

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

Schoenberg/Gipson 5/0/0
Minutes Approved on April 12, 2018

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, Neyman and Schoenberg.

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. Present: Patrick Hoffman (BHK), Scott Westall (BHK) and one member of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported there is enough money in the Revenue Account to make the April payment on the USDA loan. He will be transferring the money into the payment account after the meeting.

Member at Large: No report.

5. Board Member Initiatives.

Director Kelling asked for an update on the mainline replacement. General Manager (GM) Jonnie Allison explained, they have replaced about 300 ft, and are about half way done.

Director Garcia informed the Board he will be unable to attend meetings in June, as he plans to be on extended vacation.

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Director Neyman will be unable to attend the second meeting in April, and possibly the first meeting in May, because of surgery.

6. Manager's Report.

GM Allison reported he received the approval letter for a reduction in annual fees from the State Water Resources Control Board (SWRCB). The fee reduction will save the District several thousand dollars.

The Board previously approved a ¾" service for a new connection. The customer's contractor thinks they may need to go up to a 1" meter.

Motion: Move that we okay a previously approved motion for lot 260-067-07-00-4, to go ahead and okay either the ¾" or the 1" line.

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

One of the employees, while driving an FPPUD truck, slid on some ice by McGee Tank, and hit a tree stump. It damaged the side of the truck as well as the passenger door. The decision on how to handle the repair will be discussed later in the meeting. There were eight after hours call outs, mainly to do with frozen pipes.

a. Administrative Assistant's Report.

Ahead of asking the Board to approve annual training, Tiffany Matte reported she applied for a scholarship from the Special District Leadership Foundation (SDLF) to cover the registration cost, and it was approved.

7. Ad Hoc Committee Reports:

SGMA: No update.

Budget: No update.

Depreciation of Assets: No update.

Lake of the Woods Transfer Agreement: The agreement is currently in the hands of the LOW attorney.

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8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,058,395.64. The balance in the Revenue/Operating account is \$230,674.04. Checks were cut for the regularly occurring invoices.

A transfer will need to be made into the USDA Loan Account for the payments due in April. Linda provided a printout with the amounts.

The District received a credit card cash back reward in the amount of \$500.

A payment was made for a new connection. This amount will be reflected in the March financials.

Motion: Move that we pay our bills.

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

9. Discussion/Vote on 2017 Audited Financial Statements, Presented by BHK.

The representatives from BHK provided a draft report of the July 2016 - June 2017 audit, and gave an overview of the financial statements. No issues were identified during the course of the audit (a clean/unqualified audit opinion).

Motion: Move that we approve the 2016-2017 financial audit.

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

10. Discussion/Review of Parliamentary Procedure.

Tiffany Matte prepared and gave a presentation to the Board on the topic of public comments.

11. Discussion/Vote on Approving Ad Hoc Committee to Work on Regional Project MOUs.

Director Schoenberg and Director Neyman agreed to be on the committee since they are currently working on the other MOU. They agreed with the understanding they would prioritize this work over some of the other projects. Director Gipson is willing to be an alternate if, for health reasons, one of the Directors is unable to participate.

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Motion: Move that we approve an ad hoc to work on the Regional Project MOUs. Garcia/Gipson 3/0/2, Motion Passed - Directors Neyman and Schoenberg abstain.

12. Discussion/Vote on Forming an Ad Hoc Committee to Research Banking Options.

After discussing the topic, the Board agreed an ad hoc committee would not be necessary. This item will be removed from the agenda.

13. Discussion/Vote on Changes/Options for District Banking.

The Board expressed interest in moving District accounts, such as those required per the USDA, to a bank that is FDIC insured, and will earn interest. Tiffany Matte was directed to research banking institutions with the best interest rates. She will only look into accounts such as CDs or Money Markets, where the principal deposit and interest is not at risk. A report will be given at the first regular meeting in April.

Motion: Move that we skip the break and keep going. Schoenberg/Gipson 5/0/0, Motion Passed.

14. Discussion/Vote on Sending the Billing Clerk to RVS Training.

This training is for the District's billing software. Tiffany Matte has attended this training, but it would be beneficial to send the Billing Clerk as well. The training would be in Mississippi, and is estimated to cost around \$1,600.

Motion: Move that we go ahead and send the Billing Clerk. Schoenberg/Garcia 5/0/0, Motion Passed.

15. Discussion/Vote on Repairing a District Truck.

The Board continued the earlier discussion under the Manager's Report. GM Allison was directed to go through the insurance company for the repairs.

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16. Review and Approve Meeting Minutes for 02/08/2018, and 02/22/2018.

Motion: Move that we accept the minutes for February 8, 2018, with the amendment mentioned, and the possibility for additional amendments for typos or other errors that may need to be corrected.

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

Motion: Move that we approve the minutes for February 22, 2018, with the ability to change any typos or errors found.

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

17. Discussion/Vote on Future Agenda Items.

Regular Planning Meeting March 22, 2018.

Regular Meeting April 12, 2018:

- Carry over Discussion/Vote on Changes/Options for District Banking.

18. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 7:55pm.

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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