

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive - Frazier Park, CA 93225**  
**MINUTES FOR THURSDAY, OCTOBER 13, 2016. 6:00pm**  
Schoenberg/Garcia 3/0/2, Directors Gipson and Kelling abstain.  
Minutes Approved on December 8, 2016

**1. Call to Order: 6:07pm.**

Roll Call of Directors: Garcia and Schoenberg. Director Gipson absent.  
Director Neyman present as the chairperson.  
Seat 5 Vacant.  
Also present: Jonnie Allison, Tiffany Matte, and Linda Sheldon.

**2. Discussion/Vote/Adjust Agenda if Necessary - None.**

**3. Public Comments:** - Present: Patric Hedlund, Gunnar Kuepper, Tonya Engelbrecht, two members of the Grand Jury, and an unnamed member of the public.

Members of the public were given the opportunity to address the Board on issues not appearing on the Agenda; public comments were limited to five minutes.

**4. Report of Officers:**

**President:** Director Neyman reported that at his last Water Board Leadership Institute Class, they spoke about CIP, budgets and the responsibilities of a Board of Directors. He also provided a copy of a handout titled, "Top Ten Responsibilities of a Nonprofit Board of Directors". There will be one more class, then he will graduate on November 5th.

**Vice-President:** None.

**Secretary:** Absent.

**Treasurer:** Director Schoenberg reported she will need to move money in the FPPUD accounts, before October 15th, to pay the yearly USDA interest and principal payment. The payment amount is \$105,500.01.

Her home computer has become too old to access programs needed to update the FPPUD website. The solution would be for her to purchase a new computer, or the District to move to a new website.

**Member at Large:** Seat Vacant.

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

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**6. Manager's Report.**

In the month of September there were eight meter changeouts, eight after hours call outs, one main line leak, and a total of 168 service work orders accomplished.

There continues to be a number of unknown system alarms on the telemetry. It does not indicate what was wrong, and the crew was not able to find the cause. Recently, Ness, the gentleman who worked on completing the system, looked at the cabinets and found an issue with how it was wired. The repair has been scheduled, will cost about \$2,600 to fix, but would save money in overtime hours spent responding to false alarms.

The 2015 CCRs have been mailed out.

The well house has been framed and is continuing to be built for Well 6.

**a. Approval/Vote of Expenses for Leadership Essentials Training for GM.**

The training the Board had asked GM Allison to do six months ago, Leadership Essentials for the Water Industry, was moved from Shafter to Roseville. This is a year long program with only four trips needed to the location in Roseville. Each trip is for a two day class, and will require overnight accommodations. The first training is November 3rd and 4th.

**Motion: Move that we approve Jonnie's motel for the four different classes that he has to do throughout the year.**

**Garcia/Schoenberg 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**b. Admin. Assist. Report.**

Tiffany Matte reported she will be out of the office next week on vacation.

**7. Ad Hoc Committee Report - No committees at this time.**

**8. Report on Other Water Board Meetings Attended - None.**

**9. Discussion/Vote on Pre-Planning Revised Budget #4.**

The cover letter addressed to Lawrence Sanchez, for the requested Revised Budget, was read aloud by the Board. This request moves \$8,000 from the Contingency portion of the Pre-Planning Agreement, into Task 4 - Project Administration, to cover fees for meetings through April 2017.

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**Motion: Move that we go ahead and approve this letter and numerical changes; \$4,000 for District Board Meeting attendance, and \$4,000 for Self-Help Enterprises, for a total of \$8,000, to be moved from Contingency to Project Administrative Costs.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**10. Discussion/Review of FFAST Planning Grant Application.**

Tiffany Matte gave a report on the status of the application. Dee Jaspar is completing the mapping of the annexation area, and the new boundaries of the proposed district. This should be completed in about a week with a map, legal description, and survey closure calculations, submitted to the Kern County Surveyor.

The Memorandum of Understanding needs to be developed, and will show all parties entering into this Regional Project, agree to the Project, and will clearly state the responsibilities of each party. It is not, however, required in order to submit the Grant Application.

As soon as the Scope of Work is completed by Dee Jaspar, the application can be submitted.

**11. Discussion/Vote on Bylaws and Rules and Regulations.**

**a. Board Member Conduct.**

Included in the Board Packet was a proposed guideline for Board Member conduct. It was written for the FPPUD, at a previous time that was not referenced. Tiffany Matte also reported finding a guideline for writing this type of policy on the ACWA website.

**b. Quote on Review by Attorney.**

Ernest Conant provided a quote of \$2,000 to review the District's Bylaws. Voting on this item was carried over to the next Regular Meeting on November 10th.

**12. Review/Discussion/Vote on District Policy Changes.**

Right now, the District doesn't have a policy that allows people to make payments on past due bills, unless they come before the Board. The Public Utilities Code states that customers must be given the opportunity to amortize their debt.

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GM Allison asked the Board to give him the authority to allow a customer to extend payments out a full year, if someone gets behind on their bill, and can't catch up. They would have to keep current on their bill as well as the payoff amount. Director Schoenberg stated this would have to be written up as a policy.

**Motion: Move that in the meantime, before we have it written as a full policy, that we go ahead and follow the Public Utilities Code, make sure that we have a way to amortize payments, allow Jonnie to divide what's due into a yearly payment, and assure the payee keeps payments current as they are billed. Late fees will not accrue on the past due amount.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**13. Discussion/Vote on Groundwater Basin Authority (SGMA).**

**Motion: Move that we table until the next Regular Meeting.**

**Garcia/Schoenberg 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**14. Discussion/Vote on Record Retention Policy.**

There is a policy in place, but it is in need of revision. Right now, no records are being destroyed. They are however, being scanned and saved digitally. This item should be reviewed at a time when there is a full Board.

**Motion: Move that we table until two meetings ahead.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**15. Discussion/Vote on Credit Card Processing Fee.**

A corrected contract for the new credit card processing unit was given to the bank so they could make changes, but they have not gotten back to Director Neyman. He will follow up with the Branch Manager.

**Motion: Move that we table #15 to the next Regular Meeting, so that Director Neyman can contact Sherri from California Bank and Trust, and try and get our contract back with the correct numbers inserted, so that we can have an idea of what it's going to cost us to have a new system.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

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**16. Discussion/Possible Vote on Cold Springs Canyon Property.**

The attorney has been trying to find the record of owner of the property adjacent to that of the District. He should be getting back with the information soon.

**Motion: Move that we table #16 until we have some word from our attorney Neil Meyers on how we can move forward on Cold Springs Canyon Property.**  
**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**17. Discussion/Vote on Quote from Telstar for Telemetry.**

The District was under the impression that, because the computers were running Windows XP, the SCADA system would have to be changed. Ness, the gentleman who helped write the program, said there was no reason to do so. Instead of spending money changing over to a new SCADA system, put money toward improving the current system, and it could last another 10 years.

**Motion: Move that we no longer carry the Telemetry Item #17 on the Agenda.**  
**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

At this time Gunnar Kuepper wished to go on the record to recognize and thank the Board, and the entire staff of the District, for their tremendous and outstanding work. He also wanted to particularly acknowledge the wider roll of each member of the Board as volunteers; including the two members of the Grand Jury in attendance, and Bill Hopper from Lebec County Water District. It is very important, and often underestimated, the effort volunteers put in to better serve the community. Mr. Kuepper expressed his sincere thanks.

**Motion: Move that we go back to Agenda Item #2 - Discuss/Vote/Adjust Agenda if Necessary.**  
**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we move New Business Items #19, 20, and 21 to after #22.**  
**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

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**18. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon updated the Board, that the auditors plan to have a preliminary draft of the 2015 audit ready by the next Regular Meeting.

Total cash balance is \$879,535.27.

As of today, before the checks were cut, the Operating Account had a balance of \$148,673.11. Checks cut totaled \$43,988.68. Approximately \$10,000 of that was for the annual premium for auto, and general liability insurance. This left a total of \$104,684.43 cash in the Operating Account. The account will be short about \$815, after the USDA loan payment is made.

**Motion: Move that we take \$25,000.00 out of the General Fund, and move it into the Operating/Revenue Fund, to cover our USDA loan payment, until such time that we catch back up, then move the money back into the General Fund.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

The banks are starting to charge audit fees again on District accounts. There was also a question as to how bank rewards are applied to the account as they accrue. Directors Schoenberg and Neyman will go into the bank and discuss the issues with the branch manager.

**Motion: Move that we pay our bills.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**Motion: Move that we take a 10 minute recess at 7:47pm.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**Return from Break: 8:00pm.**

**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.**

- **Gov't Code (54954.5(e)) Public Employee Performance Evaluation.**

**Title: Administrative Assistant to the General Manager/Clerk of the Board.**

- **Gov't Code (54954.5(c)) Conference with Legal Counsel - Anticipated Litigation.**

**Gov't Code (54956.9 (d)(2)-(4)) One Potential Case.**

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**22. CLOSED SESSION pursuant to Gov't Code (54957).**

- **Gov't Code (54954.5(e)) Public Employee Performance Evaluation.**

**Title: Administrative Assistant to the General Manager/Clerk of the Board.**

- **Gov't Code (54954.5(c)) Conference with Legal Counsel - Anticipated Litigation.**

**Gov't Code (54956.9 (d)(2)-(4)) One Potential Case.**

**Director Neyman announced closed session at 8:02pm.**

**Returned from closed session at 8:42pm.**

**Actions in Closed Session (54957.1(a)) 54957.7(b):**

Director Neyman announced that in closed session the performance evaluation was reviewed. The Board voted to approve the settlement with ACWA/JPIA.

**19. Discussion/Vote/Update on the Conflict of Interest Code.**

**a. General Manager's Declaration**

The Board read aloud the document, and GM Allison signed the General Manager's Declaration.

**20. Discussion/Vote on Resolution FP-20161013-01 - Resolution Announcing the Final Adoption of an Amended Conflict of Interest Code.**

The Board read aloud Resolution FP-20161013-01. Director Schoenberg stated she would have liked to add a portion to the code that describes the punishment for lying on Form 700. In light of the attorney recommending not adding additional information to the code, Director Schoenberg made the following motion.

**Motion: Move that we adopt this current Conflict of Interest Code, Resolution FP-20161013-01, the Resolution announcing the final adoption of an amended conflict of interest code.**

**Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

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**21. Review and Approve Minutes for 09/08/2016, 09/15/2016, and 09/22/2016.**

As not every Board Member present was able to review the Minutes, and there were only three members present, Director Schoenberg suggested tabling the Minutes to the next meeting.

**Motion: Move that we put the Minutes on the next Regular Pre-Planning Meeting. Schoenberg/Garcia 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**22. CLOSED SESSION pursuant to Gov't Code (54957) - Moved per adjustment of the Agenda.**

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

Community Meeting October 15, 2016.

Pre-Planning Meeting October 27, 2016:

- Approval of meeting minutes for September.

Regular Meeting November 10, 2016:

- Carry over discussion/vote on SGMA.
- Carry over approval for legal review of the Bylaws.
- Carry over discussion/vote on credit card fee.
- A discussion/vote on purchasing an Ipad.

**24. Adjournment.**

**Motion: Move to adjourn.**

**Garcia/Schoenberg 3/0/0, Motion Passed - Director Gipson absent, seat 5 vacant.**

**Meeting adjourned: 10:36pm.**



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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**



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**Attest: Brahma Neyman, President**

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