

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
MINUTES FOR THURSDAY, JANUARY 11, 2018
6:00 PM

Schoenberg/Gipson 4/0/0 - Director Garcia absent
Minutes Approved on February 8, 2018

1. Call to Order: 6:12pm.

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 and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table Items #13 and #15 for the February Regular Meeting.
Schoenberg/Neyman 5/0/0, Motion Passed.

3. Public Comments - None.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Director Schoenberg reported she still needs to get together with Director Neyman and take the most recent Resolution to the bank in order to fix account names and go over charges. She made sure that Cassandra was added to the online banking so she can view the Revenue Account information. In wrapping up duties as the treasurer, Director Schoenberg removed anyone who appeared on the online banking, but wasn't supposed to have access.

Treasurer: Director Neyman reported he will need to set up his online banking access with Director Schoenberg.

Member at Large: No report.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison reported there was one after hours call out. There was an emergency shut off on Santa Rosa Trail, and one main line break on the 2" running down East End.

The crew did some road repair around town after the recent rain. The District will need more road base should any more repairs be needed.

Coming soon is the annual conference for the American Water Works Association (AWWA). At this conference they give new information on the latest techniques and developments in the water industry. For the hotel room and convention fee, it is estimated to cost about \$1,500 per attendee. GM Allison requested to go, and bring the lead field operator as well. This item will be added to the next Regular Meeting in February.

For the meter replacement project environmental study, the State wanted measurements for every road in Frazier Park. GM Allison went on Google Earth to get all of these measurements and concluded there was about 20.53 miles (108,000 feet) of trails that would need to be walked. This information was required by those making bids on the project.

The USDA sent written approval for the FPPUD to spend \$20,000 to \$30,000, from the Replacement Account, to pay for upgrades to the telemetry system.

a. Administrative Assistant Report.

Tiffany Matte reported she has been updating the District website in order to keep it relevant and up to date. Most recently added was information pertaining to the annexation project, and updates to the Bylaws and current rates.

Transaction Warehouse produced an update to the online billing system as of the first of the year. Now customers can see an account history that goes back one year, for all bills received and payments made. They anticipate more updates in the coming year.

7. Ad Hoc Committee Reports: SGMA, Budget, Depreciation of Assets, Lake of the Woods Transfer Agreement.

SGMA: No update.

Budget: No update. Still waiting on the auditors for year end information.

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Depreciation of Assets: No update.

Lake of the Woods Transfer Agreement: The attorney emailed a revised copy of the agreement as corrected by the Lake of the Woods (LOW) attorney. This item will be reviewed at the Regular Planning Meeting in January.

8. Discussion/Review of Parliamentary Procedure.

Tiffany Matte prepared and gave a presentation to the Board on making a Motion to Appeal.

9. Accounts Payable and Financial Information.

The Board agreed they needed more time to review the invoices.

Motion: Move that we hold off on this until after #12.
Schoenberg/Garcia 5/0/0, Motion Passed.

10. Discussion/Vote on Proposed Budget for Fiscal Year 2017-2018.

Final numbers have not been received from the auditors. The 2017 audit is waiting on a final review. The Board discussed passing the budget, knowing it will be adjusted when they receive the final numbers.

Motion: Move that we adopt it in principal, with the notion that we still may need to amend it directly after we hear from the auditors.
Garcia/Neyman 5/0/0, Motion Passed.

11. Discussion/Vote on Mutual Aid Agreement (CalWARN).

The purpose of this program is for agencies to have access to resources from other participating entities, in case of a natural or human caused disaster. Before bringing this information to the Board, GM Allison checked in with JPIA to see if they would have any issues with the District participating in such a program. After reviewing the information, JPIA believed it to be a good idea. Vehicles and equipment would have insurance coverage as long as they are operated by an FPPUD employee. Costs and employee wages would be reimbursed by the agency requesting assistance.

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Motion: Move that we join the Mutual Aid Agreement with our resources and get involved with sharing our strengths and abilities with those people in trouble. Garcia/Schoenberg 5/0/0, Motion Passed.

12. Discussion/Vote on Upgrading the Office Copy Machine.

The main copy machine in the FPPUD office has been working well, but is not capable of making color copies. Oftentimes, because of the annexation and other projects, copies of large size colored maps and related documents are needed. American Business Machines, the current lease holder on the copy machines, is willing to buy off the lease and provide the upgraded machine for close to the same monthly cost. The price is \$252.15 plus tax, and includes 5835 black and white copies (\$0.01 per copy after) and 236 color copies (\$0.078 per copy after). A new 60 month lease would begin for the new equipment.

Motion: Move that we go ahead and approve switching over the copy machine and contracts as per what our manager has discussed with us. Schoenberg/Neyman 5/0/0, Motion Passed.

Motion: Move that we take a 10 minute break at 6:55pm so we can finish the review of the financials.

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

Return from break: 7:09pm.

9. Accounts Payable and Financial Information. (Moved per adjustment of the Agenda.)

Motion: Move that we pay our bills.

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

13. Discussion/Vote on Ideas for a Column in The Mountain Enterprise - Tabled.

14. Discussion/Vote on Posting and Live Streaming Videos of BOD Meetings Online.

The Board watched a portion of the previous meeting as recorded. There was one technical issue in regard to muting sound when the meeting is on break, or when there is a closed session. A microphone may need to be purchased that can mute sound.

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Motion: Move that we start livestreaming based on: If we can hear anything currently, that we not start until we can get the microphone that can be completely muted; (I'm going to trust that you guys have the right opinion) if you feel that you can't hear the stuff going on during the break, then I would say that we go ahead and move ahead now (so starting this meeting forward).

Schoenberg/Gipson 4/0/1, Motion Passed - Director Kelling abstain.

15. Discussion/Vote on Moving Some District Funds to Another Bank - Tabled.

16. Review and Approve Meeting Minutes for 12/07/2017, 12/14/2017, 12/15/2017, and 12/28/2017.

Motion: Move that we approve the minutes for December 7, 2017, with the possibility for additional amendments for typos, or other errors that may need to be corrected.

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

Motion: Move that we approve the minutes for December 14, 2017, with the amendments stated, and the possibility for additional amendments for typos, or other errors that may need to be corrected.

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

Motion: Move that we approve the special meeting, Friday December 15, 2017, with the ability to correct any typos, or amendments if they're found.

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

Motion: Move that we approve the minutes for December 28, 2017, with the possibility for additional amendments for typos, or other errors that may need to be corrected.

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

17. Discussion/Vote on Future Agenda Items.

Regular Planning Meeting January 25, 2018:

- An agenda item for review of the LOW Transfer Agreement.

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Regular Meeting February 8, 2018:

- Carryover discussion on the column in The Mountain Enterprise.
- Carryover discussion on banking issues.
- An agenda item to approve staff attending the AWWA conference.

18. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 7:43pm.

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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