

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: 854 5931 7198 Meeting Password: 876573
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 10, 2020, 6:00PM
Schoenberg/Garcia 5/0/0
Minutes Approved on January 14, 2021

1. Call to Order: 6:00pm.

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.

Motion: Move that we table Item #24 and move it to next week's meeting. I would also like to table Item #10 - Discussion/Vote on Book Asset Detail, also Item #18 - Discussion/Vote on Creating a Will Serve Letter and a Conditional Will Serve Letter, and Item #21.

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

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

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 she made all of the transfers that were noted in the financials, with the exception of the transfer for the shortage in the USDA Reserve Account.

JPIA Representative: No report.

5. Board Member Initiatives.

Director Garcia explained that he spoke with a contractor who was interested in putting in a bid for painting the District office.

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He has 35 years of experience in the movie industry, but does not have a contractor's license. He expressed he could get an insurance policy if needed. Director Garcia asked the Board if they would entertain a bid from this individual. The Board agreed they would not feel comfortable hiring someone who did not have their license.

6. Manager's Report

General Manager (GM) Jonnie Allison reported he had a meeting with Curtis from Dee Jaspar & Associates. Curtis informed him that Dee Jaspar was injured after being thrown from his horse.

There were three meters changed out and 12 after hours call outs from alarms and power pole replacements. The crew continues to work hard.

a. Administrative Assistant's Report.

Director Garcia signed the contract with Kern County for reimbursement of COVID related expenses. The contract was dropped off at the County office. When it is approved, the District will be able to submit the reimbursement forms. Tiffany Matte created a spreadsheet of eligible expenditures, which came out to \$4,712.

7. Ad Hoc Committee Reports: Local Information Committee; Projects Committee; Rate Study Committee; Budget Committee.

Local Information Committee.

No report.

Project Committee.

Director Schoenberg reported that everything was sent off to Lawrence Sanchez by his November 30th deadline. Lawrence later sent an email saying that the environmental work for the projects will need to be combined.

Rate Study Committee.

The ad hoc has not had a chance to meet with RCAC or the auditor since they have been focusing on the more urgent parts of the grant project.

Budget Committee.

This committee met several times and finished the five year projection. It was sent to Lawrence Sanchez for the grant application.

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8. Discussion/Vote on Accounts Payable and Financial Information.

Linda Wilke, a candidate for the open bookkeeping position, was present at this meeting. She introduced herself and summarized her qualifications. The Board explained their requirements for the position and asked any questions of her that they had. An agenda item will be added to the next meeting for the Board to make a decision.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,979,127.75. The Revenue/Operating Account has \$151,582.20. Checks were cut for the billed invoices and reviewed by the Board for accuracy. The total disbursed was \$54,885.41.

Director Schoenberg went over the transfers she made for the USDA loans, as well as the transfer for reimbursement of Director fees from the FP/LOW Planning Fund.

The Board questioned whether or not they had already paid the invoice from Herc Rental. Linda was unable to locate the last invoice, so the Board asked that the check be held until the invoices could be verified.

Motion: Move that we pay our bills with the exception of the Herc Rental that we need to inquire about.

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

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

9. Discussion/Vote on Five Year Budget Projection.

The ad hoc committee reviewed the document and made some final adjustments. They reviewed those changes with the Board. The original budget created for the fiscal year ending June 30, 2021 was pulled off of the District's website because the figures didn't match what the ad hoc had finalized. If approved, this five year budget will be used in lieu of the one year, and put on the financial tab of the website.

Motion: Move that we approve the five year budget and have Tiffany put it up on the website.

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

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia and Schoenberg.

10. Discussion/Vote on Book Asset Detail - Tabled.

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11. Discussion/Vote on FP/LOW Consolidation Planning Project.

The final License Agreement was signed. The ad hoc committee will be meeting on Tuesday to go over all of the invoices. They will determine what has been paid, and what still needs to be paid. They will also be going over the Planning budget to see what funds can be moved around to cover engineering costs.

12. Discussion/Vote/Update on Meter Replacement and Well #5 Emergency Replacement Projects.

The budget projection discussed earlier, as well as the updated PER were sent to Lawrence Sanchez for the grant application. The State sent an email requesting a single NOE for the combined project. This will be added to the agenda for the planning meeting.

13. Discussion/Vote on Purchasing an Additional Truck/SUV for the FPPUD.

The District is in need of an additional truck capable of towing the backup generator, and to help keep employees in separate vehicles due to COVID-19. GM Allison received two quotes from dealerships. The first was for a GMC 2500 Crew Cab for \$54,089.89. The second was for a Dodge Ram 2500 Crew Cab for \$42,753.14. Both trucks were priced at a government discount. GM Allison would still like to get quotes on other trucks, so he asked the Board to approve a maximum purchase amount so he has the flexibility to find the best value and purchase an extended warranty.

The Board returned on the agenda to Item #8 to provide an update on the trailer.

8. Discussion/Vote on Accounts Payable and Financial Information.

The District purchased a trailer for \$12,719.54. The initial \$1,000 deposit was billed to the credit card, and a check was cut for the difference. GM Allison will pick up the trailer next week.

13. Discussion/Vote on Purchasing an Additional Truck/SUV for the FPPUD.

Motion: Move that we approve up to \$50,000, which gives a little leeway.

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

Aye: Garcia, Gipson, Neyman, and Schoenberg.

Abstain: Kelling.

14. Discussion/Vote on Pipeline Replacement Work - No update.

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15. Discussion/Vote on Emergency Repairs to the Wolfe Booster and Tank Site.

Unified Field Services has been working at the site. GM Allison and Curtis (Dee Jaspar & Assoc.) have met to come up with a plan for the tie-in of the new pipe, and shutting off the water in order to do that. There is a 3" line that comes off the tank that had a valve that wasn't working. In order to save money on having a diver plug it from the inside, GM Allison and the crew replaced it live.

Director Schoenberg will be transferring funds from the Capital Improvement Fund back into the Operating/Revenue Account to cover the costs of the repairs.

Since Dee Jaspar was not at the meeting to give an update, the Board voted to carry over the next two items until the next meeting.

Motion: Move that we carry those [Item #16 and #17*] over to the meeting next week where we'll have Dee and Dave so we can find out what we need to do next on that [those items*].

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

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

16. Discussion/Vote on Modifying the District's Sphere of Influence - Tabled.

17. Discussion/Vote on Amending the District's MSR - Tabled.

18. Discussion/Vote on Creating a Will Serve Letter, and a Conditional Will Serve Letter - Tabled.

19. Discussion/Vote on Notice of Exemption for the Generator Project.

Since the District has not been awarded the generator grant yet, this item will carry over to the next regular meeting in January.

20. Discussion/Review of Updates to the Brown Act.

Tiffany updated the Board on a change to the Brown Act that will take effect in the beginning of the year. It updates the definition of a serial meeting, and prohibits any members of the Board from commenting or reacting to any post of a member of the same board, if the topic is within the subject matter jurisdiction of the legislative body.

*** Motion amended for clarity.**

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After discussion, the Board agreed to designate Director Garcia to answer any social media questions or comments, and direct them to attend a Board Meeting.

21. Discussion/Vote on Employee Wage Table - Tabled.

22. Discussion/Vote on Employee Christmas Appreciation.

Due to the COVID-19 pandemic, the Board agreed a BBQ lunch would not be appropriate this year. They decided a gift card would be a better alternative to show appreciation for the employees.

Motion: Move that we give a \$20 gift certificate to each employee as their Christmas appreciation.

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

Aye: Gipson, Kelling, and Neyman.

Abstain: Garcia, and Schoenberg.

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

The Board agreed to continue with the current modifications.

24. Review and Approve Meeting Minutes for 11/12/2020, 11/19/2020 State Ad Hoc Meeting, 11/19/2020 Planning Meeting, and 11/24/2020 - Tabled.

25. Discussion/Vote on Future Agenda Items.

Planning Meeting December 17, 2020.

- An agenda item to vote on a new bookkeeper.
- An agenda item to discuss a combined NOE for the Well #5/Meter Replacement Project.
- Carry over the discussion/Vote on the SOI and MSR.
- Carry over approval of the meeting minutes.

Regular Meeting January 14, 2021:

- Carry over the discussion/vote on the generator project.
- Carry over the discussion/vote on the wage table.

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26. Adjournment.

Motion: Move that we adjourn this meeting.

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

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

Meeting Adjourned: 7:47pm.

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