

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: 883 0991 0979 Meeting Password: 563507
REGULAR MEETING MINUTES FOR THURSDAY, JUNE 11, 2020, 6:00PM
Kelling/Gipson 3/0/2 - Directors Garcia and Schoenberg abstain
Minutes Approved on July 9, 2020

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors:

Teleconference: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson. (Gipson arrived at 6:55pm.)

Director Neyman was present as the chairperson.

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

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

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

4. Report of Officers:

President: Absent.

Vice-President: No report.

Secretary: No report.

Treasurer: No report.

JPIA Representative: Absent.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported he hired a front desk billing clerk. She will start work on Monday.

Two insurance claims were filed for property damage when a pipe came apart at Wolf Tank. To keep this from happening again, some type of drainage culvert will need to be dug out. Both claims were turned over to JPIA. GM Allison wants to bring in Dee Jasper to look and see what needs to be done to repair that site.

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There were two other large leaks on Julin & Manita Trails that will need mainline replacement. Due to an employee leaving and one out for injury, it has just been Logan in the field with GM Allison helping out. An ad was put in the newspaper to hire a new trainee or operator.

GM Allison brought back the topic of enclosing the front office counter. At first it was discussed as a way to separate the billing clerk from upset customers. Since the pandemic, it is more necessary as a guard against spreading the virus. The first proposed quote was for \$10,000. Since then, after speaking to another contractor, there was a more reasonable quote that came in at \$3,000. Instead of authorizing the work, the Board asked that it be an agenda item for the next meeting.

a. Administrative Assistant's Report.

A lot of District customers have been requesting that their eBills show water usage so they know what they are being billed for. Transaction Warehouse is now beginning to introduce this capability. They updated their system so that when someone logs into their online profile, their billing history will show their usage in cubic feet. The company is currently writing the code to be able to include that in the eBills, and should be available soon.

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

Project Committee - The ad hoc committee met with Self-Help Enterprises, Dee Jaspar & Associates, and GM Allison, to discuss the USDA grant/loan application for the replacement well. Al Correale had additional questions about the financials that he wanted clarified. Oscar Cisneros will gather that information to get back to the USDA.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,860,159.00. The Revenue/Operating Account has \$188,411.40. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$38,241.28.

The annual fee for RVS was one of the invoices, and it was for \$2,186.00. By August, Linda anticipates that the District will be able to make another \$50,000 transfer into the Emergency Reserve Account.

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Motion: Move that we go ahead and pay our bills as written.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson.

9. Discussion/Vote on Draft Proposed Budget for Fiscal Year July 2020 - June 2021.

Linda explained she had started work on the proposed budget, but was unable to find any of the document files on her computer. Bill Bice was able to fix the computer and restore the files. Linda will finish the budget next week and email it to the Board. An agenda item will be added to the next meeting to select an ad hoc committee.

10. Discussion/Vote on Replacing Pipeline on Manita Trail.

GM Allison has not had the chance to get a detailed quote, but consulted with Santana Plumbing, who will charge about \$250/hr to do the work.

Motion: Move that we carry over Item #10 to our next regular meeting.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson.

11. Discussion/Vote on Quote for Portable Load Bank for the Generator.

Linda Sheldon was not able to locate an invoice showing the cost for the last time the generator was serviced.

Motion: Move that we table Item #11 until our next regular meeting.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson.

12. Discussion/Vote on Monte Vista Well Status Change.

When originally looking into Monte Vista as a backup water source, the well status was changed to active so it could be used for that purpose. It turned out that it was not piped into the system, and a lot of money would be needed to make it function.

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GM Allison checked with Jesse Dhaliwal to see if the status could be lowered to the lowest form of active, so it doesn't need as much oversight. Jesse suggested the Board vote to approve this.

Motion: Move that we have our General Manager do whatever is necessary to change the active status that it currently has, down to the least active status.
Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson.

13. Discussion/Vote on Claims from Water Leak.

GM Allison originally tried to have the District handle the clean up and repairs. Questions later came up on whether a septic tank was affected, and if a retaining wall had lost integrity. The claims were turned over to the District's insurance. JPIA will assign an adjuster to investigate and take over the process.

14. Discussion/Vote on Lending or Renting Portable Generator to Krista Mutual Water Company.

The topic of helping out other water companies on the mountain has been brought up before. One way to do that is to rent out the portable generator at cost, along with an employee to run the equipment. The Board would need to come up with an amount to charge for the rental. Krista Mutual had their well's electrical panel wired and labeled to work with the FPPUD generator. This item will carry over in order to get more information on the cost and figures.

Motion: Move that we carry this over to our next regular meeting.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson.

15. Discussion/Vote on Retaining/Hiring A Human Resources Firm.

A representative from PAS & Associates was at the meeting to discuss options available from her human resources firm. This firm was used in the past by the FPPUD. They offer an ongoing support service that would allow the General Manager, or anyone authorized, to make unlimited calls to the firm with H.R. related questions. It would cost about \$2,000 annually for that service.

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For \$125 a month, billed quarterly, they offer an employee hotline, where employees can call in if they have complaints or concerns that they don't feel comfortable bringing up to a direct supervisor. The last service the District was interested in was an update or rewrite of the employee handbook. If the FPPUD subscribes to the ongoing support service, the discounted price would be \$695. Without the plan, the charge would be \$995. PAS will write up a contract for the services the District is interested in, so the Board can vote on it at the next meeting.

Motion: Move that we move forward on retaining PAS for our human resources firm with a base contract of \$2,000 for the year, plus an additional 3 month employee helpline, so that the employees can call in with any issues they may have, and also to move forward on a contract to retain them for our handbook.

Schoenberg/Kelling 3/0/0, Motion Passed.

Aye: Kelling, Neyman, and Schoenberg.

Absent: Garcia, and Gipson.

16. Discussion/Vote on Updating the Employee Handbook.

This was covered on the agenda item above.

Director Gipson joined the teleconference at 6:55pm.

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

The Board agreed to continue to stay closed for another month. As soon as the front counter is fully enclosed they will discuss reopening.

Motion: Move to continue with modified services and procedures as adopted on March 19, 2020, and pursue getting the counter modified so that there is a divider between the public and our personnel.

Schoenberg/Gipson 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

18. Review and Approve Meeting Minutes for 05/14/2020, 05/21/2020, 05/28/2020 Special Meeting and 05/28/2020 Planning Meeting.

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Motion: Move that we accept the minutes for May 14, 2020, with the amendment given, and 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 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we approve the minutes for the special meeting on Thursday, May 21, 2020, with the amendment given, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Kelling/Gipson 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move to approve the minutes for the special meeting on Thursday, May 28, 2020, with the amendment given, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Kelling/Gipson 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Motion: Move that we accept the minutes for the meeting on May 28, 2020, 6:00pm regular planning meeting, 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, Kelling, and Neyman.

Abstain: Schoenberg.

Absent: Garcia.

19. Discussion/Vote on Future Agenda Items.

Planning Meeting June 25, 2020.

- An agenda item to discuss the quote for enclosing the front office.
- An agenda item for selecting an ad hoc committee for the budget.
- Carry over discussion/vote on retaining PAS Associates.

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Regular Meeting July 9, 2020:

- Carry over the discussion/vote on replacing the pipeline on Manita Trl.
- Carry over the discussion/vote on quote for the portable load bank.
- Carry over the discussion/vote on loaning/renting the generator to Krista.

20. Adjournment.

Motion: Move that we adjourn.

Gipson/Kelling 4/0/0, Motion Passed.

Aye: Gipson, Kelling, Neyman, and Schoenberg.

Absent: Garcia.

Meeting Adjourned: 7:14pm.

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