

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
FPPUD/LOW Pre-Planning Meeting
MINUTES FOR THURSDAY, OCTOBER 27, 2016
Schoenberg/Gipson 3/0/0 - Director Garcia absent, Seat #5 vacant
Minutes Approved on November 10, 2016

1. Call to Order: 6:05pm.

The meeting opened with the Flag Salute.

Roll Call of Directors: Gipson, and Schoenberg. Director Garcia 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.

Motion: Move that we move the Manager's Report to after #10, before New Business.

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

Motion: Move that we place #6 after the Manager's Report.

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

3. Public Comments - None. Present: Gunnar Kuepper, Steve Berry, Terry Ashmore, William Feliz, Terry Kelling, Tommy Hastings, Carlos Bravo, Dave Warner, Dee Jaspar and Pam Jarecki.

4. Manager's Report - Moved per adjustment of the Agenda.

5. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported, normal checks were cut, with additional checks for truck repairs, and annual fees for State Water Association. Funds were received for Pre-Planning Claims #8 and #9 and those checks were cut as well. Transfers were set up for interest and principal payments for the three USDA loans, and the payments were made. The amounts for required payments into the Reserve Account for the USDA loans will be reevaluated, and set up as automatic transfers through the bank.

Motion: Move that we pay our bills.

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

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The auditors are still on track, and plan to have a draft of the 2015 audit for the next Board Meeting.

Directors Neyman and Schoenberg had a meeting with California Bank & Trust and clarified the reason for the \$20 audit fees being charged to District accounts. FPPUD auditors were contacting the bank for account information directly, in order to complete annual audits. The bank charges a fee for providing this information. There will still be a review of these fees to make sure all charges are valid.

Directors fees paid for attending meetings are reported annually for tax purposes on IRS form 1099. The Bookkeeper will be contacting the IRS to find out the correct category for this type of income. Currently it is reported as "Non-employee Compensation", but Director Schoenberg asked that it be categorized as "Miscellaneous Income", unless tax codes don't allow for that.

- 6. Review and Approve Minutes for 09/08/2016, 09/15/2016, and 09/22/2016 - Moved per adjustment of the Agenda.**

- 7. Discussion/Vote on Sustainable Groundwater Management Act (SGMA).**

There was no new information about this topic. Director Schoenberg again expressed her interest in forming an Ad Hoc Committee to gather information on SGMA. Director Gipson agreed to join the Ad Hoc; a vote confirming the ad hoc committee was carried over to the next meeting.

- 8. Update/Discussion/Vote on USDA Emergency Community Water Assistance Grant (ECWAG).**

The Notice of Completion for Well 6 was filed on September 20th. No claims have been filed during the 35 day waiting period.

Motion: Move that we re-visit #8 once the General Manager is here.
Schoenberg/Gipson 3/0/0, Motion Passed - Director Garcia absent, seat 5 vacant.

- 9. Update/Discussion on Regional Project FFAST Planning Application.**

The application is almost complete; the only item still needed is the Scope of Work from the Engineer, Dee Jaspar. Carlos Bravo and Mr. Jaspar are working together to get the report in the State's required format.

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The draft of the budget was passed out for review in the amount of about \$920,000.00. It is anticipated the final document will be finished by the end of next week. The Planning stage was divided into four phases and is estimated to take about 18 months. The Board asked any questions they had and provided input that the following items be included:

- A line item in the budget for reimbursement of Directors' fees for meetings.
- A separate line item for an amount budgeted for legal consultation.
- A line item for the Memorandum of Understanding (MOU), near the end of the timeline.
- A budget line item for contingency.

A review of the final budget will be added to the Regular Meeting on November 10th.

10. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3 and Task 4 Activities.

a. Annexation Map and Legal Description.

Dee Jaspar displayed the final map and legal description. He is working on the finishing touches that include adding APNs (Assessor Parcel Numbers), bearings, distances, and closures for the legal boundaries. After final proofing, the map will be submitted to the County.

b. Annexation Work Update.

Dave Warner provided an amended Annexation Schedule originally provided by Ernest Conant. Corrections will continue to be made as the process continues.

c. Discussion/Vote on Partial Payment Requests - Claim #10.

The Board reviewed Claim #10 and found invoices submitted by Young Wooldridge were resubmittals, thus duplicates. More research was needed to find out if duplicate checks were for the same invoices.

Motion: Move that we backtrack to #5 Accounts Payable and Financial Information. Schoenberg/Gipson 3/0/0, Motion Passed - Director Garcia absent, seat 5 vacant.

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5. Accounts Payable and Financial Information.

An amendment was proposed by the motion maker, for the previous motion under this Agenda Item. The seconder of the motion agreed.

Motion: Move to hold back Young Wooldridge checks pending further investigation.

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

10. Discussion/Possible Vote on Lake of the Woods/Frazier Park Pre-Planning Project Task 3 and Task 4 Activities. (Continued from previous discussion.)

c. Discussion/Vote on Partial Payment Requests - Claim #10.

Claim #10 - \$12,935.35

Motion: Move that we approve Claim #10 with two amendments.

1. Removal of the duplicate Young Wooldridge Invoice.

2. Addition of \$400 to the FPPUD general ledger for an additional meeting.

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

Young Wooldridge Client ID #13078-47 EAC, dated October 4, 2016, in the amount of \$650.00, for work related to annexation. (This Item will be removed from the Claim).

Dee Jasper & Assoc. Invoice #16-09020, dated September 20, 2016, in the amount of \$8,321.25, for professional services related to Pre-Planning Task 3.

FPPUD General Ledger for Directors Fees, for the meeting dated September 15, 2016, in the amount of \$400.00. A second meeting on September 22, 2016, in the amount of \$400.00 to be added, for a total of \$800.00.

Stanley Hoffman & Assoc. Invoice #1311-3, dated October 10, 2016, in the amount of \$2,900.00, for preparation of the MSR for Task 3.

Self-Help Enterprises Invoice #FRZPRK-1016, dated September 2016, in the amount of \$914.10, for technical assistance relative to Scope of Work.

Motion: Move that we take a break at 8:04pm.

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

Return from Break: 8:14pm.

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4. Manager's Report.

The field crew is continuing to work on the house for Well 6. It has been framed, sided, and the windows and doors hung. The roof and painting is what is needed to complete it. One of the field workers lost his set of District keys today. Locks will need to be changed at the office and at site locations. The worker suspects he left them at the meter box of an angry customer who had her meter locked off. After unlocking the meter, he left the location without his keys. He immediately went back for them, but when he got there, they were gone. GM Allison estimates the cost to change locks in the office will be about \$700, and the cost to change the padlocks in the field will run from \$800 to \$900.

When changing the locks in the field, he plans to use programmable combination locks to save on cost, should this happen again.

The Board directed GM Allison to change the locks and use the combination locks as planned.

P & J Electric came out and fixed the telemetry system. Since then, there have been no alarms that were not justified.

Director Schoenberg reported she has put the 2015 CCRs on the FPPUD website under the Manager's Report section.

a. Admin Assistant's Report - None.

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

Motion: Move that we approve the Minutes for September 08, 2016 with the possibility for amendments for typos or other errors that need to be corrected. Gipson/Schoenberg 3/0/0, Motion Passed - Director Garcia absent, seat 5 vacant.

Motion: Move that we approve the Minutes for September 15, 2016 with the possibility for amendments for typos or other errors that need to be corrected. Gipson/Schoenberg 3/0/0, Motion Passed - Director Garcia absent, seat 5 vacant.

Motion: Move that we approve the Minutes for September 22, 2016 with the possibility for amendments for typos or other errors that need to be corrected. Gipson/Schoenberg 3/0/0, Motion Passed - Director Garcia absent, seat 5 vacant.

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11. Discussion/Vote on Ethics Training.

Director Neyman has been communicating with RCAC, who offered to conduct an AB1234 Ethics training with all water companies on the mountain, free of charge. The class will be held at the FPPUD office.

Tiffany Matte was directed to coordinate with other local water agencies in regard to this training.

12. Discussion of Director Vacancy - Candidates and Letters of Intent.

There were six Letters of Intent submitted to the Board. The candidates were:

William Feliz (present)
DiAnn Dever (not present)
Terry Kelling (present)
Tonya Engelbrecht (not present)
Stephen Berry (present)
Tommy Hastings (present)

Motion: Move that we discuss Item #13 so that the people who may not need to be here can move on before we go over the Letters of Intent.

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

13. Discussion/Vote on Future Agenda Items.

The Regular Pre-Planning Meeting held on the fourth Thursday of the month will occur on the Thanksgiving holiday during the month of November. The Board, Dee Jaspar, and Self-Help Enterprises coordinated an alternate date to meet.

Motion: Move that we change our regular meeting date due to the Thanksgiving holiday. A one time change of our normal regular meeting to the previous week, November 17th.

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

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12. Discussion of Director Vacancy - Candidates and Letters of Intent.

Candidates not present to be interviewed can be interviewed at the next meeting.

Motion: Move to extend the meeting to finish business.

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

Meeting extended at 9:06pm.

The letters were read aloud by the Board President, and those present were interviewed.

13. Discussion/Vote on Future Agenda Items.

Regular Meeting November 10, 2016:

- A Discussion/Vote on the Planning Budget.
- Carry over discussion on ethics training.
- A vote on a SGMA ad hoc committee.
- An interview and final vote on Board vacancy.

Regular Pre-Planning Meeting Scheduled for November 17, 2016.

14. Adjournment.

Motion: Move to adjourn.

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

Meeting Adjourned: 9:33pm.

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