

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**REGULAR MEETING MINUTES FOR THURSDAY, NOVEMBER 14, 2019**  
**6:00PM**

Neyman/Garcia 3/0/2 - Directors Gipson and Schoenberg abstain.  
Minutes Approved on December 12, 2019

**1. Call to Order: 6:04pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Garcia, and Neyman. Directors Gipson and Schoenberg absent.

Director Kelling present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Cassandra Zeno.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

The Manager's Report will be placed before the closed session if time permits.

**3. Public Comments.**

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

**4. Report of Officers:**

**President:** No report.

**Vice-President:** Absent.

**Secretary:** Absent.

**Treasurer:** No report.

**Member at Large:** No report.

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

**7. Manager's Report.**

General Manager (GM) Jonnie Allison reported there were no after hours call outs in October, which is due in part to the upgrades to the telemetry. There was one main line break.

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There was a break-in at Monte Vista Well. They cut the tabs off the boxes containing the electrical panels, and wired in an electrical cord. The cut end was found down by the creek along side sleeping bags. Next week a company will put in a fence around the location, and GM Allison will purchase plywood to reinforce the building and make it harder to get access.

JPIA came to do their annual visit. They reviewed the Emergency Operations Plan, insurances, employee training, and more. Everything went well and there were no recommendations at that time.

The repairs were completed on the bumpers of Truck #226. The front bumper was less than the deductible so the insurance didn't pay for that one. The rear bumper cost around \$1,000. The insurance deductible is \$500, so the insurance will be sending a check for the difference.

**Director Schoenberg arrived at 6:12pm.**

**a. Discussion/Vote on Quotes for Generators.**

The first quote is for a fixed generator for the office building. The District would do the installation work to save money, so the cost is \$7389.61. The price includes an automatic transfer switch, and generac brand 16kw generator.

**Oral Announcement Prior to Closed Session. Gov't Code §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.**

**Conference with Legal Counsel - Anticipated Litigation. Gov't. Code §54956.9(b):  
2 items.**

- 6. CLOSED SESSION pursuant to Gov't Code §54957.**  
**Conference with Legal Counsel - Anticipated Litigation. Gov't. Code §54956.9(b):  
2 items.**

**Director Kelling announced closed session at 6:19pm.**  
**Returned from closed session at 7:30pm.**

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**Actions in Closed Session Pursuant to Gov't Code §54957.1(a), §54957.7(b):**

Item 1 - There was no reportable action in closed session.

Item 2 - The Board instructed legal counsel to petition the Superior Court for precondemnation access to property owned by Soledad Enrichment Action (SEA).

7. **Manager's Report.** (Moved per adjustment of the agenda. Previous discussion continued.)

**a. Discussion/Vote on Quotes for Generators.**

GM Alison recapped the discussion. The quote for the office generator was provided by RLS Electric, a company out of Pine Mountain Club.

**Motion: Move that we approve the purchase of the generator for running the office in times of no power, for whatever reason that may be.**

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

The second quote was for a smaller, towable generator, that can be brought to booster sites during a power outage. The quote was for \$32,720.00. After more research, GM Alison believes it would be better to have stationary backup generators at the sites. These would be purchased over time to make it more affordable.

**Motion: Move that we hold off on a second towable, and we look into quotes for individual stationary generators at individual sites for the boosters.**

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

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

**Meeting of Local Water Companies:** Director Kelling reported that at the last meeting, a speaker came from an institution that offers low interest rate loans on large water company projects. They have their own engineers and assistants who help through every aspect of the project.

**SGMA:** No meeting.

**Depreciation of Assets:** No report.

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**9. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,603,451.07. The Revenue/Operating account has \$96,626.57. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$36,084.92.

The District is still receiving notices that money is owed for FUTA taxes, even after sending a letter explaining why the amount isn't owed. Linda will send the letter to the IRS again, attaching previous communication.

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

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

**10. Discussion/Vote on Well 5 Emergency Replacement Project.**

**a. Discussion/Vote on Project PER.**

The PER was waiting on updates from Dave Warner, who was out of town for a few weeks. When he returned, he sent the information needed to Curtis Skaggs. The update will be available for the next meeting.

**Motion: Move that we table the following until the planning meeting which happens next week: 10b; 10c; 11a; 11b; and 12a.**

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

**b. Discussion/Vote on IRWMP Contract with Dee Jaspar & Associates - Tabled.**

**c. Discussion/Vote on USDA Contract with Dee Jaspar & Associates - Tabled.**

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

**a. Planning Project Contract with Dee Jaspar & Associates - Tabled.**

**b. Test Well Site Location & Acquisition Update - Tabled.**

**12. Discussion/Vote on Meter Replacement Project.**

**a. Discussion/Vote on Project Application - Tabled.**

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**b. Discussion/Vote on Revised PER.**

Dee Jaspar sent a revised PER with the new figures on engineering costs.

**13. Discussion/Vote on Mainline Extension on Kiwanis Trail.**

Santana Plumbing dug into the road and was not able to locate a 6" pipe to provide water to the unmetered property. The owner will need to provide everything necessary as described in the Mainline Extension Policy, at which time it will be put back on the agenda for discussion.

**Motion: Move to table #13 indefinitely until we have further information.**  
**Schoenberg/Garcia 4/0/0, Motion Passed - Director Gipson absent.**

**14. Begin Discussion/Vote on Rotating Board Positions.**

**a. Discussion/Vote on Officer Duties.**

Tiffany Matte included a list of Board officer positions and their duties. The Board reviewed the list and made corrections as needed.

**Motion: Move that we adopt the Frazier Park Public Utility District Duties of Board Officers as amended this evening, with the possibility of other amendments should our Clerk of the Board realize that there was something that we missed.**  
**Schoenberg/Garcia 4/0/0, Motion Passed - Director Gipson absent.**

The Board began discussion on rotating positions, but will vote on the decision at the December meeting when all of the Directors are present.

**15. Discussion/Vote on Amending the District's Late Fee Policy.**

Wording was added to the original policy to clarify how a late fee will be assessed when the 20th of the month falls on a day the District is closed.

**Motion: Move that we amend the District policy regarding a late charge for delinquent accounts as written on the November 14, 2019 revision.**  
**Schoenberg/Garcia 4/0/0, Motion Passed - Director Gipson absent.**

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**16. Review and Approve Meeting Minutes for 10/10/2019, and 10/24/2019.**

**Motion: Move that we pass these at the meeting next week.**  
**Schoenberg/Neyman 4/0/0, Motion Passed - Director Gipson absent.**

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

Planning Meeting November 21, 2019:

- Carry over approval of the meeting minutes.
- Carry over project related topics.

Regular Meeting December 12, 2019:

- Carry over quote on fixed generators for booster sites.
- Discussion/Vote on rotating board positions.

**18. Adjournment.**

**Motion: Move that we adjourn.**  
**Neyman/Garcia 4/0/0, Motion Passed - Director Gipson absent.**  
**Meeting Adjourned: 8:24pm.**

**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)).**

  
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**Tiffany Matte, Clerk of the Board**

  
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**Attest: Lisa Schoenberg, Secretary**

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