750.00 from the Revenue Operating Account to the FP/LOW Planning Account for the LAFCo application.
- \$7,345.14 from the FP/LOW Planning Account to the Capital Improvement Reserve Account to reimburse funds used to cover Tom Dodson & Associates Invoice for Claim #48.
- \$1,190.00 from the FP/LOW Planning Account to the Capital Improvement Reserve Account to reimburse funds used to cover Tom Dodson & Associates Invoice for Claim #48.
- \$1,155.00 from the FP/LOW Planning Account to the Capital Improvement Reserve Account to reimburse funds used to cover Tom Dodson & Associates Invoice for Claim #48.

8. Discussion/Vote on 2024 Fiscal Year Audit.

As reported earlier, the ad hoc committee met with BHK to ask the questions they had on the audit. The committee recommended the Board approve the 2024 audit.

Motion: Move that we approve the fiscal year 2024 audit.

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

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

9. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

10. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

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State Funded Grant Projects - Discussion resumed at 4:54pm.

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

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

The State is still working on approving the amendment.

Dee Jaspar is working with Ruben and they anticipate having the funding agreement amendment ready by the beginning of June. The project completion date has been tentatively moved to September of 2026.

***The representative from SHE arrived so the Board moved on to item #12d.**

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

d. Discussion/Vote/Update on the Bridge Loan.

Jeffrey Pontius from SHE reviewed the documents the Board will need to approve to finalize the second bridge loan. They consisted of a bridge loan agreement, commitment letter, and promissory note.

Motion: Move that we go ahead and sign the commitment letter for the bridge loan and accept the offer, and that we go ahead and complete the paperwork for the promissory note and the bridge loan agreement.

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

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

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

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

Ruben Mora notified the Board that the Expedited Drinking Water Grant is no longer a funding option available to the District. The State will keep the application on file to use when other funding becomes available.

There will be a check-in appointment with the court in May to review the next steps for the payment on the Well #8 property.

Curtis Skaggs from DJA brought up a sand tester for Well #5 to see if there were any changes in the deterioration of the casing on the well. There were no drastic changes.

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c. 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 attorney is drafting the sale agreement for the properties the District will purchase. The Board decided they will purchase both properties outright. DJA is preparing the grant deeds for the purchases as well as compiling the documents needed for the Certificate of Compliance.

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

Bud Rice from Kern County LAFCo is reviewing the application for the Sphere of Influence expansion.

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

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

The following updates were provided by Lake of the Woods:

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

The final walkthrough with Ruben was today.

5-million-dollar grant - Water Main Replacement Project - South Tank & Line Replacement & SCADA Grant Phase 3:

They are working with Ruben at DFA on this. The application was submitted in September. Jesse has reviewed the 90% plans and sent over his comments. He is requesting the specs before giving final approval.

Well #4:

Well #4 03-04-2025 samples were non detect.

Blending Station:

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- Sample for March was 2.89 for Nitrates and 1.2 for Fluoride. Levels are up a little from the last two months.
- They will have the updated well information tomorrow.

g. Discussion/Vote on Claim #52 and Other Claims and Payouts.

Claim #52 - \$8,183.82

Director Fees - \$566.66.

Staff Recovery - \$112.71.

Dee Jaspar & Associates Invoice for February 2025

Invoice #25-00214, dated 02/28/2025, in the amount of \$1,627.50

Young Wooldridge Invoices for August 2024 to November 2024

Invoice 115880, dated 09/30/2024, in the amount of \$162.50

Invoice 115879, dated 09/30/2024, in the amount of \$325.00

Invoice 117640, dated 11/30/2024, in the amount of \$97.50

Invoice 115115, dated 08/31/2024, in the amount of \$520.00

Tom Dodson & Associates Invoices for June 2024 - August 2024

FP-081-1, dated 06/30/2024, in the amount of \$390.45

FP-081-2, dated 08/31/2024, in the amount of \$4,381.20

Motion: Move that we approve Claim #52 with the amounts that Carlos discussed, for a total claim of \$8,183.82.

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

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

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

b. Discussion/Vote/Update on Meter Replacement.

The meter replacement is complete. Dee Jaspar will submit the Notices of Completion and pay the final invoices 30 days later.

c. Discussion/Vote on Claim #37 and Other Claims and Payouts.

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Claim #36, which had the final progress and retention payments, had a line item that did not have enough money in it. The State found a way to fix the issue so the claim will be paid before the end of the fiscal year cutoff.

Claim #37 - \$6,323.80

Dee Jaspar & Associates Invoices for February 2025

Invoice #25-00216, dated 02/28/2025, in the amount of \$346.35

Invoice #24-00217, dated 02/28/2025, in the amount of \$5,977.45

Motion: Move that we approve Claim #37 in the amount of \$6,323.80.

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

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

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

a. Discussion/Vote on Engineering and Design.

The plans were reviewed by Jesse Dhaliwal. His comments were addressed and the documents were sent back to him. He is currently reviewing those changes.

b. Discussion/Vote on the Project Application.

Ruben Mora was assigned to both Frazier Park and Lake of the Woods' pipeline projects. He will review the District's application as soon as he can.

14. Discussion/Vote on the Stand-By Fee Assessment.

b. Discussion/Vote on Resolution FP-20250327-02: Initiating Proceedings for the Formation and Levy and Collection of Assessments for the Frazier Park Public Utility District Water Standby Charge Assessment District No. 2025-1 for Fiscal Year 2025/2026.

Motion: Move that we pass Resolution FP-20250327-02: Initiating Proceedings for the Formation and Levy and Collection of Assessments for the Frazier Park Public Utility District Water Standby Charge Assessment District No. 2025-1 for Fiscal Year 2025/2026.

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

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

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a. Discussion/Vote on Resolution FP-20250327-01: A Resolution of the FPPUD Declaring Its Intention to Provide for the Formation, Annual Levy, and Collection of Assessments for the Maintenance of Improvements, and Calling an Assessment Ballot Proceeding to Submit to the Qualified Property Owners within Such District the Question of the Levy of the Proposed Assessments for the District, Fiscal Year 2025/2026.

Motion: Move that we approve Resolution FP-20250327-01: A Resolution of the FPPUD Declaring Its Intention to Provide for the Formation, Annual Levy, and Collection of Assessments for the Maintenance of Improvements, and Calling an Assessment Ballot Proceeding to Submit to the Qualified Property Owners within Such District the Question of the Levy of the Proposed Assessments for the District, Fiscal Year 2025/2026.

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

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

c. Discussion/Vote on Engineer's Formation and Annual Levy Report For: Water Standby Assessment District No. 2025-1.

Motion: Move that we approve the Engineer's Formation and Annual Levy Report For: Water Standby Assessment District No. 2025-1.

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

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

15. Discussion/Vote on the Rate Study.

There was no update on this item.

16. Review and Approve Meeting Minutes for 03/20/2025 State Update Meeting.

Move that we approve the State Update Standing Committee meeting minutes for 03/20/2025, with any of the amendments that were sent to Tiffany previous to and after this 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 5/0/0, Motion Passed.

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

17. Discussion/Vote on Forming and/or Dissolving Ad Hoc Committees.

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Motion: Move that we dissolve the 2024 Audit Committee.
Neyman/Garcia 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

18. Discussion/Vote on Future Agenda Items.


Regular Meeting April 10, 2025.

Regular State Planning & Project Meeting April 24, 2025.

19. Adjournment.

Motion: Move that we adjourn.
Neyman/Gipson 5/0/0, Motion Passed.
Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.
Meeting Adjourned: 5:48pm.

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