

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**MINUTES FOR THURSDAY, FEBRUARY 8, 2018**  
**6:00 PM**

Gipson/Neyman 4/0/1 - Director Garcia abstain  
Minutes Approved on March 8, 2018

**1. Call to Order: 6:00pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Gipson, Neyman and Schoenberg. Director Garcia absent.  
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 - None.**

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** Director Schoenberg reported she went with Director Neyman to the bank and turned in the updated Resolution. She also fixed the names of the FPPUD accounts that were incorrect.

**Treasurer:** Director Neyman reported he transferred \$46,000.00 from the Operating/Revenue fund into the Emergency Reserve account as previously discussed. While setting up online account access, he and Director Schoenberg removed logins for anyone no longer authorized to access District banking information.

**Member at Large:** Absent.

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

**6. Manager's Report.**

At the last meeting, Carlos Bravo explained the State Water Resources Control Board (SWRCB) provides an opportunity for disadvantaged communities to get a reduction on the fees billed annually. General Manager (GM) Jonnie Allison reported he has been in contact with the State in order to get those fees reduced.

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The State has initially approved the rate reduction, but it won't become official until the District receives a letter. Since the fees were already paid, the SWRCB will issue a refund or credit.

The four test meters for the Meter Replacement Project have been installed at GM Allison's house. They will be compared to see which functions best, is most accurate, and how they function in freezing weather.

The crew is continuing to work on replacing the main line that runs just outside the FPPUD office.

There was one after hours call out for a main line repair.

GM Allison spoke with a representative from Suez, a company that cleans out and adds epoxy coating to older, thinning water pipes. After the process is complete, the work is guaranteed for 30 years. A financing option is available where payments can be made over 15 years with no interest. This might be an option for areas in town where pipes are difficult to dig up and fix.

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

Tiffany Matte reported the RVS billing system was updated to include the convenience fee for online payments in the customer audit, for tracking purposes. This change began on the first of February, and should be reflected in the end of month reports.

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

**SGMA:** Director Kelling forwarded an email from Patric Hedlund, regarding decisions being made on applicants who applied for grant funding for forming GSAs and GSPs.

**Budget:** No update.

**Depreciation of Assets:** No update.

**Lake of the Woods Transfer Agreement:** The agreement was reviewed at the last Regular Meeting. A vote will be added to the next agenda, in order to expand this ad hoc to include all of the MOUs needed.

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**8. Accounts Payable and Financial Information.**

**Motion: Move that we take #8 and put it right before #14.**

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

**9. Presentation on, and Filling Out/Filing Form 700 - Statement of Economic Interests.**

Tiffany Matte prepared a PowerPoint to summarize the instructions for filling out 700 forms. The forms were turned in and filed.

**10. Discussion/Vote on Sending GM and Lead Field Operator to American Water Works Association (AWWA) Convention.**

GM Allison presented the Board with the information about the convention. He estimated it would cost around \$3,000.00 to \$3,500.00 for two people to attend this event.

**Motion: Move that we approve sending the GM and the Lead Field Operator to the AWWA Convention.**

**Neyman/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**11. Discussion/Vote on Donating or Auctioning the Office Copy Machine.**

When the District upgraded to the newer color copy machine, American Business Machines bought out the remaining lease on the previous machine, and the FPPUD retained ownership. It was their suggestion that the older machine be donated. GM Allison contacted the Family Resource Center, but they did not have a need for it. The Board suggested offering it to the local schools.

**Motion: Move that we explore donating it to the elementary school. If the elementary school does not want to do it, that we then ask the high school or the junior high. If none of them are willing, then I think we need to bring it back to the body and come up with something else.**

**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

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**12. Discussion/Vote on using T-Mobile Hotspot for Office Internet.**

The office has been having connectivity and speed issues with the AT&T internet. GM Allison spoke with a representative from T-Mobile, who had an option for getting internet directly from the cell network. He recommended setting up a Hotspot with 18gb of monthly data. The cost would be \$80.00 a month. GM Allison suggested starting with a lower amount of allowable data, and split usage between AT&T and T-Mobile. If the new internet works well, the District could look at getting out of the contract with AT&T.

**Motion: Move that we go forward with this, with the exception of, if there's a contract that it locks us into.**

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

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

The Board does not have any new information on this topic, but expects an email when The Mountain Enterprise has looked into this further.

**Motion: Move that we remove the Discussion/Vote on Ideas for a Column in The Mountain Enterprise, and that it will be put it back on the agenda when Jonnie receives a letter from Patric, so we can discuss it further.**

**Neyman/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**8. Accounts Payable and Financial Information. (Moved per adjustment of the agenda.)**

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,013,802.00. The balance in the Revenue/Operating account is \$188,157.99. Checks were cut for the regularly occurring invoices.

USA Bluebook had an outstanding invoice from 2016, which was never received by the District, and not deducted from a previous credit balance.

The first invoice came in for costs associated with upgrading the telemetry, and was for just under \$3,000.00.

The Board reviewed the financials and asked that a line item be added to the Balance Sheet and Profit and Loss Statement, that would show income from new connection fees.

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A check was cut to Young Wooldridge which included an invoice relating to the annexation project. The check was voided and will be recalculated for the next check run.

**Motion: Move that we pay our bills with corrections as stated.**  
**Neyman/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.**

**14. Discussion/Vote on Banking Issues.**

**a. Moving funds to Another Bank.**

The Board is interested in moving one or more accounts over to another banking institution in order to have additional Federal coverage. They are also interested in finding an account type that would be safe, and also earn interest. An ad hoc committee can be formed to research the best options for moving funds. This item will be tabled for a vote.

**Motion: Move that we table #14 until the next meeting in February.**  
**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**b. Current Banking Issues - Not discussed.**

**15. Review and Approve Meeting Minutes for 01/11/2018, and 01/25/2018.**

**Motion: Move that we approve the minutes for January 11, 2018, with the amendment mentioned, and the possibility for additional amendments for typos or other errors that may need to be corrected.**  
**Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**Motion: Move that we approve the minutes for January 25, 2018, with the possibility for additional amendments for typos, or other errors that may need to be corrected.**  
**Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

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

Regular Planning Meeting February 22, 2018:

- An agenda item to vote on an ad hoc committee for banking research.
- An agenda item to vote on expanding the ad hoc committee for the LOW Transfer Agreement to include all MOUs needed.

Regular Meeting March 8, 2018:

**17. Adjournment.**

**Motion: Move that we adjourn.**

**Gipson/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**Meeting Adjourned: 8:23pm.**

**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**

seal