

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
MINUTES FOR THURSDAY, FEBRUARY 11, 2016
Gipson/Durso 5/0/0
Minutes Approved on March 10, 2016

1. Call to Order: 6:01pm.

Roll Call of Directors: Durso, Garcia, Gipson, and Schoenberg.
Director Neyman present as the chairperson.
Also present: Jonnie Allison, Tiffany Matte and Linda Sheldon.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move to table the Brown Act for tonight's Agenda.
Garcia/Gipson 5/0/0, Motion Passed.

Motion: Move that Agenda Items #13, #14, #15 and #16 be moved between Items #7 and #8.
Schoenberg/Gipson 5/0/0, Motion Passed.

3. Public Comments - Present: Jim Kane (former FPPUD board member) and Patric Hedlund.

Mr. Kane's first concern was he thinks the District is making a mistake trying to merge the two water companies (Frazier Park and Lake of the Woods). He said it's, "...opening a can of worms you're never going to get the lid back on again." Finally, he stated, if the system isn't broken, why fix it. Mr. Kane's second comment was, 20 years ago the District used to do minimal road maintenance; filling in the gullies so the roads were passable as well as helping to plow when the snow got too deep. He said, "Now there is nothing". General Manager (GM) Jonnie Allison explained, nowadays there is no building going on, so getting dirt to fill in the gullies has been a monumental task. The District is also in need of a new dump truck which it can't afford to replace right now. There are also only 2 field guys right now available. Even with these difficulties, the FPPUD still tries to do what it can to help.

Director Schoenberg responded by pointing out that the District was doing better financially back then when there was income from new service connections. That was useful for getting extra help and fixing the roads. There was also a vote back in the late 1980's for residents to pay a little extra each year to help with road maintenance, but the people voted "no". People also have tried to hold the FPPUD responsible when the gullies were filled in, saying it affected the stream of water and caused it to flow into their house. Finally, she explained joining with LOW would give more opportunity for grant funding which could help replace and repair the aging water system.

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4. Report of Officers:

President: None

Vice-President: None

Secretary: None

Treasurer: Director Schoenberg reported everything is caught up for the USDA loans. Automatic payments have been set up for the upcoming interest payments. Billing Clerk Alexis has been added as a "view only" for the FPPUD Revenue/Operating Fund account.

Member at Large: None

5. Board Member Initiatives:

Director Neyman wanted an item on the next Agenda pertaining to the rotation of Board positions and signing the corresponding resolution.

6. Manager's Report.

GM Allison reported he ran a "help wanted" ad in the Mountain Enterprise for 2 weeks to fill the vacant field position.

The lag differential was 11.32%. No meter changes were accomplished as the guys were doing some other proactive work and because they are still shorthanded. There were 4 after hours call-outs and no main-line breaks; There were a couple ¾" line leaks on Nebraska Trail.

Santana was hired to do another day's worth of hauling road base since there was still the opportunity to get some from Caltrans. GM Allison would like to hire Santana for a couple more days and lay it directly on the roads in need of repair. This is a good time because the road base is available and Caltrans provides the loader. The trucking cost is \$95/hr. Total cost is estimated to be about \$2,500 a day.

Director Garcia suggested authorizing some overtime on a Friday to get this done while the weather is still good. Director Schoenberg expressed concerns over the expense but understands this road repair is necessary because of the exposed pipes.

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Motion: Move that we authorize Jonnie to give the guys some overtime and use any Fridays, while we have the ability, to stockpile road base material to do so and even use the time to spread it on some of the trails, on an availability type status, starting with the worst trails (as far as pipes are concerned).
Garcia/Durso 5/0/0, Motion Passed.

a. Admin. assistant's report.

Tiffany Matte reported she provided a draft Agenda for the community meeting on February 18th. She collaborated with Dave Warner to get the meeting topics. The Board discussed their changes for the Agenda which will be made before the final one is sent out. They also expressed the importance of having the information presented in such a way that it doesn't appear the Board is "leading" the public.

The file cabinets have been organized and the stacks of office paperwork have been sorted. There is a digital version of the filing system available on the computer for ease of locating desired information.

7. Ad Hoc Committee (Capital Improvements for Rate Study) Report - Tabled.

Motion: Move that Item #12 be moved to after Item #7.
Gipson/Garcia 5/0/0, Motion Passed.

12. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported current cash balance for accounts is \$817,095.46. The auditors have been added to the Neat system. She is very happy with how this system keeps the financials organized and discussed with the Board giving both GM Allison and Tiffany a password to get access for emergency purposes.

Motion: Move to allow another Neat password to allow Tiffany, Jonnie and the Board Treasurer to get access to view if needed.
Schoenberg/Garcia 5/0/0, Motion Passed.

The Board had a question about the budget line item called "pre-paid water". Bookkeeper Linda explained this item was created by the auditors to adjust financials for the change in the fiscal year. She will research this further and report back to the Board at the next Regular Meeting.

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Motion: Move to pay the bills.
Garcia/Durso 5/0/0, Motion Passed.

8. Continue Discussion/Reading of the Brown Act - Tabled.

- **Agenda Items # 13 - 16 moved per adjustment of the Agenda.**

13. Discussion/Vote on Flowers (or other gesture of sympathy) to the Family of the General Manager.

Motion: Move to pay up to \$100 for flowers (without carnations) to go to the burial site, stating it's from the water company.
Schoenberg/Garcia 5/0/0, Motion Passed.

14. Discuss/Review/Vote on FPPUD 48hr Notice/Service Lock-Off Policy.

GM Allison reported that as a result of an owner/tenant disagreement, he discovered the current way of sending out a 48hr notice of service lock-off is not the correct way of doing it. The FPPUD attorney sent the current California Public Utility Code which describes the basic procedure. There needs to be a letter sent out 15 days before the time of disconnection (10 days for notice, 5 days for the mailing time) before a 48 hr notice can be posted and service be locked off. The Board discussed the best timeline to begin this process in such a way not to upset the public or increase the workload for the front desk. As FPPUD bills are due on the 20th of each month, this letter can be sent off on the 5th day of the month after the first bill goes unpaid. 15 days later the 48 hour notice can be posted. If done this way, there would not be a change in the amount of time given to customers before service is disconnected. GM Allison will draft the letter and get final confirmation from the attorney that the District is in compliance. This item will be brought to the Board for a vote at the next Regular Meeting.

Motion: Move to take a break at 7:55pm.
Durso/Gipson 5/0/0, Motion Passed.
Returned from break: 8:10pm.

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15. Discussion/Vote on Resolution FP-20160211-1 : Volunteer Personnel Workers' Compensation Insurance.

Admin. Assistant Tiffany explained this Resolution was required by JPIA. It assures that if anyone comes in to do work for the District as a volunteer, and is injured during the course of that work, they will be covered by Workers' Compensation Insurance as if they were an employee at that time.

Motion: Move to pass Resolution FP-20160211-01.
Garcia/Gipson 5/0/0, Motion Passed.

16. Fill Out/Sign Form 700 - Statement of Economic Interest.

Director Schoenberg went over with the Board what needed to be disclosed on the Form 700 to make sure they were filled out correctly. The 5 Board Directors as well as GM Allison filled out, signed and returned the forms to Admin. Assistant Tiffany for mailing.

9. Board of Directors Bond - Signing for Director Durso.

Director Durso took his bond form with him to be notarized and returned to the District before the next Regular Meeting.

10. Discussion/Vote on Water Rate Study.

NBS returned a quote proposal for a water rate study. The total cost would be \$34,990.00. This quoted amount is high but the company came recommended by Dee Jaspar. The Board discussed the need to get additional quotes from other companies but did not want to wait too much longer in getting this project started as this has already taken months to get in. GM Allison will get additional quotes for the rate study and report back at the next Pre-Planning Meeting.

11. Discussion/Possible Vote on Cold Springs Canyon Property.

The information found in the office files was forwarded to FPPUD attorney Neil Meyers. He needed clarification as to whether The District just needs access to the property (an easement through the gate) or to also find out how to finally move the house located there off FPPUD property. GM Allison will ask Neil Meyers for a rough idea on the price to see this project through and report back to the Board at the next Regular Meeting.

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Motion: Move to extend the meeting to finish business past 9:00pm.
Gipson/Garcia 5/0/0, Motion Passed.

- **Director Schoenberg left due to illness.**

17. Review and Approve Minutes for 01/14/16 and 01/28/16.

Motion: Move to pass the Minutes for January 14, 2016 without any corrections.
Garcia/Gipson 3/0/1, Motion Passed - Director Neyman abstain, Director Schoenberg absent.

Motion: Move to pass the Minutes for January 28, 2016 accept for the possibility of critical amendments for spelling, punctuation and small details.
Gipson/Durso 3/0/1, Motion Passed - Director Neyman abstain, Director Schoenberg absent.

18. Discussion/Vote on Future Agenda Items.

The water rate study was carried over to the next special meeting on February 25th. Discussion/Vote on the 48hr notice policy and Discussion/Vote on Cold Springs Canyon were carried over to the next Regular Meeting on March 10th. An Agenda Item will be added to the Agenda for March 10th for the rotation of Board positions.

Adjournment.


Motion: Move to adjourn.

Gipson/Durso 4/0/0, Motion Passed - Director Schoenberg absent.

Meeting Adjourned: 9:08pm.

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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: Rebecca Gipson, Secretary

seal