

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: 860 5818 4165 Meeting Password: 496101
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 13, 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: Kelling, Neyman and Schoenberg.

Teleconference: Gipson.

Absent: Garcia.

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) - Pam Jarecki and Joan Kotnik.
- Self-Help Enterprises (SHE) - Carlos Bravo.
- 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: Absent.

Secretary: No report.

Treasurer: No report.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

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General Manager (GM) Jonnie Allison reported that the roof blew off the booster house at Wolfe Tank. There is no warranty for that damage. He is trying to get bids to repair the roof but contractors don't want to come out since it is such a small job. He is waiting for a quote from Pat Banfield.

a. Administrative Assistant's Report.

Tiffany Matte reminded the Board to take their required Ethics and Sexual Harassment training.

7. 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. The District received the inventory for the extra well parts not used in Well #7. Materials that cost over \$1,000.00 will be covered by the Short Term Asset Account.

State Update Meeting Committee.

This committee will meet with the State next Thursday.

8. Ad Hoc Committee Reports.

Planning Project Committee.

This committee has not met.

Meter/Well Project Committee

This committee met to discuss the change order needed for the Meter/Well Project.

2024 Audit Committee

They will meet next week.

Easements and Deeds Committee.

This committee has not met.

Stand-By Fee Committee.

This committee has not met.

Rate Study Committee.

This committee has not met.

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T-Mobile Lease Committee.

This committee met and spoke with a representative from T-Mobile but did not receive any answers. Director Kelling spoke with an attorney who said he would be willing to review the contract pro bono, as long as the process did not take more than two hours.

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

Deborah Angel reported that one check was cut out of the FP/LOW Planning Account for a total of \$97.50.

28 checks were cut out of the Revenue/Operating Account for a total of \$59,294.66. 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we move #13a to now.

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

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

State Funded Grant Projects - Discussion began at 4:25pm.

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

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

Ruben Mora sent an email asking the District to fill out and sign a red flag worksheet checklist for the planning project amendment. The Board reviewed the worksheet and noted any items they had questions on so the ad hoc committee could ask Ruben at the State Update Meeting.

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 5:01pm.

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- 10. CLOSED SESSION pursuant to Gov't Code §54957.**
Public Employee Performance Evaluation. Gov't Code §54956.9(e).
Title: Administrative Assistant/Clerk of the Board.

- 11. 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

- 12. 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 6:08pm.

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 the Board made one motion.

Motion: To give an hourly increase of 2.5%.
Neyman/Kelling 4/0/0, Motion Passed.
Aye: Gipson, Kelling, Neyman, and Schoenberg.
Absent: Garcia.

***Director Gipson left the meeting at 6:11pm due to illness.**

- 13. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**
 - a. Discussion/Vote/Review on the Project Timeline and Budget.**

DJA revised the timeline making the project completion date July 1, 2026.
 - b. Discussion/Vote on the Acquisition and Development of Well #8.**

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The District is waiting on a court date to determine the cost that will be paid for the Well #8 property. The District has the only property appraisal currently completed on file with the courts which came out to about \$9,000.00.

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

Motion: Move that upon receiving of a clear title, we will go forward and outright purchase Well #9 site for the appraised value, and that we outright purchase the Bear Court property for \$98,000.00, and we take that out of our long term asset account.

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

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

Dee will work with Alan Doud on the purchase agreement.

d. Discussion/Vote on LAFCo Work.

Dee will be submitting the LAFCo application and will need a \$750.00 check from the District to cover the submission fee.

Motion: Move that we go ahead and approve submitting the application for LAFCo, and that we have Deborah in between the meetings make a check for \$750.00 for LAFCo and we get signatures and get it to Dee.

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

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

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

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Planning a final walkthrough with Ruben for March 27th at 1:30pm. They will be submitting the final claim after that.

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

There was nothing new on this item.

Well #4:

There was nothing new on this item.

Blending Station:

There was nothing new on this item.

g. Discussion/Vote on Claims and Payouts.

Claim #52 will be prepared for review at the State Update Meeting, but cannot be submitted until the State approves the extended budget and timeline. The attorney invoices not approved in previous claims for reimbursement will be added back to this claim.

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

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

GM Allison signed the change order for that project which was needed for the State to approve paying project costs out of contingency. The amount came out to \$171,715.06.

b. Discussion/Vote/Update on Meter Replacement.

Curtis Skaggs from DJA sent the as-builts for the meter installation to the District. GM Allison asked Dee if they could print him the large copies of the maps.

c. Discussion/Vote on Claims and Payouts.

Claim #37 will be prepared for review at the State Update Meeting. Claim #36 has been prepared and is ready for signatures.

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Ruben Mora asked for a self-certification letter from the Board President in order to move forward with changing project forms for the claims. Tiffany Matte will type out a letter and Director Schoenberg will sign it.

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

Tiffany is working with Oscar Cisneros to gather the documents needed for the new bridge loan application.

15. Discussion/Vote on the Pipeline Replacement Project.

a. Discussion/Vote on Engineering and Design.

DJA received the comments from Jesse Dhaliwal on the designs. They made the changes needed and sent them back to Jesse last Friday.

b. Discussion/Vote on the Project Application.

The District is waiting on approval from the State.

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

Tiffany Matte provided the Board with the final drafts of the resolutions and the engineering report. Greg from NBS requested that all final comments be given to him no later than March 20th. These will be on the agenda for approval at the meeting scheduled for March 27th.

17. Discussion/Vote on the Rate Study.

SHE is waiting for the Work Plan to be approved by the State before they begin work on the rate study. They will begin working with the District by September at the latest.

18. Continue Discussion/Vote on the District's Record Retention Policy.

**Motion: Move that we table this and #20 until the next regular meeting in April
Neyman/Kelling 3/0/0, Motion Passed.**
Aye: Kelling, Neyman, and Schoenberg.
Absent: Garcia and Gipson.

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19. Discussion/Vote on Renewing the Billboard Lease Agreement with the Chamber of Commerce.

Although the Chamber of Commerce asked that the agreement be extended to five years, the Board wanted to continue the renewal for only one year.

Motion: Move that we go ahead and approve the contract for renewing the Billboard Lease Agreement with the Chamber of Commerce for a period of one year, at which time in a year we will review it to do a five year contract.

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

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

20. Discussion/Vote on Janitorial Services for the District Office - Tabled.

21. Discussion/Vote on Migrating to a .gov Domain and Email.

The Board expressed concerns over continuing to have their emails through Gmail because of the security risks. Tiffany recommended the Board first migrate their website from a .com to a .gov, then, when that is established, use the new domain for their emails. The District will request the domain name they want, and the .gov agency will either accept it or give alternate suggestions. The Board suggested asking for frazierparkpublicutilitydistrict.gov and to continue to pay for the current domain name.

Motion: Move that we have Tiffany go forward with the .gov domain for Frazier Park Public Utility District.gov with the "ca" if it needs to be on there, and to retain the frazierparkwater.com domain and have them put that on there to migrate to the new domain when we get the new domain.

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

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

22. Fill and Sign Form 700.

Tiffany provided the instructions and forms to the Board to fill out and return by the end of the evening.

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- 23. Review and Approve Meeting Minutes for 02/04/2025 Quarterly Financial Standing Committee, 02/11/2025 AP Standing Committee, 02/13/2025 Regular Meeting, 02/25/2025 AP Standing Committee, and 02/27/2025 Regular State Planning and Project Meeting.**

Move that we approve the meeting minutes for 02/04/2025 Quarterly Financial Standing Committee, 02/11/2025 AP Standing Committee, 02/13/2025 Regular Meeting, 02/25/2025 AP Standing Committee, and 02/27/2025 Regular State Planning and Project Meeting, 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 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

- 24. Discussion/Vote on Forming and/or Dissolving Ad Hoc Committees.**

There was no discussion on this item.

- 25. Discussion/Vote on Future Agenda Items.**

Regular State Planning and Project March 27, 2025.

Regular Meeting April 10, 2025.

- 26. Adjournment.**

Motion: Move that we adjourn.

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

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia and Gipson.

Meeting Adjourned: 6:57pm.

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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