

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive - Frazier Park, CA 93225
MINUTES FOR THURSDAY, JUNE 9, 2016
Gipson/Durso 4/0/0 - Director Garcia absent
Minutes Approved on July 14, 2016

1. Call to Order: 6:12pm.

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 to table #10, #11, #12 and #14.
Gipson/Durso 5/0/0, Motion Passed.

3. Public Comments - Present: Barbara Norcross and Bill Hopper.

Barbara Norcross addressed the Board. She has a vacation property located on South End Drive. She felt that, for the past two years, her meter has been read incorrectly. She occupies this residence, on average, only about four days out of the month. When she leaves, she is careful to read and tally the readings on the meter. Last year she spoke to the Board on this issue and they were able to have the readings corrected. Ms. Norcross does not feel she should be the one to constantly police this issue. She presented a picture she took of the reading on the meter, and her bill to compare it to, to show the discrepancy.

General Manager (GM) Jonnie Allison gave Ms. Norcross his business card with his contact information so that if she were to have trouble again, she could contact him directly. He also suggested she call him on Monday morning and he will have information and a solution available.

4. Report of Officers:

President: None.

Vice-President: None.

Secretary: Director Gipson reported she received a copy of the JPIA Risk Management Assessment and was very pleased with the portion that stated the FPPUD has done a good job implementing best practices in the area regarding the Employee Handbook.

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Treasurer: Director Schoenberg stated she doesn't believe she will be able to attend the Water Boards Leadership Institute in Visalia offered by Self-Help Enterprises. She did not get the meeting Agenda put up on the website. Administrative Assistant Tiffany Matte will be sending the 1st submittals of stand-by fees and delinquent accounts to the Kern County Assessor's Office tomorrow.

Member at Large: None.

5. Board Member Initiatives - None.

6. Manager's Report.

GM Allison reported a lag differential for May of 19.41%. There were six after hours call outs, no mainline breaks and 76 work orders were completed. The well project was sped up significantly so a mini excavator was rented and the crew, along with the GM, have been working morning and night to get things completed. The slab for Well #6 was completed today and P&J is expected to do the electrical next week. P&J will also be working to restore power to the storeroom and shop in the yard, damaged during trenching due to the fact the cabling never had a conduit.

a. Admin. Assistant's report.

Tiffany Matte responded to the Board's inquiries as to when Directors Garcia and Neyman should go to the elections office in Bakersfield to register for the November election. The nomination period will run from July 18th to August 12th.

7. Ad Hoc Committee Report.

Director Schoenberg reported she and Director Neyman were not able to make it in to work on the 2016-2017 budget. They scheduled a time to go over the budget next week.

8. Discussion/Vote/Reading of the Brown Act and/or Taking a Brown Act Class.

The Board discussed whether to watch portions of the webinar during the Regular Meeting or have a dedicated Special Meeting when time allows. It was decided to have a Special Meeting on June 30, 2016 at 6:00pm.

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Motion: Move that we do The Brown Act class as a Special Meeting.
Gipson/Durso 5/0/0, Motion Passed.

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

The Board reviewed the services offered by California Bank & Trust by reading aloud the synopsis written in the Minutes of May 12, 2016. They agreed the only service that would be viable at this time is the credit card terminal. The check scanner would be helpful if the FPPUD no longer accepted cash payments. This would ensure all payments were traceable and daily trips to the bank for deposits would no longer be necessary.

Motion: Move that we switch our company that we are using to process credit cards to California Bank & Trust which uses a First Data Terminal.
Schoenberg/Garcia 5/0/0, Motion Passed.

10. Discussion/Possible Vote on Cold Springs Canyon Property - Tabled.

11. Discussion/Possible Vote on FPPUD 48hr Notice/Service Lock-Off Policy - Tabled.

12. Discussion/Vote on Quote for Telstar for Telemetry - Tabled.

13. Continued Discussion on Groundwater Basin Authority.

No new information has been received from Tejon Ranch.

Motion: Move that we table #13 - discussion on Groundwater Basin Authority.
Gipson/Garcia 5/0/0, Motion Passed.

Motion: Move that we take a break at 7:00pm.
Gipson/Durso 5/0/0, Motion Passed.
Return from break: 7:25pm.

14. Discussion/Vote on Meeting Dates with Tejon Ranch - Tabled.

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15. Accounts Payable and Financial Information.

The balance on all accounts is \$838,487.95. There was an increase in health insurance cost because a new employee was added to the plan. The bank deducted a \$15 free from the project account again in error. Previously charged fees still have not been refunded. Bookkeeper Linda Sheldon provided a preliminary budget for 2016-2017 and gave a general overview of projected costs.

Motion: Move that we pay our bills.
Schoenberg/Garcia 5/0/0, Motion Passed.

16. Discussion/Vote on 2016-2017 Budget.

GM Allison noted the projected budget has an operational deficit of almost \$13,000. This justifies the need for a rate increase while also showing the previous rate study conducted by Rob Shirley was very helpful. The Ad Hoc Committee will meet to finalize numbers for the budget and have it ready for vote at the next Regular Meeting.

17. Discussion/Vote on New Leach Pit for FPPUD Office.

GM Allison explained, in 2005 when the new office building was constructed, they tied the leach line into the old septic system that was out in the yard. This line was discovered when the crew was digging with the backhoe. Santana was called out to run a camera down the line to find out where the leach pit was located. There is a required offset for the leach line of 100 feet from any well head. This means the District is not in compliance. The only place available for installation of a new leach pit would be under the office parking lot. New legislation was passed that now requires a 150 foot offset, but it is not yet known when it will be implemented. If 150 feet is required, it would have to be placed on the far side of the parking lot, cutting into the hillside. Warner Construction submitted a quote of \$7,215.50 for this work. GM Allison suggested the Board approve the invoice for Warner Construction, and if any other quotes are received, he will choose the invoice with the lowest price.

Motion: Move that we approve this estimate with the contingency of other estimates coming in that may be less and Jonnie going with the best one.
Garcia/Durso 5/0/0, Motion Passed.

GM Allison wished to revisit Agenda Item #6.

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6. Manager's Report.

GM Allison reported he has been previously opposed to giving a monthly pay increase to the bookkeeper, but now has been very happy with her work and her willingness to go the extra mile without complaint. In light of Linda Sheldon's hard work, he wished to give her a bonus of \$100 to show appreciation. If she continues on the same course, GM Allison would have no problem giving her the \$50 per month pay increase when the budget is worked out.

Motion: Move that we give Linda Sheldon a bonus of \$100 for stepping up and completing additional work above and beyond what we normally expect, without any misgivings, and we then have the additional option, when the budget is approved, of approving a \$50 per month raise.
Schoenberg/Garcia 5/0/0, Motion Passed.

18. Review and Approve Minutes for 05/12/16 and 05/26/16.

Motion: Move that we approve the Minutes for Thursday, May 12, 2016 with the possibility for amendments for typos or other errors that need to be corrected.
Schoenberg/Durso 5/0/0, Motion Passed.

Motion: Move to pass the Minutes for May 26, 2016 with allowances for corrections and typos.
Gipson/Garcia 5/0/0, Motion Passed.

19. Discussion/Vote on Future Agenda Items.

Special Meeting:

- A Special Meeting on June 30, 2016 at 6:00pm for The Brown Act webinar.

Regular Meeting:

- An Agenda Item for reports on things learned at other water boards' meetings.
- A possible carryover of a discussion on The Brown Act.
- Carryover approval of the 2016-2017 budget.

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20. Adjournment.

Motion: Move to adjourn.

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

Meeting Adjourned: 8:04pm.

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