

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, FEBRUARY 13, 2020
6:00PM

Gipson/Kelling 3/0/1 - Director Schoenberg abstain, Director Garcia absent
Minutes Approved on March 12, 2020

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

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

Director Garcia present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, Kassandra Zeno, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #11 until the next regular meeting.

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

3. Public Comments - None. Present: Danhira Millan (BHK), and three members of the public.

4. Discussion/Vote/Approve the 2019 Audited Financial Statements as Presented by BHK.

Danhira Millan from BHK provided a draft report of the July 2018 - June 2019 audit, and gave an overview of the financial statements. No issues were identified during the course of the audit (a clean/unqualified audit opinion).

The Board did not review the financials before the meeting, so this item will carry over until the next meeting.

5. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported she still needs to transfer the \$50,000 from the Revenue/Operating Account to the Emergency Reserve Fund. This will be done after the meeting.

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JPIA Representative: No report.

6. Board Member Initiatives - None.

7. Manager's Report.

General Manager (GM) Jonnie Allison reported there were 217 work orders accomplished last month. There were eight after hours call outs, and one mainline break.

A \$1,000 check was made out to SEA for access to their property for the subsurface survey. It was signed by two Board Members, and will be reimbursed through Self-Help Enterprises' TA funds, or through the State Planning Grant. The payment needed to be made before the survey was conducted.

GM Allison and Dee Jaspar spent several hours marking the areas where the surveys will be done at the three specified sites. The survey work will be delayed one week due to the contractor's schedule and cold temperatures.

a. Administrative Assistant's Report.

Tiffany Matte reported she submitted the application to CalPERS for the actuarial valuation as approved last meeting. It will take about 60 - 90 days to get the results, which will be good for a one year period.

There was a conference call earlier in the day with Alan Doud. GM Allison, Kassandra and Tiffany spoke with him and asked all the questions they had pertaining to SB 998. The updated Disconnection Policy will be reviewed for approval under agenda item #13.

8. Ad Hoc Committee Reports: Meeting of Local Water Companies; SGMA; Depreciation of Assets; Cell Phone Negotiation.

Meeting of Local Water Companies: Directors Kelling and Schoenberg attended the last meeting. CERT was supposed to speak but was rescheduled. There was nothing to report.

Cell Phone Negotiation: Director Garcia met with employees and will give the details under agenda item #10.

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9. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,753,987.79. The Revenue/Operating Account has \$240,610.76. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$40,726.92.

The District received a refund for overpaid FUTA taxes.

All annual reports have been submitted to the State.

The Board had questions on the invoice from Coastline. They questioned the charges for repairs and asked GM Allison for more information. The check will be held for a more detailed explanation of charges.

Motion: Move that we pay our bills, but reserving questions about this (the bank cards), and holding the check.

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

Motion: Move that we take a short break.

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

Meeting Break: 6:44pm - 6:56pm.

10. Discussion/Vote on Cell Phone Reimbursement for Employees.

Director Garcia reported he met with employees and negotiated on behalf of the Board. The agreement was for employees to receive a \$25 monthly stipend for using their personal cell phones for work purposes, and a reimbursement for two years of previous expenses. The employees also requested the District pay up to \$99 toward the insurance deductible should the phone be damaged on the job. The FPPUD attorney is drafting the agreement that will be signed. The T-Mobile plan for the previously provided cell phones has been canceled. The GM is excluded from the agreement since his plan is separate, and he will continue to use the phone provided by the District. Director Neyman wished to confirm on the record that although he sometimes texts GM Allison's personal cell phone, that will not be an issue later.

Motion: Move that we go forward with this agreement of two years and \$25 stipend a month and up to \$99 for the warranty if they break their phone at work.

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

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11. Discussion/Vote on Paving Elm Trail. (Tabled per adjustment of the agenda.)

12. Fill Out/Sign Form 700s.

The Board filled out and signed their Form 700s. They will be filed at the District office per the FPPUD's Conflict of Interest Code.

13. Discussion/Vote on District Policy Regarding Discontinuation of Water Service.

The Board read aloud the draft policy and noted corrections for typos.

Motion: Move that we adopt the District Policy Regarding Discontinuation of Water Service with possible amendments necessary once we've talked to the attorney. Schoenberg/Kelling 5/0/0, Motion Passed.

14. Discussion/Vote on Updating the Lease Agreement with the Mountain Communities Chamber of Commerce.

GM Allison was approached by the Chamber of Commerce asking for work to be done on the signs that sit on the property they lease. After looking at the original agreement, both sides were able to clarify the responsibilities for each party. The agreement was for one year, with the option for a five year renewal. Due to the current disrepair of the signs and the streetscape, The Board Directed GM Allison to send a letter notifying The Chamber of Commerce of a breach of contract. They will also be invited to the next regular meeting to discuss the contract.

15. Review and Approve Meeting Minutes for 01/09/2020, and 01/23/2020.

Motion: Move that we approve the minutes for Thursday, January 9, 2020, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected. Schoenberg/Kelling 5/0/0, Motion Passed.

Motion: Move that we approve the minutes for Thursday, January 23, 2020, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected. Neyman/Kelling 5/0/0, Motion Passed.

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16. Discussion/Vote on Future Agenda Items.

Planning Meeting February 27, 2020.

- Carry over discussion/vote/approve the audited financial statements.

Regular Meeting March 12, 2020:

- Carry over the discussion/vote on paving Elm Trail.
- Carry over the discussion/vote on the lease agreement.

17. Adjournment.

Motion: Move that we adjourn

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

Meeting Adjourned: 8:30pm.

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: Terry Kelling, Secretary

seal