

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 13, 2018
6:00pm

Schoenberg/Neyman 5/0/0
Minutes Approved on January 10, 2019

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. Swearing in of Elected Board Members.

Directors Gipson, Kelling, and Schoenberg were sworn in by the Clerk of the Board.

3. Discussion/Vote/Adjust Agenda if Necessary - No change.

4. Public Comments. Present: Three members of the Lake of the Woods' Board, one member of Lebec Water's Board, and two members of the public.

The public was given the opportunity to address the Board. Comments are limited to five minutes.

5. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Neyman reported he set up monthly transfers for the USDA Reserve and USDA Replacement accounts, through October 2019. Money was also transferred from the USDA Replacement Fund, into the Operating Fund, for each expense related to the telemetry.

Member at Large: No report.

6. Board Member Initiatives - None.

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7. Manager's Report.

General Manager (GM) Jonnie Allison reported there were 195 work orders accomplished in November. There was one after hours call out. There was a correction to the amount sold on the printed Manager's Report due to a meter being over read. The final correction will show in next month's report.

a. Update on Communication with Local Politicians.

GM Allison has been reaching out to as many local officials as possible, asking for subsidies or financial help for low income residents. Kevin McCarthy's office responded and were going to send representatives to discuss the issue. That meeting was cancelled due to the snow, but will be rescheduled.

The Front Desk/Billing Clerk has been having difficulties with disgruntled customers who are expressing themselves verbally, and in one instance, by urinating on his bill. GM Allison feels like, in order to protect the District and its employees, that audio recording be added in the office lobby. He spoke with the attorney who confirmed it was legal to do so, as long as there is signage notifying the public.

Southern California Edison will be changing their definition of peak hours, which could possibly cause a significant increase to energy costs. GM Allison is in contact with Ness, who programs the District's telemetry, to control what times the well pumps operate. If it is able to be programmed in, energy costs could be greatly reduced.

b. Administrative Assistant's Report.

Tiffany Matte reminded the Board that AB1234 Ethics and AB1661 Sexual Harassment Trainings are ready to be renewed. She will set up training online for the Board to do when they are able.

New laws are in place for 2019 that will affect the District. The Brown Act now requires a direct link to meeting agendas on the District's homepage, in an indexable, searchable format. Companies with five or more employees, must now provide them with Sexual Harassment Training.

For the final application process for District Transparency Certification, two outside agencies must review the application and website. The GM of Lebec County Water completed one, and The Mountain Enterprise will complete the other. Tiffany is still hopeful that the FPPUD will be awarded the certificate by the end of February.

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8. Ad Hoc Committee Reports: Meeting of Local Water Companies; SGMA.

Director Schoenberg chaired the meeting of the local water companies for a second time. They spoke more on emergency preparedness and communication. Most of the water companies use radio communication, Krista has a satellite phone. They also discussed CalWARN, but Director Schoenberg had concerns about the information they want districts to provide.

The next SGMA meeting will be in February.

Motion: Move that we move #12. Discussion/Vote on Service Contract with Lake of the Woods, forward after #8, and that Accounts Payable not occur until we have our Bookkeeper here.

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

12. Discussion/Vote on Service Contract with Lake of the Woods MWC.

Representatives were present from Lake of the Woods to help with discussion. All parties agreed it would be best, at first, to draft a month-to-month contract as details are worked out. Also discussed was the need for compensation to cover the costs of maintaining the system, so that the Frazier Park residents aren't shouldering any of the costs. The advantage of Frazier Park taking over maintenance is not only the income, but for the crew to become familiar with the system should they eventually consolidate. The contract amount discussed was \$3,000.00 a month for routine maintenance. Additional charges may be incurred as actual time and materials for anything outside that scope of work.

The Board had questions for the insurance carrier, attorney, and State, before a contract is signed.

Motion: Move that we agree to work with Lake of the Woods as a contract employee, (agree in principal), then flush everything out.

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

This topic will be carried over to the regular annexation meeting on December 27th.

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9. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,324,787.49. The Revenue/Operating account has \$240,652.52. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. 1099s will be prepared in January for the Board Members.

Last month the FPPUD cut a check for the annual Association of California Water Agencies (ACWA) dues. It was higher than previous years because they had not received updated financial information. The last audit was sent to ACWA, and they will be issuing a refund.

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

Motion: Move that we take a five minute break.
Neyman/Gipson 5/0/0, Motion Passed.
Break began: 7:55pm.
Returned from break: 8:09pm.

10. Discussion/Vote on District Identification Cards.

The cost for a basic ID printer that includes supplies, is about \$600.00. To go through an online service, each card would run about \$10.00 each. Security features, signatures, line, and information lines can be added to cover the District's needs.

Motion: Move that we adopt company ID cards for both the Board and all the employees, that we not order the machine, and that we get them from a company where they can print them out for us with some features that make it slightly harder to replicate.
Schoenberg/Garcia 5/0/0, Motion Passed.

11. Discussion/Vote on Resolution F-20181213-01: Resolution for Change of Officers of the District/Authorized Banking.

No changes were made to the previous Resolution.

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Motion: Move that we renew the Board President, Terry Kelling, for the second year, and that we all remain in our positions for the second year, and we will rotate at the end of 2019.

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

12. Discussion/Vote on Service Contract with Lake of the Woods MWC. (Moved per adjustment of the agenda.)

13. Discussion/Vote on Changing Office Staff to a 4/10 Work Schedule.

The District's field crew currently work a 4/10 schedule. Office staff work less than 40 hours a week. GM Allison suggested changing their hours to match the field crew, giving them the opportunity to get more work done, as well as work full time hours. Any previous scheduling agreed upon with the Administrative Assistant will remain the same.

Motion: Move we change the office staff to a 4/10 work schedule, with the Administrative Assistant's options that she already has.

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

14. Discussion/Vote on Quotes for the Purchase of a New Pump.

After doing some research, GM Allison estimates a brand new pump will cost around \$45,000.00. A used pump may be a better, low cost option. The Board asked that quotes on a used diesel pump be brought back to the next meeting, as well as information on what it costs the District to rent the equipment.

15. Discussion/Vote on Emergency Preparedness: Reverse Calls to Customers; Mountain Communities CERT; Local Entity Communication; etc.

Tiffany Matte reported she looked into options for reverse calls to FPPUD customers. Phonevite costs \$.05 per call, customer phone numbers are input, and a voice recording is sent to those on the list. Transaction Warehouse, the company that currently provides the online payment options, also has a reverse call option through an outbound IVR. They charge \$.20 per call, customer lists are populated through RVS, using criteria already included in the programming, which would be faster and simpler to use. Messages are typed out and read by an electronic voice.

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Motion: Move that we direct our manager and manager's assistant, that should we have an emergency, to go ahead and implement the more expensive, easier system.

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

The Board also discussed having emergency supplies available at the District office to sustain employees and/or Board Members, needed for emergency operation.

During an emergency, the FPPUD staff would need to have the system operational as soon as possible. CERT can't help until they are deployed by their governing agency, and only for the specific job assigned. More discussion, as well as an agenda item to vote on the purchase of supplies, will be added to the next regular meeting in January.

16. Discussion/Vote on Adjusting the District Wage Table.

The Board reviewed the last approved employee wage table and made adjustments for California Minimum Wage, and room for growth.

Motion: Move that we adopt the changes to the pay scale that Jonnie has brought to attention.

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

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

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

Meeting extended at 9:05pm.

Oral Announcement Prior to Closed Session (54957.7(a)): A representative of the legislative body to orally announce the items to be discussed in closed session prior to any closed session meeting.

(54954.5(e)) Public Employee Performance Evaluation.

Title: Billing/Front Desk Clerk.

(54954.5(e)) Public Employment

Title: General Manager

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- 17. CLOSED SESSION pursuant to Gov't Code Section (54957).
(54954.5(e)) Public Employee Performance Evaluation.
Title: Billing/Front Desk Clerk.**

**(54954.5(e)) Public Employment
Title: General Manager**

**Director Kelling announced closed session at 9:06pm.
Returned from closed session at 9:59pm.**

Actions in Closed Session (54957.1(a)) 54957.7(b)):

Director Kelling announced that in closed session the Board took into account Jonnie Allison's recommendations and approved them. No motions were made during closed session.

- 18. Vote to Renew the General Manager Contract.**

Motion: Move that we renew our General Manager's contract the way it's written with the 2% COLA increase, at the amount that's stated, taking into consideration that he's done a very good job with the company, and taking even more responsibility with Lake of the Woods and some of the other things that we're going to be doing.

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

- 19. Review and Approve Meeting Minutes for 11/08/2018.**

**Motion: Move that we table the minutes until the meeting on the 27th.
Schoenberg/Neyman 5/0/0, Motion Passed.**

- 20. Discussion/Vote on Future Agenda Items.**

Regular Planning Meeting December 27, 2018:

- An agenda item to discuss and sign the contract with Lake of the Woods.
- Carry over review and approve the meeting minutes for 11/08/2018.

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Regular Meeting January 10, 2019:

- Carry over the discussion/vote on purchasing a new pump.
- Carry over the discussion on emergency preparedness.
- Add an agenda item for a discussion/vote on the purchase of emergency supplies.

21. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 10:02pm.

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

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