

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 11, 2018**  
**6:00 P.M.**

Neyman/Gipson 4/0/0 - Director Garcia abstain  
Minutes Approved on November 8, 2018

**1. Call to Order: 6:16pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Gipson, Neyman and Schoenberg. Director Garcia absent.  
Director Kelling present as the chairperson.  
Also present: Jonnie Allison, Linda Sheldon and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion:** Move that we place Accounts Payable and Financial Information between #5 and #6, per our Bookkeeper not feeling well and wanting to get through that. I also move that we table #6a.

**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**3. Public Comments - None.** Present: Dave Warner, one board member from Lake of the Woods, and one member of the public.

**4. Report of Officers:**

**President:** Director Kelling wished to express her thanks to the crew of the FPPUD for moving the tree that fell across Park Drive.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Neyman reported he transferred \$20.00 back into the District accounts, to cover the audit fees charged. All automatic monthly transfers for USDA accounts, that were set up for the previous year, have concluded. He will get together with Linda Sheldon to get the transfer amounts for the upcoming year.

**Member at Large:** Absent.

**5. Board Member Initiatives - None.**

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**8. Accounts Payable and Financial Information.** (Moved per adjustment of the agenda.)

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,339,869.70. The Revenue/Operating account has \$291,889.71. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

Linda recommended transferring \$150,000 into the Emergency Reserve Fund. The next transfer should occur in April after the USDA interest payment is made.

On October 15th, the USDA will take the loan interest and principal payments out of the dedicated account. After that happens, Linda will get updated information on the amounts of the monthly transfers, so they can begin in November.

The insurance invoice from JPIA was due for payment. It went up about \$1,300.00 from last year because of the newer vehicles.

**Motion: Move that we pay our bills.**

**Neyman/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported the District has two tanks at the Wolf site. The older tank sprung three leaks and the valve has failed. A diver came in, plugged the outlet to the valve so it could be replaced, and put a temporary fix on the leaks. GM Allison recommended the tank be taken out of service as it is unfixable, and could be a safety hazard. The diver suggested replacing the tank with a welded version, as opposed to the weaker, less expensive bolted version. The District could apply to the USDA for emergency funding for replacement. This is the same tank that holds the T-Mobile tower. With the new valve, no new water is flowing into the tank, however, a way will have to be found to remove the 125,000 gallons of water already inside.

Discussion will continue as an agenda item for a later date.

The total cost for the telemetry upgrades so far has been \$12,439.35. Once GM Allison finds out how much more money is available, he will work on getting a generator for the office, battery backups for the sites, solar for McGee Tank, and a taller antenna for the Forestry Tank.

GM Allison accompanied representatives from the company that bought mineral rights for Cold Springs on a tour of the area. They are still unsure if they are going to do anything with the area, but were interested in finding out if the Board would be willing to sell the property in the future.

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There was a kickoff meeting for upcoming construction in Lake of the Woods. USDA representatives were at that meeting, and they suggested the District apply to them for matching grant funds for the Meter Replacement Project.

John Van den Bergh called and asked how the FPPUD was doing since the rate study. GM Allison explained that things are going well financially, but the public have been upset about the increased rates, and the difficulty it causes for those on a fixed income. He also explained that the Board has been considering holding off on the next increase. Mr. Van den Bergh was adamant that he stands behind his study, and stated holding off on increases was what got the District in financial trouble to begin with. He requested that if it becomes a topic for Board discussion at a later date he be invited to come speak.

Santana's Plumbing was paid to come in and repair the yard and hillside for the customer who incurred damage as a result of a leak. GM Allison assisted with the skid steer. After it was completed, the customer expressed his satisfaction with the work. JPIA will ask the resident to sign a waiver stating the work was completed to his satisfaction, and the claim can be withdrawn.

CalWARN will have a free presentation in Rancho Mirage giving information about the program. Interested Board Members are welcome to attend. GM Allison requested to go, and may need a hotel room for the night. The Board approved the travel. Tiffany Matte was directed to send the information to the other water companies on the mountain.

Almost 60 feet of mainline that was causing leaks was replaced on Elm Trail.

**a. Discussion/Vote on Quote for Fencing Around Tanks - Tabled.**

**b. Administrative Assistant's Report.**

Tiffany Matte reported she will be traveling to the Board/Secretary Conference with staff from Lebec, Krista, and Lake of the Woods water companies. This will help save money for all of the districts.

The Board Members' pictures and term information was added to the website.

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**7. Ad Hoc Committee Reports.**

**a. Meeting of Local Water Companies.**

Directors Kelling and Schoenberg attended the meeting. They learned about solar energy and how it could or couldn't be used for the District. It could not be used to power sites in the event of an outage, unless it was charging a solar battery.

It is mainly used to offset energy costs during peak hour usage.

Director Schoenberg reported on the first meeting between Lebec and Tejon-Castac water districts that she attended. At that meeting they finalized formation of their GSA. She was unable to attend the most recent meeting.

**8. Accounts Payable and Financial Information. (Moved per adjustment of the agenda.)**

**9. Discussion/Vote on Quotes for Document Scanners.**

Two quotes were provided for document scanners that would be compatible with the Quickbooks software. One scanner was recommended by the Bookkeeper, the other was a product available from American Business Machines (ABM). After setup and installation, the two scanners would cost roughly the same amount, about \$1,200.00. The Board chose the scanner from ABM since it came with a one year warranty, and the company has established a good rapport with the FPPUD.

**Motion: Move that we go with the Canon ImageFORMULA DR-M260 Scanner.**  
**Neyman/Gipson 3/0/1, Motion Passed - Director Kelling abstain, Director Garcia absent.**

**Motion: Move that we take a break for five minutes at 7:34pm.**  
**Gipson/Neyman 4/0/0, Motion Passed - Director Garcia absent.**  
**Return from break: 7:40pm.**

**10. Discussion/Review of Revised Annexation Planning Study and Scope of Work.**

Dave Warner addressed the Board. Bond measure 68 passed in June, which provided money for planning and design. There is another bond measure on the ballot for November. Lawrence Sanchez from the State, has been working to get the Planning Grant application approved.

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He originally asked that the requested \$1.2 million be reduced to \$500,000.00, however, he has since been able to raise that back up to \$922,000.00. Those involved in the project were provided a Technical Review Checklist and Revised Scope of Work for comment. One change to the project is that even though the churches are included in the annexation area, they are not eligible for project funding. A grant application can be sent to the USDA to fill in the gaps in funding not covered by the State. Lawrence Sanchez indicated the application could possibly be approved in January 2019.

**11. Discussion/Vote on Code of Ethics and Conduct Policy.**

The Board reviewed the draft document and accepted it as written.

**Motion: Move that we adopt the Code of Ethics and Conduct Policy as written. Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**12. Discussion/Vote on Public Records Act Policy and Guidelines.**

The Board reviewed the draft document, confirmed both GM and Board Clerk can handle public record requests, and updated the cost per page for copies.

**Motion: Move that we adopt the Public Records Act Policy and Guidelines as stated. On the attachment, with the amendment that we charge \$.15 per page for black and white copies as opposed to \$.08 per page.**

**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**Motion: Move that we extend the meeting to finish business.**

**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**Meeting extended at 8:56pm.**

**13. Discussion/Vote on Participating in Trunk or Treat at the FP Library.**

The library staff approached GM Allison and asked the District to participate in their Trunk or Treat event. The Board agreed it was a good opportunity be involved and give back to the community.

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**Motion: Move that we participate in the trunk or treat at the library, and we authorize no more than \$75.00.**

**Neyman/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**14. Discussion/Vote on Rate Increase Scheduled for January 2019.**

The Board discussed the topic in length. No decision was reached. The topic will carry over to the next Regular Meeting in November, in conjunction with a discussion to reduce the fee for late payments.

**Motion: Move that we table the discussion until next meeting.**

**Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**15. Review and Approve Meeting Minutes for 09/13/2018**

**Motion: Move that we approve the minutes for Thursday, September 13, 2018, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.**

**Gipson/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

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

Regular Meeting November 8, 2018:

- Carry over discussion/vote on fencing around tanks.
- An agenda item to discuss reducing the 10% late fee.
- Carry over the discussion/vote on the scheduled rate increase.

**17. Adjournment.**

**Motion: Move that we adjourn.**

**Gipson/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**Meeting Adjourned: 9:39pm.**

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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