

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
Teleconference Via: Zoom.com - Phone in +1 (408) 638-0968
Meeting ID: 882 9707 8887 Meeting Password: 401890
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

1. Call to Order: 6:03pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

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

Director Neyman was 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: Three members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that she hasn't made any bank transfers because she has been locked out of the online account. She will work on regaining access.

JPIA Representative: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported there were seven mainline leak repairs last month. Currently, there is another leak forming on Manita Trail.

Two new employees were hired as field crew. They will start when the two week notice given to their current employer is up.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

GM Allison and Dee Jaspar went to the Wolfe tank site to get an idea of what it would cost to make repairs. Dee wanted more information, like site plans, in order to give an accurate estimate. He also gave some advice on what to do for some areas of town that need mainline replacement, and the most cost effective way to do it.

While repairing mainline on Manita Trail, GM Allison found a 6" PVC pipe in the ground. He would like a company to come out and pothole to see if it's possible to tie it into the system. Other areas will be potholed as well to get an idea of the cost, and be able to add it to the Capital Improvement Plan (CIP).

a. Administrative Assistant's Report.

Tiffany Matte reported she has completed the Special Assessments and filed them with Kern County. It came out to about \$6,000 for the Stand-By Fees, and \$1,500 for the assessment on delinquent accounts.

The website has been down for about two days due to some technical difficulties with the DNS. Tiffany sent emails back and forth all afternoon with Streamline (the District's website hosting company), who helped to get the page back up and running.

At the next meeting in July, the meeting will be streamed directly from Zoom, instead of the camera in the boardroom.

7. Ad Hoc Committee Reports: Meeting of Local Water Companies; SGMA; Depreciation of Assets; Project Committee; Budget Committee.

Project Committee.

Well #5 Replacement: The ad hoc committee attended a meeting with the USDA regarding the grant/loan application for the Well #5 Replacement. One of USDA's concerns is that the FPPUD has too much income and cash, making them hesitant to provide a grant or loan. On the call, the ad hoc explained the financials in more detail and how they relate to upcoming projects, the condition of the system, and revenue loss due to COVID-19. They sent Al Correale a copy of the current rate study, and will update the CIP. The USDA will look over the new information and reassess their initial finding.

Planning Project: The attorney sent a letter to the CEO of SEA with a revised license agreement that did not require the signature of the prospective buyer. The letter asked them to return the signed agreement by July 13th.

Budget Committee.

The committee recently received the budget from the bookkeeper, and has met twice with GM Allison.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

They went over the budget line by line, completed the income portion, and began work on the expenses.

Motion: Move that we adjust Item #13 and move that to the current place, in place of Item #8, and continue from there.

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

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

13. Discussion/Vote on Retaining/Hiring PAS Associates, Human Resources Consultants.

This item was discussed at the last meeting, but the Directors had questions to ask before they were willing to sign the contracts. They confirmed that in lieu of travel, meetings could be done virtually through a service like Zoom. PAS was also willing to give a 60 day window for payment of the monthly invoices. The final change requested was in the contract for the Employee Handbook. The Board asked that any reference to the "template" be changed to "proposal".

a. Quote for Ongoing Support Services.

Motion: Move that we sign the contract Section A, for the quote for ongoing support services, which is for micro services with PAS, and I would like to have two amendments included in that: One would be the amendment for the Zoom meetings, so that we could meet that way; and the second amendment would be 60 days on billing.

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

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

b. Quote for Employee Policy Handbook.

Motion: Move that we approve the contract for the proposal for the employee policy handbook that would be done at the price of \$695.00 with the following amendments: To change where it says "template" to "the proposal"; the amendment for the Zoom meeting; and also the amendment for the 60 day billing.

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

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

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

c. Quote for Employee Hotline Services.

Motion: Move that we approve the proposal for employee hotline services billed quarterly at \$127.50 per month with the amendments that we talked about previously on the other contracts, which is the 60 day billing, and the possibility of zoom rather than someone coming up to meet with them.

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

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

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,926,539.45. The Revenue/Operating Account has \$252,727.88. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$34,982.73.

The State Insurance Fund sent a refund for 15% of the 2019 premiums, which came out to \$2002.95.

The invoice for employee health insurance included a credit for the two previous employees as discussed last month.

The Board asked Linda to prepare financials and cut checks a few days before the meeting so they have time to review it. They also asked that she write information on the paperwork for the invoices that states which budget line item the expense was assigned to.

Motion: Move that we pay our bills.

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

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

9. Discussion/Vote on Proposed Budget for Fiscal Year July 2020 - June 2021.

The ad hoc committee is currently looking over the budget. The Capital Improvement Plan is being updated at the same time, so those numbers may affect this proposed budget. The committee is hoping to be ready to present the document for approval at the first meeting in August.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

Motion: Move that we carry over the proposed budget for fiscal year July 2020 - June 2021 until our next regular meeting in August.

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

Aye: Garcia, Kelling, and Neyman.

Abstain: Gipson, and Schoenberg.

10. Discussion/Vote on Establishing a Credit Card Program Administrator for California Bank & Trust.

Last month Tiffany contacted the bank to notify them that the payment for the credit cards were switched, and applied to the wrong accounts. The bank looked at their records and found that the FPPUD program administrator who is authorized to request this change, is someone who is no longer a Director. Although they should be able to fix the payment on their end, they recommended the Board designate a new program administrator for future banking needs. The Board directed this to be added to the banking resolution for vote at the first meeting in August.

11. Discussion/Vote on Authorization to DocuSign Treasury Management Resolution and Agreement for California Bank & Trust.

California Bank & Trust provided a form for the Board to name an authorized agent to sign their management resolution and agreement. This allows the agent to make changes to administrators for the remote check deposits. With the change in staff, the previous Billing Clerk needs to be removed, and the new one added. Right now only Tiffany has a login to the remote deposit banking system. The Board was not comfortable signing this form, and asked that it be clarified by the bank. This item will be carried over to the first meeting in August. In the meantime, Tiffany asked the Board permission to share her login information with the new Billing Clerk so she can make deposits if Tiffany has a day she is not in the office.

Motion: Move that we allow Tiffany, until we resolve this issue and have a separate login for our front counter person, to give her password and login information to Tanya.

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

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

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

12. Discussion/Vote/Approve the Test Well Plans and Specifications.

There were still corrections that needed to be made to the Plans and Specs, but Dee Jasper was not on the call to go over the changes. The test well license agreements have not been returned yet, which gives time to go over this document later.

Motion: Move that we table this to the next planning meeting this month.

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

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

13. Discussion/Vote on Retaining/Hiring PAS Associates, Human Resources Consultants. (Moved per adjustment of the agenda.)

14. Discussion/Vote on Replacing Pipeline on Manita Trail.

During the last leak, GM Allison believes he found PVC pipe in Manita Trail. Tommy Warner will be called out to pothole and determine if it runs the whole length of the road. If so, the District can start getting quotes to tie-in the residential meters on that trail.

15. Discussion/Vote on Quote for Portable Load Bank for the Generator.

There was no new information on this item. GM Allison will contact the servicing company to get a quote on what it costs to put the generator under a false load.

Motion: Move that we table the Discussion/Vote on Quote for Portable Load Bank for the Generator until our next regular meeting in August.

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

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

16. Discussion/Vote on Lending or Renting Portable Generator to Krista Mutual Water Company.

More research will need to be done to find out what it normally costs to rent a portable generator, and how much it costs to pay an employee to operate it. GM Allison clarified that as long as an FPPUD employee is operating the equipment, the JPIA insurance policy would cover the unit if it was damaged or stolen. Krista Mutual could be asked to carry insurance as well so that Frazier Park's premiums would not increase from a claim. A contract would also need to be drafted and signed before the generator is leased or rented.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

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

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

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

17. Discussion/Vote on Hazard Pay for Employees During COVID-19.

The Board discussed the topic of hazard pay and concluded that since they have provided PPE to the employees, closed the office to the public, and because similar companies are not paying hazard pay, that they would not approve it at this time.

Motion: Move that we take #17 Discussion/Vote on Hazard Pay for Employees During COVID-19 off of the agenda, and should there be some new information that we bring it back on.

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

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

18. Discussion/Vote on CSDA Board Secretary/Clerk Conference.

This is the annual conference the Board has sent Tiffany to for a few years. So far CSDA is still planning on holding this conference with procedures for social distancing and safety. The FPPUD was approved for a full scholarship to cover this event.

Motion: Move that we approve the CSDA Board Secretary/Clerk Conference for Tiffany to attend, asking that she adhere to the CDC guidelines as much as she can.

Garcia/Gipson 4/1/0, Motion Passed.

Aye: Garcia, Gipson, Neyman, and Schoenberg.

No: Kelling.

Motion: Move that we take a 10 minute break.

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

Aye: Neyman, Kelling, and Schoenberg.

No: Garcia, and Gipson.

Meeting Break: 8:20pm. - 8:25pm.

19. Discussion/Vote on Resolution FP-20200709-01: Authorizing Kern County to Act as the Agent in the Collection of Taxes.

This resolution is the same as previous years with the dates altered.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

Exhibit A lists the delinquent accounts that will be added to the Kern County tax roll.

Motion: Move that we pass this resolution.

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

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

20. Discussion/Vote on Changing and/or Continuing with Modified Services and Procedures as Adopted on March 19, 2020.

Motion: Move to continue with modified services and procedures until next regular meeting.

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

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

21. Review and Approve Meeting Minutes for 06/11/2020, and 06/25/2020.

Motion: Move that we approve the minutes for Thursday, June 11, 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.

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

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia, and Schoenberg.

Motion: Move that we approve the minutes for Thursday, June 25, 2020, with the correction I mentioned, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Gipson/Garcia 4/0/1, Motion Passed.

Aye: Garcia, Gipson, Kelling, and Neyman.

Abstain: Schoenberg.

22. Discussion/Vote on Future Agenda Items.

Planning Meeting July 23, 2020.

- Carry over the approval of the test well plans & specs.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 9, 2020, 6:00PM
Schoenberg/Garcia 4/0/0 - Director Gipson Absent
Minutes Approved on August 27, 2020

Regular Meeting August 13, 2020:

- Carry over the discussion/vote on the proposed budget.
- An agenda item to update the banking resolution.
- Carry over the discussion/vote on authorization for the treasury management resolution.
- Carry over the discussion/vote on quote for the portable load bank.
- Carry over the discussion/vote on renting the portable generator to Krista.
- Carry over the discussion/vote on modified services.

23. Adjournment.

Motion: Move that we adjourn this meeting.

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

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

Meeting Adjourned: 8:35pm.

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