

**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: 841 0620 0871 Meeting Password: 088712  
**SPECIAL MEETING MINUTES FOR THURSDAY, AUGUST 19, 2021, 6:00PM**  
Gipson/Kelling 5/0/0  
Minutes Approved on September 9, 2021

**1. Call to Order: 6:03pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:**

Teleconference: Garcia, Gipson, Kelling, Neyman, and Schoenberg.  
Director Garcia was present as the chairperson.  
Also present: Jonnie Allison and Tiffany Matte.

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

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

**4. Discussion/Interview with Bookkeeper Candidate(s).**

Deborah Angel was the Bookkeeper candidate who attended the meeting. She was recommended by Director Gipson. She introduced herself and provided information on her background and experience. The Board asked the questions of her that they had and reviewed their expectations in regard to duties and responsibilities.

**5. Discussion/Vote on the Independent Contract for the Bookkeeper.**

**a. Discussion/Vote on the Independent Contractor Agreement.**

The Board read the contract out loud as provided by the District's attorney.

**b. Discussion/Vote on Exhibit A - Services.**

A draft copy of the duties of the Bookkeeper was read out loud by the Board.

**6. Discussion/Vote/Approval of the New Bookkeeper.**

The Board discussed compensation with the Bookkeeping candidate and agreed on \$50.00 per hour, with a maximum of \$2,500.00 per month. The Board explained that during the first few months while there is a learning curve, more hours may be required. Once the contractor is comfortable, it may not take them as much time to complete the work.

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The Independent Contractor Agreement will be written for a time period of two months and both parties can reevaluate at that time. This item will be voted on again at the first regular meeting in November.

**Motion: Move that we approve the new Bookkeeper at the rate of \$50.00 an hour, not to exceed \$2,500.00 a month, that we will do this for a period of two months at which time we will revisit and see what hours it takes and whether it's a good fit. Neyman/Kelling 4/0/1, Motion Passed.**  
**Aye: Garcia, Kelling, Neyman, and Schoenberg.**  
**Abstain: Gipson.**

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

Regular Planning Meeting August 26, 2021:

- Carry over all items for the CalOES grant.

Regular Meeting September 9, 2021.

**8. Adjournment.**

**Motion: Move that we adjourn.**  
**Gipson/Neyman 5/0/0, Motion Passed.**  
**Aye: Garcia, Gipson, Kelling, Neyman, and Schoenberg.**  
**Meeting adjourned: 7:31pm.**

**At every special meeting, the legislative body shall provide the public with an opportunity to address the body on any item described in the notice before or during consideration of the item. (Brown Act Code Sec 54954.3(a)).**

  
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Tiffany Matte, Clerk of the Board

  
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Attest: Terry Kelling, Secretary

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