

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Teleconference Via: Zoom.com - Meeting ID 244 643 596
Phone in +1 (408) 638-0968
SPECIAL MEETING MINUTES FOR THURSDAY, MARCH 26, 2020
Immediately Following the Regular Planning Meeting
Schoenberg/Gipson 5/0/0
Minutes Approved on April 9, 2020

1. Call to Order: 8:25pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

In Office: Neyman.

Teleconference: Garcia, Gipson, Kelling, and Schoenberg.

Director Neyman was present as the chairperson.

Also present: Jonnie Allison and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move to table #7. Discussion/Vote on Tenant Agreement to our next Regular Meeting.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

3. Discussion/Vote on 45 Day Delinquent Notice.

This document was amended by the attorney, and already translated into the five required languages, so that the District would be compliant by April 1st. The Board read the document out loud and accepted it as written.

Motion: Move that we accept the 45 day delinquent notice as prepared by our legal council.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

4. Discussion/Vote on 6 Month Delinquent Policy.

This was a previously adopted policy. Wording was added stating that tenant accounts will be referred to collections after being delinquent for six months. The Board read the document out loud and noted an amendment to the signature line.

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Motion: Move that we adopt the 6 Month Delinquent Policy with the amendment of the President.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

5. Discussion/Vote on Owner/Tenant Directive.

This document was amended to reflect current policy. The Board read the document out loud and accepted it as written.

Motion: Move that we accept the Utility Billing Change of Address and Tenant Name Directive with the changes that have been done.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

6. Discussion/Vote on 12 Month Payment Arrangement Agreement.

This document was updated to reflect the changes under SB 998. The Board read the document out loud and accepted it as written.

Motion: Move that we approve the 12 Month Payment Arrangement Agreement.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

7. Discussion/Vote on Tenant Agreement. (Tabled per adjustment of the agenda.)

8. Discussion/Vote on Reconnection Fee.

Per SB 998 the District needed to establish a reconnection fee that did not exceed the cost of service, nor be greater than \$50.00. Tiffany Matte provided a calculation worksheet that broke out the District's cost for reconnection. The calculation came out to \$15.95.

Motion: Move that we approve the reconnection fee based on \$15.00 for the reconnection fee.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

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9. Discussion/Vote on FPPUD's List of Rates and Fees.

The List of Rates and Fees was updated to include the new reconnection fee, removing the fee for the Owner/Tenant Directive, and now includes the credit card fees charged by the District. The Board read the document out loud and accepted it with an amendment to the title of the fee charged when an owner previously requested the service locked off.

Motion: Move that we approve the FPPUD List of Rates and Fees with all of the amendments discussed.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

10. Discussion/Vote on FPPUD's Bylaws and Rules and Regulations.

Tiffany Matte went through the Bylaws with the Directors and highlighted all of the suggested and needed changes. On Bylaw #22 the Board set the disconnection limit to past due amounts of \$25 or more. On Bylaw #26 the Board specified property deeds must be provided within 30 days of the legal change of ownership.

Motion: Move that we adopt the Frazier Park Public Utility District's Bylaws and Rules and Regulations as amended.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

11. Discussion/Vote on Changes Needed in Response to the COVID-19 Virus.

No changes were needed at this time, this item will carry over until the next meeting.

12. Review and Approve Meeting Minutes for 02/27/2020.

Motion: Move that we approve the minutes for the Regular Planning Meeting of February 27, 2020 with the amendment given, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Kelling/Schoenberg 3/0/2, Motion Passed.

Aye: Kelling, Neyman and Schoenberg.

Abstain: Garcia and Gipson.

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13. Adjournment.

Motion: Move that we adjourn.

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

Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.

Meeting Adjourned: 9:29pm.

At every special meeting, the legislative body shall provide the public with an opportunity to address the body on any item described in the notice before or during consideration of the item. (Brown Act Code Sec 54954.3(a)).



Tiffany Matte, Clerk of the Board



Attest: Terry Kelling, Secretary

seal