

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 11, 2019
6:00PM

Neyman/Gipson 4/0/1 - Director Garcia Abstain
Minutes Approved on August 8, 2019

1. Call to Order: 6:17pm.

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.

A conference call with Bank Card Services USA was scheduled between 7:00pm and 7:30pm.

Motion: Move that that item be addressed at which time we can address it (if it's getting too late, we can move it earlier in the agenda).

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

Motion: Move that we move #3 until after #8.

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

3. General Manager's 10th Anniversary Presentation. (Moved per adjustment of the agenda.)

4. Public Comments - None. Present: Benny Corona (Self-Help Enterprises), and eight members of the public.

5. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Report will be given under ad hoc committee reports.

Treasurer: Director Neyman reported he changed the bank statements to be emailed only. \$50,000 was transferred into the Emergency Reserve Fund, bringing the total to \$621,000.

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Member at Large: Absent.

6. Board Member Initiatives.

Director Kelling thanked General Manager (GM) Jonnie Allison for fixing the leak in the District yard.

7. Manager's Report.

There were nine after hours call outs, four of them to adjust water levels in the Parcel B tank. There were three main line breaks, all minor.

a. Discussion/Vote on Engineering for Monte Vista Well.

GM Allison received approval to turn on Monte Vista Well. It was designed to fill a tank at Well #5. After turning on the well, no water was being pushed anywhere in the system. In order to use it, an engineer would need to come out and look into the issue.

Motion: Move that we have Dee Jaspas take a look at stuff.

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

Repairs on Well #5 have been completed, and the well has been re-equipped. Dee Jaspas & Associates ran a sand test to see if repairs were successful. They determined it was fixed as well as could be expected for its age. As soon as the State gives approval, it will be put back online.

b. Administrative Assistant's Report - None.

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

Meeting of Local Water Companies - No report. The meeting is not scheduled until next week.

SGMA: Next week Tejon-Castac will be holding a stakeholder meeting for their GSP.

Depreciation of Assets: GM Allison provided a list from JPIA of insured property.

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Budget: Bookkeeper Linda Sheldon provided an updated proposed budget that included information through June 2019. The ad hoc committee will be meeting to go over the numbers.

3. General Manager's 10th Anniversary Presentation. (Moved per adjustment of the agenda.)

The Board expressed their gratitude for GM Allison by presenting him with a Certificate of Appreciation, as well as a plaque dedicating Well #6 to him for 10 years of service to the District.

Motion: Move that we move the Accounts Payable, and Financial Information and Fiscal Year 2019/2020 Proposed Budget, until such time as Linda shows up.
Neyman/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.

Motion: Move that #11 be moved forward for Dave Warner to show up so he can address that.
Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.

12. Discussion/Vote/Approve a New USDA Well Grant/Loan Application. (Moved per adjustment of the agenda.)

Benny Corona reported there was a conference call with the USDA, Directors Neyman and Schoenberg, Dee Jaspar, and Dave Warner. During the call, Al from USDA explained the requirements for the funding application. There are three steps: 1. The Preliminary Engineering Report (PER). 2. The Environmental Work. 3. The RD application through their online platform. It might be possible for the PER and environmental work to be part of the project cost, and reimbursable to the District. Director Schoenberg explained that for loans over \$500,000, a bond council would be required. New accounts will be created to separate the monies needed for the loan.

Motion: Move that we continue to go forward (since we have already authorized the PER) with the environmental so we can get this application complete.
Neyman/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.

Motion: Move that #13 be moved forward in the agenda until Dave Warner shows up.
Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.

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14. Discussion/Vote on IRWM Application. (Moved per adjustment of the agenda.)

Benny Corona provided copies of the Integrated Regional Water Management (IRWM) application, used to get projects listed. He also provided a copy of the application for funds specifically allocated to disadvantaged communities. Both forms were filled out online by Benny and Dave Warner. The Board reviewed the applications and went over any corrections and questions. The deadline to file an application for funds is July 15th.

Motion: Move that we approve the project application with the amendments mentioned and checking with Dave on a couple items, and submit the application on July 15th.

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

Motion: Move that we approve the Kern IRWM project submittal form with the changes that we noted, and to go ahead and submit the application on July 15th.

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

18. Discussion/Vote on Merchant Services from Bank Card USA.

Bank Card USA is a merchant services credit card processor. They reached out to the District to see if they could help save money on monthly processing fees. After a comparison with FPPUD's current processor, they found their rates would save about \$2,000 annually. The Board had a conference call with a representative to learn about the company and ask questions. This item will carry over to the next meeting in August pending answers from California Bank & Trust and possibly a counter offer.

9. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,606,071.93. The Revenue/Operating account has \$184,756.21. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. Total disbursements was \$28,592.04.

The first invoice relating to the planning portion of the regional project came in. It will be held until grant funds are received.

Linda provided copies of the updated proposed budget. It now includes final numbers through June 30, 2019. The ad hoc committee will meet with GM Allison to adjust numbers so it is ready for the next regular meeting.

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Motion: Move that we pay our bills.

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

10. Discussion/Vote on Fiscal Year 2019/2020 Proposed Budget.

This was discussed under item #9.

11. Discuss/Vote/Sign Funding Agreement for Project Planning Grant.

At the last meeting Dee Jaspar expressed his concerns about the portion of the agreement that required State approval after each test well was drilled. If approval took time, it could add to the cost of the project. He was going to email and find out if there was any flexibility in that requirement. Dee was not present at the meeting to update the information.

GM Allison was directed to contact the State and confirm the deadline for submitting the signed agreement. If needed, a special meeting can be scheduled for July 18th to approve the contract.

12. Discussion/Vote/Approve a New USDA Well Grant/Loan Application. (Moved per adjustment of the agenda.)

13. Discussion/Vote on Meter Replacement Project Application.

Dave Warner explained that Self-Help Enterprises received approval for their Work Plan, so they will use that to update and resubmit the application.

14. Discussion/Vote on IRWM Application. (Moved per adjustment of the agenda.)

15. Discussion/Vote on Mainline Extension on Kiwanis Trail - Tabled.

16. Discussion/Vote on Resolution FP-20190711-01: 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. Exhibit A lists the delinquent accounts that will be added to the Kern County tax roll.

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Motion: Move that we approve Resolution FP-20190711-01 in the matter of: Water availability or standby charges assessment; delinquent accounts assessment; resolution authorizing Kern County to act as FPPUD's agent in the collection of assessment taxes for the 2019 - 2020 tax year. Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.

17. Discussion/Vote on Information Sharing with Tejon-Castac Water District.

This item will be carried over until the next meeting in August when all Directors are present.

18. Discussion/Vote on Merchant Services from Bank Card USA. (Moved per adjustment of the agenda.)

19. Review and Approve Meeting Minutes for 06/13/2019 and 06/27/2019.

This item will be carried over until the second meeting in July.

20. Discussion/Vote on Future Agenda Items.

Planning Meeting July 25, 2019 or July 18, 2019:

- Carry over discuss/vote/sign funding agreement for project planning grant.
- Carry over review and approve meeting minutes for 06/13/2019 and 06/27/2019.
- An agenda item to authenticate representatives for the USDA well grant/loan application.

Regular Meeting August 8, 2019:

- Carry over the discussion/vote on merchant services from Bank Card USA.
- Carry over the discussion/vote on mainline extension on Kiwanis Trail.
- Carry over the discussion/vote on information sharing with Tejon-Castac Water District.

21. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:20pm.

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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

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