

FRAZIER PARK PUBLIC UTILITY DISTRICT

4020 Park Drive - Frazier Park, CA 93225

MINUTES FOR THURSDAY, MAY 12, 2016

Schoenberg/Durso 5/0/0

Minutes Approved on June 9, 2016

1. Call to Order: 6:07pm.

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 that #8 be moved down below #22 and table #9, #10 and #11.

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

Motion: That we move #15 up to right after #3.

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

3. Public Comments - Present: Sherri Dumin and Wendi Evans from California Bank & Trust and Bill Hopper.

15. Discussion/Vote on Credit Card Terminal and Additional Services Available Through California Bank & Trust.

Sherri Dumin and Wendi Evans gave a presentation to the Board. It was a follow up to a previous meeting held in March at the Frazier Park branch with Director Schoenberg, Director Neyman and General Manager (GM) Jonnie Allison. Ms. Dumin and Ms. Evans presented the Board with services offered by the bank that would enable the FPPUD to process payments more efficiently, save money and allow customers easy options to pay their bills. The services offered were:

- A First Data Terminal that would allow customers to make payments with their credit and debit cards and also take advantage of EMV chip technology. The cost for a new terminal would be \$395.00 plus tax and shipping. The bank offered a \$250 credit to offset that cost. Based on an FPPUD bank statement from December, Ms. Dumin projected an annual savings of \$386.16.
- The Payeezy eCommerce Solution. This would allow customers to make payments online via the FPPUD website. This payment option is currently not compatible with the RVS billing system nor the FPPUD website software. Should this be an option for the future, the cost would be \$20 a month for maintenance plus \$.05 per transaction.

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- Remote Deposits. This is a check clearing application where the FPPUD would scan and electronically submit checks for deposit through the internet and a certified scanner. The cost of the multi-feed scanner would be \$911.00 offered at a 50% discount. The monthly cost, based on an FPPUD bank statement from December would be \$221.90. That cost would increase or decrease based on the number of checks processed.
- A Retail Lockbox. This would be a physical lockbox located in San Diego that would be managed by California Bank & Trust. Payments would no longer be mailed to the FPPUD, but to this box. The team in San Diego would collect the mail and input all of the items that come through. There is no cost estimate for this service as prices would change depending on how the lockbox is set up.

The Board carried over discussion to the next Regular Meeting.

4. Report of Officers:

President: None.

Vice-President: None.

Secretary: None.

Treasurer: Director Schoenberg reported Agendas are up on the website. Newly signed Minutes as well as financials will need to be sent via email to be posted.

Member at Large: None.

5. Board Member Initiatives - None.

6. Manager's Report.

GM Allison reported there were 5 after hours call outs.

The crew along with the GM went to training with Jesse Dhaliwal and AWWA regarding the changing regulations relating to how positive BacT results are handled. State and Federal rules will now be followed making the process more paperwork intensive. The current rate of oversight at \$150 per hour will be changed to a flat rate fee based on the number of connections. GM Allison estimated the new cost will be about \$5000 per year. Some changes are in effect now, the rest will be finalized by January, 2017.

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The probation period for the new Field Trainee ended and he was put on as a permanent worker. His uniforms have been ordered. His hourly pay will be bumped up the customary \$1.00/hr.

A new temporary front desk employee was hired and will begin on May 18th following the completion of her 2 week notice. She was notified the position could last anywhere from a few weeks to several months.

a. Admin. Assistant's report.

Tiffany Matte reported all of the Board of Director's Bonds have been finalized. On June 27th she will be attending an HR seminar in Bakersfield offered through Fred Pryor.

7. Ad Hoc Committee Report.

GM Allison, Director Schoenberg and Director Neyman had a meeting at the FPPUD office with John Vandenburg from RCAC, the company conducting the Water Rate Study. They went through a list of questions designed to get general information about FPPUD operations. RCAC also requested a list of assets (with cost, year and depreciation), information on current loans (requirements, payments and interest) and debt reserves. The Rate Study will be designed to cover the next 5 years so the FPPUD will need to provide a budget and a list of capital improvements. Director Schoenberg suggested an Ad Hoc Committee be formed to go over the budget and present it to the full Board in the June or July meeting.

Motion: Move that Brahma and Lisa form an Ad Hoc Committee to do the budget. Gipson/Garcia 5/0/0, Motion Passed.

GM Allison explained that after the rate change the FPPUD will no longer be incorporating a tiered water rate. The majority of District revenue would be more reliant on a fixed monthly fee than on water sales.

Director Schoenberg added that the Board Members not involved in the Ad Hoc Committee would be able to help by making a list of District needs for the capital improvement plan.

Motion: Move to take a break at 7:43pm.

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

Return from break: 7:57pm.

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8. **Continue Discussion/Reading of the Brown Act** - Moved per adjustment of the Agenda.
9. **Discussion/Possible Vote on Cold Springs Canyon Property** - Tabled.
10. **Discussion/Possible Vote on FPPUD 48hr Notice/Service Lock-Off Policy** - Tabled.
11. **Discussion/Vote on Quote from Telstar for Telemetry** - Tabled.
12. **Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon reported total cash balance of accounts is \$807,292.95. The Board was provided a check detail and a list of accounts still being charged a monthly fee in error. A copy of the account list was given to Sherri Dumin.

Director Schoenberg would like to see inventory tracking of stock and major tools so the Board can see what is there and what is still needed.

Motion: Move to pay our bills.

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

13. **Discussion/Review/Vote on Finalized 2013 - 2014 Audit.**

The Board reviewed the audit as homework from the previous Regular Meeting and found no need for changes.

14. **Discussion/Vote on JPIA Recommended Training for the General Manager.**

Lee Patton from JPIA was in the office doing a compliance survey and recommended an annual training conference in July called "Driven to Succeed". It goes over important topics for the GM and District operations.

Motion: Move that Jonnie go on this training for the 2 day cost and 3 nights of a hotel room starting on the night of the 19th.

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

15. **Discussion/Vote on Credit Card Terminal and Additional Services available Through California Bank and Trust** - Discussed previously per adjustment of the Agenda.

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16. First Discussion on Groundwater Basin Authority.

Director Schoenberg opened the discussion by expressing her concerns and reservations. The basin of the mountain communities is currently a low priority in the eyes of the State. The reason Tejon Ranch Company (TRC) wants to move forward and be the lead on a study is because it benefits them and their potential developments. It is the Board's understanding that TRC has approached other water companies in the area, and they have agreed to provide water. Bill Hopper, a Lebec Water Board member clarified TRC has no such agreement with his company. Director Schoenberg reiterated the importance of the different Boards attending each other's meetings and working together. This would help in determining if information being provided by TRC about the various local agencies were accurate.

The Board agreed their main focus right now is the Regional Water System project with Lake of the Woods.

17. Discussion/Vote on Dates for Meeting with Tejon Ranch Company.

The TRC offered the Board an opportunity to attend a real estate presentation that would give a better understanding of the developments going in and what the time tables are. The Board discussed the importance of having all members in attendance for any decision making as the District is a Public Utility and must adhere to The Brown Act. The Board discussed available dates but discovered weekday mornings would be difficult. Thursday evenings or Saturday mornings would be preferable.

Tiffany Matte was directed to contact TRC and see if and when they are available to give their presentation at the FPPUD office. This meeting would be open to public attendance.

18. Discussion/Vote on Refunding Late Fees for Billing Payments Placed in Polling Ballot Envelopes.

There were about 6 water bill payments placed in polling envelopes that were not able to be opened until the vote count took place on April 28th. The Board discussed basing the decision on payment history but decided it would be best to make a uniform choice.

Motion: Move that we take all of the checks that got sent in, in the polling ballot envelopes, and refund their late fee.

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

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19. Discussion/Vote on Kern County Tax Roll - Special District Assessment.

Motion: To put the delinquent accounts as one rate code and the \$5 per year standby fee for lots without meters as a second rate code on the Kern County tax roll.

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

20. Discussion/Vote on Leadership Institute Training Class for Board Members.

Self-Help Enterprises is offering a Water Boards Leadership Institute training course that would be held once a month for 6 sessions. The Board expressed interest and instructed Tiffany Matte to email and get more information.

Motion: Move to extend the meeting to finish business.

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

A decision on the leadership class will be carried over to the next Special Meeting.

21. Discussion/Vote on Food Budget for Meetings and Reimbursement for Food Purchased.

Some Board Members have been providing snacks for meetings on a volunteer basis at their own expense. A discussion ensued on whether or not the District should have a budget for refreshments. Ultimately, the Board was uncomfortable asking the people of the community to pay for food and decided to take turns and continue bringing it on a volunteer basis.

22. Review and Approve Community Meeting Transcript for 10/22/15 and Minutes for 04/14/16 and 04/28/16.

Motion: Move to pass the transcript for 10/22/2015.

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

Motion: Move to approve the Minutes for April 14, 2016 with corrections we stated and any other corrections and typos that we find.

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

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Motion: Move to approve the Minutes for April 28, 2016 with the noted changes and any typos we might find afterwards.

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

8. Continue Discussion/Reading of the Brown Act.

Members of the Board reiterated the importance of being knowledgeable about The Brown Act. Tiffany Matte was directed to look into a training class for the Board.

Motion: Move to table the Brown Act.

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

23. Discussion/Vote on Future Agenda Items.

Special Meeting:

- Carryover the discussion/vote on meeting with Tejon Ranch Company.
- Carryover the discussion/vote on the Water Boards Leadership class.

Regular Meeting:

- Carryover the discussion/vote on services provided by California Bank & Trust.
- A Vote on sending GM Allison to RVS training.

24. Adjournment.

Motion: Move to adjourn.

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

Meeting Adjourned: 9:25pm.

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