

**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: 839 3106 5848      Meeting Password: 018893**  
**REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 14, 2024, 4:00PM**  
Additional Teleconference Locations: 820 Elm Trail, Frazier Park, CA 93225  
Neyman/Kelling 4/0/0 - Director Gipson Absent  
Minutes Approved on December 12, 2024

**1. Call to Order: 4:00pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors.**

Present: Garcia, Kelling, Neyman and Schoenberg.

Teleconference: Gipson.

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

**3. Public Comments - None.**

**4. Report of Officers:**

**President:** Director Schoenberg reported she signed the most recent planning project claim.

**Vice-President:** No report.

**Secretary:** Director Neyman reported he will be signing some minutes tonight.

**Treasurer:** Director Kelling reported she made the following transfers:

- \$15.00 from the Revenue Operating Account to the Meter/Well Account to cover the wire fee from the bridge loan.
- \$4,381.50 Capital Improvement Reserve to the FP/LOW Planning Account to cover a Tom Dodson & Assoc. invoice.
- \$50,000.00 Capital Improvement Reserve to the Revenue Operating Account to cover invoices due.

**JPIA Representative:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported that the system water loss has been around 33% since putting in the smart meters.

There was a large leak on Julin Trail that took two days to fix.

The water system exceeded the notification level for Boron. The State does not have an MCL for this element. There is no danger of a health hazard.

The office septic tank was pumped, but Santana Plumbing noted the tanks were not only rotting, but installed backward.

15 meters were changed to smart meters, and one of the 2" meters needed was ordered. The District will need 9 of those in total.

The field crew is down to two employees. A high school student will be called in as needed to help until the GM feels another crew member is needed.

**a. Administrative Assistant's Report.**

There was no report.

**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.

**State Update Meeting Committee.**

This committee will meet with the State next Thursday.

**Quarterly Financial Committee.**

This committee will meet again in January.

**8. Ad Hoc Committee Reports.**

**Project Committee.**

This committee has not met.

**Financial Committee.**

This committee has met and reviewed District owned property with the help of Joan Kotnik from Lake of the Woods. They plan to meet again on Monday.

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

Deborah Angel reported that two checks were cut out of the Meter/Well Account for a total of \$232,279.75, payable to Brough Construction for Progress Payments #5 and #6. One check was cut out of the FP/LOW Planning Account in the amount of \$4,381.50 to Tom Dodson.

35 checks were cut out of the Revenue/Operating Account for a total of \$93,420.89. 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, with two checks to Tom Dodson and Associates which are hinging on us approving the contract this evening. If we approve the contract this evening we will send out the payment for Tom Dodson and Associates for \$7,737.76 and the other for \$4,381.50.**

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

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

**State Funded Grant Projects - Discussion began at 4:22pm.**

**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 4:23pm.**

**10. 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**

**11. 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 4:39pm.**

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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.

**12. Discussion/Vote/Update on FP/LOW Consolidation Planning Project.**

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

The Board reviewed the proposal for the amount of \$109,000.00. The project budget only goes up to \$100,000.00, so the updated budget request to the State will need to be approved in order for the total amount to be covered by the State.

**Motion: Move that we approve this proposal by Tom Dodson and Associates, Memorandum Proposal to Prepare Environmental Documents to Support the Frazier Park Public Utility District to Consolidate with Lake of the Woods Mutual Water Company and Implement Combined Water Infrastructure Upgrades, in the total amount of \$109,000.00, and ask Tiffany to contact Tom Dodson and have him prepare a formal contract signature page.**

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

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

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

Dee Jaspar spoke with Ruben Mora, who indicated that the State does not seem to have an issue with increasing the budget, but it still is waiting to be formally approved.

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

The District is awaiting the scheduled court date.

**d. 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.**

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The property appraisal was included in the board packet. If the Board purchased the first option (3/4 acre parcel), the appraised amount would be about \$98,000.00. The smaller option would be about \$65,000.00. Dee Jaspar recommended the District purchase the larger size property.

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

Dee Jaspar is meeting with Tom Dodson regarding the letter explaining to LAFCo the need for the Common Sense CEQA exemption.

**Motion: Move that we approve the Common Sense Exemption that Tom Dodson is approving and that we have the President of the Board, Lisa Schoenberg, sign that once it is completed.**

**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 Lake of the Woods:

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

There was nothing new on this item.

**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:**

The 10/01/2024 samples show iron and manganese as non-detect.

**Blending Station:**

- Nitrate samples so far in October are between 2.3 - 3.2
- The wells have gone down from last month. They have dropped 0.7 to 9.3 feet. The wells are still up from last year 27.5 to 56 feet, and since January, are up 15.5 to 25.5 feet.

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- PFAS test from Sacramento State came back and all wells show non-detected, except Well #7. Well #7 is now required to be monitored quarterly. It was not over the limit but just shows detected levels. It could be cross contamination but they are not sure yet.

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

Claim #48 will be prepared for review at the State Update Meeting.

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

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

Bakersfield Well & Pump is waiting on the County permit to begin work.

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

The final meters requested by Brough Construction have arrived at the District. Curtis Skaggs will notify the contractor so they can schedule the installation.

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

Claim #33 will be reviewed at the State Update Meeting.

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

The District received Progress Payment #7 from Brough Construction so a bridge loan request will be sent out.

**Motion: Move that we request a bridge loan for Progress Payment #7 of \$18,468.00 and that this be put on the new claim.**

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

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

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

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

There was no update on this item. The designs are being reviewed by the State.

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

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

**15. Discussion/Vote on a Rate Study.**

The District submitted a Technical Assistance Request to Self-Help Enterprises for a new rate study. DFA asked SHE to revise their work plan to include that work, but SHE will request to create a new one. SHE will await a response from the State.

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

There was no update on this item. There will be more information available next week.

**State Funded Grant Projects - Discussion concluded at 5:22pm.**

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

The Board continued to review the policy and noted any changes.

**18. Discussion/Vote on Increasing the Administrative Assistant's Credit Card Limit.**

The current limit for the Administrative Assistant's credit card is \$1,000.00. GM Allison asked the Board to raise that limit because it has not been enough to cover travel or postage needs. The Board agreed to raise the limit to \$5,000.00.

**Motion: Move that we increase the Administrative Assistant's credit card limit to \$5,000.00.**

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

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

**19. Review and Approve Meeting Minutes for 10/08/2024 AP Standing Committee, 10/10/2024 Regular Meeting, 10/15/2024 Quarterly Financial Standing Committee, 10/17/2024 State Update Standing Committee, 10/22/2024 AP Standing Committee, 10/24/2024 Regular State Planning and Project Meeting.**

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**Neyman/Garcia 4/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

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

Regular State Planning and Project Meeting November 21, 2024.

Regular Meeting December 12, 2024.

**21. Adjournment.**

**Motion: Move that we adjourn.**

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

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

**Meeting Adjourned: 5:36pm.**

**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**