

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive - Frazier Park, CA 93225**  
**FPPUD/LOW Pre-Planning Meeting**  
**MINUTES FOR THURSDAY, NOVEMBER 17, 2016**  
Gipson/Schoenberg 3/0/2 - Directors Garcia and Kelling abstain.  
Minutes Approved on December 8, 2016

**1. Call to Order: 6:10pm**

- a. The meeting opened with the Flag Salute.
- b. 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 to table #8 and #9 to the next Agenda.**  
**Schoenberg/Gipson 3/0/0, Motion Passed - Director Garcia absent, Seat 5 vacant.**

- 3. Public Comments - None.** Present: Pam Jarecki, a Lake of the Woods Board Member and his wife, Dee Jaspar and Dave Warner.

**4. Manager's Report.**

General Manager (GM) Jonnie Allison reported the District had a State inspection today. This inspection occurs every three years. It went really well, the inspector had only recommendations for fencing and adding a T connection to Well 5.

**a. Admin Assistant's Report.**

Tiffany Matte reported the Clerk of the Board Conference went really well and she learned a lot. During the conference she was able to talk to different law firms, and ask for recommendations on individuals knowledgeable on the Sustainable Groundwater Management Act (SGMA). They planned on emailing as soon as they have information.

**5. Accounts Payable and Financial Information.**

The checks cut were for normal monthly invoices. There is a possible issue with Tiffany Matte's District credit card. This matter will be looked into further. Because the Pre-Planning Meeting was held a week early, the bookkeeper was asked to return the following week to pay any additional invoices that come in.

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Linda Sheldon was able to research how Directors' fees are reported to the IRS. She explained there are two trains of thought on the issue. One side says it should be reported on form W-2, the other indicates it be reported on a 1099, but not as other income. She will continue to look into the matter and find out more information.

Director Schoenberg wished to state for the record that she is not a salaried employee. Unless there is a code that shows income cannot be reported in the category of "Other Income", she would like it categorized as such.

**Motion: Move that we pay our bills. Secondly, that any bills that come up next week that are regular bills, that those also be approved this evening, and they get signed with the appropriate Directors signatures.**

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

**6. Discussion/Review of Draft Audited Financial Statements for 2015.**

The Board was provided a draft of the financial statements. There was a correction needed to the list of Directors as of June 2015. Directors Schoenberg and Neyman will review the numbers and email the auditors with any questions or changes. The final review with the auditors can be scheduled for the second meeting in December.

**7. Discussion/Vote on Ethics Training.**

The Board decided on January 19th at 6:00pm for AB1234 ethics training. Tiffany Matte will provide this date to Sarah Buck of RCAC so she can create her flyer. Other public boards in the area will be invited.

**8. Review and Approve Minutes for 10/13/2016 - Tabled.**

**9. Discussion/Vote on SGMA Ad Hoc Committee - Tabled.**

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**10. Review/Vote on the Planning Budget and Scope of Work.**

Dee Jaspar made revisions based on the input from the Board and Self-Help Enterprises. The Board continued to discuss the changes they would like to see made to the Budget and Scope of Work. Changes that are still needed are:

- District legal fees added as a line item.
- The Memorandum of Understanding (MOU) moved to later in the timeline.
- The Planning Phase timeline changed from 40 months to 24 months.

**Motion: Move that we approve the Planning Budget and Scope of Work in theory now, however Director Neyman and Director Schoenberg are going to review it before final approval. If there is still an issue, then we would call a Special Meeting.**

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

- Dee Jaspar recommended adding reimbursement of staff time in the line item containing administration.

**11. Update/Discussion on Regional Project FFAST Planning Application.**

The Planning Application is nearly complete. Although it still needs the 2015 audit, the application can be submitted and the financial statements sent later. As soon as the Planning Budget and Scope of Work is approved, the application can be submitted.

**12. Discussion/Vote on Draft MSR (Municipal Service Review).**

This item has not been completed. It will carry over to the Pre-Planning Meeting on December 22nd.

**13. 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 Japar is reviewing the final changes, and anticipates having it completed tomorrow. He will then meet with LAFCo to make sure the map is prepared as they want it, and the annexation areas clearly defined.

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**b. Annexation Work Update.**

Dave Warner reported Ernest Conant sent out a draft Resolution pertaining to annexation, that will need to be reviewed for any special conditions. There is still more that needs to be added before it is brought for approval. The Board would like to see the conditions of annexation included in the Resolution.

**Motion: Move to take a break at 7:46pm.**

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

**Return from Break: 7:59pm.**

**c. Discussion/Vote on Partial Payment Requests - Claim #11.**

This Claim was reviewed by Director Neyman and no discrepancies were found. The overpayment of \$650 to Young Wooldridge, for a duplicate invoice, will be deducted from Claim #10 when the check is received. The adjustment is reflected in the totals on Claim #11.

**Claim #11 - \$17,624.78**

Dee Jaspar & Associates Invoice #16-10020, dated October 31, 2016, in the amount of \$11,385.06, for professional services related to Task 3.

FPPUD General Ledger for Directors Fees, for the meeting dated October 27, 2016 in the amount of \$300.00.

Stanley Hoffman & Associates Invoice #1311-4, dated November 10, 2016, in the amount of \$4,537.50, for preparation of the MSR for Task 3.

Self-Help Enterprises Invoice #FRZPRK-1116, dated October 2016, in the amount of \$1,402.22, for personnel and mileage charges for Task 3 of \$415.50, and personnel and mileage charges for Task 4 of \$858.74.

**Motion: Move that we approve and pay Claim #11, with an amendment to Part C of the Itemized Claim Form - Amount Due, and Part D - Amount Due.**

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

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

Prop 218 Protest Hearing and Regular Meeting December 8, 2016:

- Review and Approve Minutes for October 13, 2016.
- Discussion/Vote on SGMA Ad Hoc Committee.

Pre-Planning Meeting December 22, 2016:

- Discussion/Vote on a program to help low income residents pay their water bills.
- Auditor's review of the 2015 financial statements.
- Carry over discussion/vote on the draft MSR.

**15. Adjournment.**

**Motion: Move that we adjourn.**

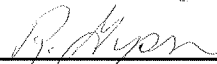
**Gipson/Schoenberg 3/0/0, Motion Passed - Director Garcia absent, Seat 5 vacant.**

**Meeting adjourned: 8:22pm.**

**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)).**



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**Tiffany Matte, Clerk of the Board**



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**Attest: Rebecca Gipson, Secretary**

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