

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 9, 2020
6:00PM
Schoenberg/Kelling 5/0/0
Minutes Approved on February 13, 2020

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Gipson, Kelling, Neyman and Schoenberg.

Director Garcia present as the chairperson.

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

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #10 and #11 until the planning meeting.

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

3. Public Comments - None. Present: Two members of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: No report.

JPIA Representative: Director Gipson reported she called and spoke with JPIA to find out why the liability insurance premium increased 38% (as reported last meeting by the bookkeeper). The representative explained that premiums decreased \$3,000 from last year, and should decrease even more next year.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported 2,091 work orders were accomplished in 2019.

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He also wished to commend Tiffany for the work she has been doing on the new lock-off requirements. With the deadline of April 1, 2020 approaching, it is anticipated that the District will see a loss of revenue.

a. Discussion/Vote on Application for Water Service.

An application for water service was turned in for an empty lot located at 3501 Nebraska Trail. According to District maps, there is a 6" service line on that road, so water can be provided.

Motion: Move that we approve the Application for Water Service Installation at 3501 Nebraska Trail.

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

b. Administrative Assistant's Report.

Tiffany Matte explained that the State Social Security Administration responded saying they have reversed the \$125.00 late charge that was assessed on the annual fee through CalPERS. They will be working out how they will handle the payment since it has already been made.

She also informed the Board that there are at least eight different documents and policies that will need to be updated before SB998's April 1st deadline. Those will be placed on the agenda for review and approval in upcoming meetings.

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

Meeting of Local Water Companies: No meeting.

SGMA: No meeting.

Depreciation of Assets: No report.

Director Garcia reported he will be meeting with GM Allison to get information and will begin work on the cell phone reimbursement negotiations. He is expecting to have a report by the next regular meeting.

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8. Board Training: “Take Control of Your Meetings Using Robert’s Rules”.

This training was purchased by the District. A segment is played at the first meeting of every month.

9. Accounts Payable and Financial Information.

Motion: Move that we put this forward until Linda arrives.
Schoenberg/Neyman 5/0/0, Motion Passed.

10. Discussion/Vote on Well 5 Emergency Replacement Project. (Tabled per adjustment of the agenda.)

11. Discussion/Vote on FP/LOW Consolidation Planning Project. (Tabled per adjustment of the agenda.)

12. Discussion/Vote on Paving Elm Trail.

GM Allison explained that every time there is rain or snow, the bottom of Elm trail washes out, leaving valve cans and water lines exposed. He recommended paving the first 30 feet at an estimated cost of around \$8,000 to \$8,500. Dee Jaspas suggested using catch basins to direct water flow through District property, and out into the creek bed. The Board directed GM Allison to do more research on cost, and the potential liability to the District.

13. Discussion/Vote on Purchasing a Refrigerator for the Office.

The refrigerator in the office kitchen is dying, and is very small. There is not enough room for both employee lunches, and ice packs for water sampling. GM Allison found a full size unit on sale for about \$500.

Motion: Move that we go ahead and purchase the \$500 refrigerator for the office, with tax.
Neyman/Gipson 5/0/0, Motion Passed.

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,699,750.77. The Revenue/Operating Account has \$188,488.24. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$40,152.73.

Linda recommended transferring \$50,000 to the Emergency Reserve Fund. The District received the \$7,100 check from the State for Planning Claim #1. GM Allison purchased lockers for the field crew. The first set purchased from Home Depot arrived, but were incorrect. They were returned and refunded. The employee lockers were purchased again from another company and were correct. They have been set up.

Motion: Move that we approve payment on our bills.
Schoenberg/Kelling 5/0/0.

14. Review and Approve Meeting Minutes for 12/12/2019, and 12/19/2019.

Motion: Move that we approve the minutes for Thursday, December 12, 2019, 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/Neyman 5/0/0, Motion Passed.

Motion: Move that we approve the minutes for Thursday, December 19, 2019, 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/Neyman 5/0/0, Motion Passed.

15. Discussion/Vote on Future Agenda Items.

Planning Meeting January 23, 2020:

- Carry over the discussion/vote on the Well 5 project.
- Carry over the discussion/vote on planning project.

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Regular Meeting February 13, 2020:

- Carry over the discussion/vote on paving Elm Trail.
- An agenda item to fill out 700 forms.

16. Adjournment.

Motion: Move that we adjourn

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

Meeting Adjourned: 6:58pm.

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