

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 12, 2020
6:00PM

Gipson/Schoenberg 4/0/1 - Director Garcia abstain
Minutes Approved on April 9, 2020

1. Call to Order: 6:11pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Gipson, Kelling, and Schoenberg. Director Garcia absent.
Director Neyman was 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 special meeting that we're going to have immediately following our regular planning meeting, the same day.
Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

3. Public Comments. Present - Two members of the public.

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

4. Report of Officers:

President: Absent.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported she has the amount from the bookkeeper that will need to be transferred in order to make the interest payment on the USDA loans.

JPIA Representative: No report.

5. Board Member Initiatives - None.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 12, 2020
6:00PM

Gipson/Schoenberg 4/0/1 - Director Garcia abstain
Minutes Approved on April 9, 2020

6. Manager's Report.

After the last storm many roads in town had large rutts, water pipes were left exposed, and some residents were not able to get their cars out of the driveway.

General Manager (GM) Allison called and asked the newspaper to report that, even though it is not the FPPUD's responsibility, he will be grading roads around town. In the last few days he was able to fix 14 of the worst roads. Because the trails continue to be washed out, GM Allison recommended the Board approve purchasing dirt and road base to cover exposed pipe. He will get a quote and have it on the agenda for the next regular meeting.

a. Administrative Assistant's Report.

Tiffany Matte reported she has received quotes for translation of the new lock-off policy. The lowest bid came from Reliable Translations, for \$1,240. The District will need to translate the 45 Day Notice (Discontinuation Notice) into the required languages as well. Tiffany attended the CSDA Prop 218 / Prop 26 workshop, as well as the CSDA webinar on collecting unpaid bills under SB 998.

The Governor of California issued an Executive Order amending some of the teleconferencing requirements from The Brown Act, during the State of Emergency.

7. Ad Hoc Committee Reports:

Meeting of Local Water Companies: Directors Kelling and Schoenberg attended the last meeting. The local CERT representative came to talk about safety and their role during an emergency. When activated by a first responder agency, they would set up a place at the park where people could get information they needed.

Cell Phone Negotiation: GM Allison checked with the attorney who said they should be getting us the agreement soon. When it is sent, the agreement will be added to the agenda for Board approval.

Motion: Move to revisit #6. Manager's Report.

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

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 12, 2020
6:00PM

Gipson/Schoenberg 4/0/1 - Director Garcia abstain
Minutes Approved on April 9, 2020

6. Manager's Report

GM Allison reported that he and Oscar Cisneros are now able to get on the USDA application website. The application is being filled out and questions are being answered by the District as needed.

The ad hoc committee went over the Well #5 Replacement Project Plans and Specifications as well as the contract with Dee Jaspar & Associates. The mistakes found were sent to Curtis Skaggs to make the changes. The corrected documents were sent to the USDA for approval.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,792,535.02. The Revenue/Operating Account has \$227,046.94.

Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$47,547.09. Included in the checks was the annual renewal of Board of Directors' Bonds, as well as work on the booster pump at Elm Tank. The Board had a question on the Edison bill because the total amount included a past due of over \$4,000.00. Linda will check to see what was paid last month.

The next USDA loan interest payment is Due April 10th. The payment amount is \$47,816.87.

Linda recommended another transfer of \$50,000 into the Emergency Reserve Fund. Last month the Board asked Linda to look into the auditor fees to see what we paid this year compared to last year. Last year the total cost was \$19,800.00. This year, as of the final invoice, the total was \$16,480.00. Next year will be more expensive due to the grant income.

Motion: Move that we pay all of our bills, except the electric, until Linda determines what our bill actually is. Once that is done, we can then pay that electric bill.

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

9. Discussion/Vote on Updating the Lease Agreement with the Mountain Communities Chamber of Commerce.

A representative from the Mountain Communities Chamber of Commerce (MCCOC) attended the meeting to go over responsibilities, concerns, and the contract renewal of the Signage Project.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 12, 2020
6:00PM

Gipson/Schoenberg 4/0/1 - Director Garcia abstain
Minutes Approved on April 9, 2020

GM Allison expressed that the signs were in disrepair, the solar batteries were damaged or stolen, and the streetscape was not being maintained. All of these items are the responsibility of the MCCOC under the terms of the contract. The contract is also due for renewal. The District and the Chamber will confirm that each holds an insurance policy naming the other as additionally insured.

In light of the fact that there will be expenses for repairs of the signs and other maintenance needs, the Board chose to not increase the \$100 per month lease fee on the land, but to revisit it in one year. The contract will be renewed for one year, with an option to extend it for five years after that, as done previously.

Motion: Move that we renew the contract for one year, reconsider everything at that year, and then if everything is fine or we make any changes, make the changes then do a five year contract.

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

10. Discussion/Vote on Update to the Bylaws and Rules and Regulations. (Tabled per adjustment of the agenda.)

11. Discussion/Vote on 45 day Notice (Delinquency Notice). (Tabled per adjustment of the agenda.)

12. Discussion/Vote on Raising the Notice Posting Fee for Accounts Subject to Disconnection.

Tiffany explained that she was able to ask the attorney and financial expert at her workshop about raising the fee. She sent that reply to the FPPUD's attorney, who will get back to her with his own official response.

Motion: Move that we table #12 until our next meeting, which will be our special meeting on the 26th.

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

13. Discussion/Vote on Sending the GM to the CSDA General Manager Leadership Summit.

GM Allison attended this conference last year. These conferences are always a great source of information pertaining to Special Districts and laws. The cost will include the conference fee and hotel room.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 12, 2020
6:00PM

Gipson/Schoenberg 4/0/1 - Director Garcia abstain
Minutes Approved on April 9, 2020

Motion: Move that we pay to send our GM to the CSDA conference.
Schoenberg/Kelling 4/0/0, Motion Passed - Director Garcia absent.

14. Review and Approve Meeting Minutes for 02/13/2020, and 02/27/2020.

Since Tiffany has been busy with the extra meetings, as well as her training, approval of the minutes for February 27th will be at the next Special Meeting.

Motion: Move that we approve the minutes for Thursday, February 13, 2020, 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/Kelling 3/0/1, Motion Passed.

Aye: Gipson, Neyman, Kelling.

Abstain: Schoenberg.

Absent: Garcia.

15. Discussion/Vote on Future Agenda Items.

Planning Meeting March 26, 2020.

Special Meeting March 26, 2020.

- Carry over approval of the bylaws.
- Carry over approval of the 45 day notice.
- Carry over discussion/vote on raising the notice posting fee.
- Carry over approval of the minutes for 02/27/2020.

Regular Meeting April 9, 2020:

- Carry over the discussion/vote on quotes for dirt and road base.

16. Adjournment.

Motion: Move that we adjourn

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

Meeting Adjourned: 7:41pm.

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, MARCH 12, 2020
6:00PM

Gipson/Schoenberg 4/0/1 - Director Garcia abstain
Minutes Approved on April 9, 2020

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