

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 8, 2018
6:00 P.M.

Neyman/Garcia 5/0/0
Minutes Approved on January 10, 2019

1. Call to Order: 6:03pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, Neyman and Schoenberg.

Director Kelling present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary - No Change.

3. Public Comments. Present: A member of the Lake of the Woods Board, and one member of the public.

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

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported \$150,000.00 was transferred from the Operating Fund into the Emergency Reserve Fund. Transfers were made into the USDA Reserve and Replacement Funds for the month of November. As soon as the State confirms the amounts, recurring transfers will be set up.

Member at Large: No report.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison reported the crew accomplished 188 work orders in the month of October. There were four main line breaks that were repaired, and two after hours call outs for emergency shut offs.

The District was able to acquire a much needed dirt supply from the construction project at the Flying J. Although it was agreed the FPPUD would put \$3,000.00 toward the cost of trucking, so far no money has been requested. GM Allison believes that location may also be a source of road base as well, if the Board was willing to put more money toward trucking.

Motion: Move that we give Jonnie the vote of confidence, the limit of \$3,000.00 for trucking to obtain whatever he can in the quantities of road base, for repairs on the roads that we do after any main line breaks.

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

Lake of the Woods (LOW) Mutual Water Company currently has a maintenance worker contracted to take care of their water system. It was asked if the FPPUD was interested in taking over that position. An attorney was contacted to insure there were no laws stopping the District from doing so. Taking over the maintenance of the LOW system would help Frazier Park to become familiar with the system, causing a more seamless transition should annexation occur. This will be added as an agenda item for discussion at the next regular meeting.

FPPUD employees Logan and Shaun recently acquired new certifications. Logan obtained his D1, and Shaun earned his D2.

The auditors came to the office to do field work for the 2018 audit. Everything went well. Well 5 was sounded by Edison Pump Efficiency. The static level is down about 10 feet from two years ago; pumping level is down about 38 feet. GM Allison recommended spending \$10,000.00 to \$15,000.00 to rehab the well, and if possible, find a way to be able to sound it without the use of an outside company.

Wolf Tank has been emptied of all its water and is now only used for the T-Mobile cell tower. The State regulators would not allow the water to be used for the system, so it was given to Trinity for their construction use. They paid for the trucking cost.

GM Allison also informed the Board that the District water pumps have not been able to keep up with the demand of many of the water leaks. Because of that, better pumps are rented at a significant cost to the company in material as well as time. This topic will be added as an agenda item for the next regular meeting.

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a. Discussion on Document Scanner Maintenance Agreement.

At last month's meeting the Board voted to approve the purchase of a document scanner for the Bookkeeper. At the time, American Business Machines did not feel the District would benefit from a service maintenance agreement. The representative now recommends it. GM Allison signed the agreement based on the recommendation.

b. Administrative Assistant's Report.

Tiffany Matte reported she attended the CSDA Board/Secretary Conference. There was a lot of useful information that can benefit the District. She was able to save the District money on the estimated cost of attending the event.

The policy portion of the Certificate of Transparency requirements has been completed. Pictures have been taken of the FPPUD staff to add to the website. The application should be ready to submit in the next month.

7. Ad Hoc Committee Reports: Meeting of Local Water Companies; SGMA.

Director Schoenberg explained she chaired the meeting for the month of October. Most of the discussion was on emergency preparedness, which will carry over to November. Those who attended the CalWARN informational meeting will give a report in November as well.

The SGMA group is meeting quarterly, and will have their next meeting in February.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,281,431.82. The Revenue/Operating account has \$186,964.98. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

Linda recommended the Emergency Reserve Fund be changed into a money market account so that it can accrue interest.

The annual report on USDA payment information was produced by the bookkeeper, but the official report will not come in until January.

The invoices did not come in for the two credit cards. Checks were cut based on the online statement and will need to be hand delivered to the bank.

The invoice came in for the annual ACWA dues; they are \$700.00 higher than last year.

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**Motion: Move that we pay our bills.
Neyman/Gipson 5/0/0, Motion Passed.**

9. Discussion/Vote on District Easement on Lot 27, Block 2, Track 5.

The location of the water line was agreed upon when it was originally put in and recorded in an easement. It would cost the District a considerable amount of money to engineer and move the line. The Board agreed this item can be tabled until the issue comes up again.

**Motion: Move that we table it.
Gipson/Neyman 5/0/0, Motion Passed.**

10. Discussion/Vote on Rate Increase Scheduled for January 2019.

The Board continued last month's discussion on whether or not to go through with the scheduled increase. The gentleman who conducted the rate study firmly believes that straying from the financial plan outlined in the study would negatively affect the company. After carefully considering the information discussed, the Board agreed the best choice for the District's health and continued viability is to continue with the increase as scheduled. They would like to look at this again before the 2020 increase. If the annexation moves forward, a new rate study may be a good option.

**Motion: Move that we follow the rate increase as scheduled for January 2019,
based on the last Prop 218 timeline and rates that were passed in that 218.
Garcia/Neyman 5/0/0, Motion Passed.**

**11. Discussion/Vote on Resolution FP-20181108-01: Designation of Applicant's Agent.
Cal OES Form 130.**

This Resolution was requested by the California Office of Emergency Services. They are still trying to wrap up a claim from 2007. It designates who is able to provide information on behalf of the District.

**Motion: Move that we vote on Resolution FP-20181108-01: Designation of
Applicant's Agent. Cal OES Form 130.
Neyman/Garcia 5/0/0, Motion Passed.**

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12. Discussion/Vote on List of Rates and Fees.

Director Schoenberg asked the Board to consider lowering the late fee and notice posting fee in light of the rates increasing in 2019. After discussion the Board agreed it would not be prudent to do so.

13. Discussion/Vote on Bylaws and Rules and Regulations.

No changes were needed.

14. Discussion/Vote on District Identification Cards and Quote for ID Printer.

The FPPUD currently does not provide ID cards for employees or Board Members. These are recommended for employees to identify themselves to residents, and are useful for emergency situations. The cost per card depends on the amount ordered. There are also machines available to purchase should the District want to be able to print the cards in office. This item will carry over to the next scheduled meeting to research options and pricing.

15. Discussion/Vote on Employee Christmas Appreciation.

The Board and staff discussed and agreed that an office bbq would be the best way to have an appreciation lunch for Christmas. The cost for food will be limited to \$150.00.

Motion: Move that we have the Christmas appreciation lunch here for people who can make it, and that we don't spend more than \$150.00. If Board Members want to bring side dishes that's fine, but employees don't need to.

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

GM Allison added he will be buying turkeys and hams for the employees for Thanksgiving when he finds the best price.

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16. Review and Approve Meeting Minutes for 10/11/2018.

Motion: Move that we approve the minutes for Thursday, October 11, 2018, with the amendment given, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Neyman/Gipson 4/0/1, Motion Passed - Director Garcia abstain.

17. Discussion/Vote on Future Agenda Items.

Regular Meeting December 13, 2018:

- An agenda item to discuss a contract with Lake of the Woods.
- An agenda item to vote on purchasing a new water pump.
- An agenda item for emergency preparedness.
- Carry over discussion/vote on district identification cards.
- An agenda item for rotating board positions.
- An agenda item for employee evaluations.
- An agenda item to adjust the FPPUD wage scale.
- An agenda item to renew the GM contract.
- An agenda item to swear in board members.

18. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:27pm.

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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: Lisa Schoenberg, Secretary

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