

**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: 864 9151 4667      Meeting Password: 964555  
**REGULAR MEETING MINUTES FOR THURSDAY, MAY 14, 2020, 6:00PM**  
Gipson/Kellng 4/0/0 - Director Garcia absent  
Minutes Approved on June 11, 2020

**1. Call to Order: 6:05pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

In Office: Neyman.

Teleconference: Garcia, Kelling, and Schoenberg.

Absent: Gipson (Arrived at 6:16pm)

Director Neyman was present as the chairperson.

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

**2. Discussion/Vote/Adjust Agenda if Necessary - No change.**

**3. Public Comments - None. Present: Dave Warner, and three members of the public.**

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** No report.

**JPIA Representative:** Absent.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported he finished mapping out the mainline leaks using the monthly manager's reports going back to 2004. The map was taken to a blueprint shop to make copies, which will be available for pickup next week.

A window was broken in one of the work trucks when a rock was thrown from a weed eater while the crew was doing weed clearance. GM Allison will call a window repair company to come replace that window and a cracked windshield on the same truck.

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FEMA was offering free face masks for water and wastewater utilities. GM Allison was able to drive down and pick up a supply for all but one water company on the mountain. Kids have been posting on social media, pictures of themselves sitting on an FPPUD water tank. They cut the lock on the security cage in order to climb to the top. This demonstrates the need to put up fencing at tank and well sites, which will be addressed later in the agenda.

GM Allison has been giving tours of the District to fencing and pipe locating companies so they could give quotes on services.

There were six mainline breaks during the month of March. Three occurred the same day on Manita Trail. GM Allison recommended doing an emergency replacement on that line. He will look into the cost and possibility of paying another company to do the work, while the Senior Operator or General Manager oversees the process. If the cost on the project is too high, it may have to go out to bid.

**Director Gipson joined the teleconference at 6:16pm.**

**a. Administrative Assistant's Report.**

Tiffany Matte reported she has been working on the Special Assessments and it is going faster than previous years.

While she was going over project claims with Linda Sheldon, they discovered that the check received from the State for Planning Project Claim #2 was written for \$1601.00, but submitted for \$1601.25. Tiffany sent an email to Dave Warner explaining how this could be problematic, and to find out if checks from the State will be rounded to the whole dollar. Lake of the Woods MWC was on the phone and confirmed that all their claims are rounded when paid out. In the future, when claims come in that include invoices for engineering work and contractors, the check will be deposited into the Operating/Revenue Account, and Director Schoenberg will transfer the payout amount into the Planning Account.

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

**Meeting of Local Water Companies:** These meetings are on hold until the library reopens. When it is open again, they will reevaluate how the meetings will be held moving forward.

**Project Committee:** The three license agreements have been received for the test well sites. They have been approved and sent out to the property owners.

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**Motion: Move that we table #8. Accounts Payable and Financial Information until Linda arrives.**

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

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

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

**9. Discussion/Vote on Road Repairs.**

The crew hasn't had the time yet to do the repairs on Elm Trail, but it will be done as soon as possible.

**10. Discussion/Vote on District Coverage for Damage to Employee's Cell Phones.**

The employees asked if the District would be willing to cover the full deductible amount for replacement under their carrier's insurance plan if their phone is damaged while on the job. The Board previously agreed to cover only up to \$99.00.

**Motion: Move that we pay for damage to an employee's cell phone, up to \$99.00, providing it is a work related accident or loss.**

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

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

**11. Discussion/Vote on Revised Cell Phone Reimbursement Agreement.**

Last month the Board approved an agreement as drafted by the attorney. When presented to the employees, they were unwilling to sign the document since they were unsure if it was specifically related to cell phone use. The attorney provided a new draft, and Tiffany worked on amendments that would hopefully satisfy both the Board and the employees. The few corrections requested by the employees were highlighted in red, and read out loud. The Board did not accept the changes because they state the payment is specifically for use of personal cell phones. This would leave the District open to additional claims for other matters, such as wages. There were also questions as to why the settlement amount had increased. GM Allison explained that the Board agreed to the settlement and stipend at the regular meeting in February. The settlement amount will continue to increase until the monthly stipend is added into payroll. After further discussion, the Board decided to present the contract without employee changes, other than the settlement amount that will contain the stipend that has not yet been paid.

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If the employees do not sign the agreement, the Board will have a special meeting with a closed session, so they can speak with the attorney.

**Motion: Move that we approve the contract as written by the attorney without any of the items in red, and additionally, fix the gross sum to reflect the exact amount for each employee, without putting the dates in, based on the payments from February 1, 2018 to June 3, 2020. If it is not agreed upon by any specific employee, then also in addition, in this motion, I would put on the agenda a special meeting and a closed session.**

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

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

**12. Discussion/Vote on Raising the Notice Posting Fee.**

At the last meeting, the Board decided they would look through their records to see if they had any information on when and how the current fee was established. Tiffany was directed to do the same. Tiffany found information on Resolution 547, dated April 10, 2014, which increased the fee from \$15 to \$25, but the District doesn't have a copy in their records. She also found a copy of the minutes for when that resolution was passed. Since the District doesn't have backup information for where the fee came from, the Board decided to reach out to the State and see if they could help fund a fee study through RCAC.

**Motion: Move that we carry over #12. Discussion/Vote on Raising the Notice Posting Fee, to the planning meeting, so that Director Neyman and Director Schoenberg can, as part of the ad hoc, discuss with Jesse and the State the possibility of doing a study for us so that we have accurate fees based on the new changes in the law.**

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

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

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,821,012.91. The Revenue/Operating Account has \$151,358.56. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$29,843.86.

Linda recommended not making any transfers into the Emergency Reserve since the USDA loans' principal and interest payments are due in October.

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The District received the reimbursement check from Dee Jaspar & Associates for the work on the PER for the Well #5 replacement.

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

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

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

**13. Discussion/Vote on Quotes for Fencing for Well and Tank Sites.**

GM Allison provided quotes from two companies for fencing around 3 of the District well and tank sites. Lamont Fencing Company gave the lowest bid at \$16,701. There are pictures on social media of kids climbing up and sitting on water tanks, so this could become a liability issue. The invoices will be paid separately as three individual projects.

**Motion: Move that we direct Jonnie to go with Lamont Fencing and get our three tanks fenced off.**

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

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

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

GM Allison suggested this is a way to save money for the District. The portable generator is so large that when it runs, it isn't under enough load. In order to maintain it, a company needs to come up from Anaheim and put it under a false load. It costs the company almost \$2,000 for them to do this. The portable load bank would put it under an artificial load monthly, which would save on regular maintenance as well as the \$2,000 service. The cost for the portable load bank is \$9,325.00. The board instructed Linda to look up the cost from the last time the generator was serviced, and provide it to the Board for the next meeting in June.

**Motion: Move that we table the discussion and possible vote for quote for portable load bank for the generator until the first regular meeting in June.**

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

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

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

No changes were necessary.

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**Motion: Move to continue with the modified services until the next regular meeting for June.**

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

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

**16. Discussion/Vote on Hazard Pay for Employees during COVID-19.**

This question was brought up by the employees. The Board discussed the possibility of either a temporary, hourly increase to wages, or a flat amount monthly. Since there may be a Special Meeting on May 21, the board will carry this over until then, in order to gather more information.

**Motion: Move that if we end up having a special meeting, that we move this item to the special meeting. If we do not end up meeting to have a special meeting, that we move it to the next regular meeting.**

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

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

**17. Review and Approve Meeting Minutes for 04/09/2020, and 04/23/2020.**

**Motion: Move that we pass the minutes for Thursday, April 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.**

**Gipson/Kelling 4/0/1, Motion Passed.**

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

**Abstain: Schoenberg.**

**Motion: Move that we table accepting the minutes for the April 23, 2020 meeting, until our planning meeting at the end of May.**

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

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

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

Possible Special Meeting May 21, 2020.

- An Agenda item for a Closed Session.
- Carryover Discussion/Vote on Hazard Pay.

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Planning Meeting May 28, 2020.

- Carry over approval of the minutes for April 23, 2020.

Regular Meeting June 11, 2020:

- Carry over the discussion/vote on portable load bank.
- Carry over the discussion/vote on modified services.

**19. Adjournment.**

**Motion: Move that we adjourn**

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

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

**Meeting Adjourned: 8:29pm.**

**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**



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**Attest: Terry Kelling, Secretary**

seal