

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**REGULAR MEETING MINUTES FOR THURSDAY, JULY 12, 2018**  
**6:00 P.M.**

Schoenberg/Neyman 4/0/1 - Director Garcia abstain  
Minutes Approved on August 9, 2018

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

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Gipson, Neyman and Schoenberg. Director Garcia absent.  
Director Kelling present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon (arrived later in the meeting) and Cassandra Zeno.

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

**3. Public Comments.** Present: Bill Hopper and one member of the public.

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

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** Director Schoenberg reported she came in to work on the budget with Director Neyman and General Manager (GM) Jonnie Allison.

She also attended the meeting hosted by Lebec County Water Board for discussion of water issues facing the Mountain Communities. She will give a report later in the meeting.

Director Schoenberg also explained that she has not yet returned to the bank to fix the issues with District accounts.

**Treasurer:** No report.

**Member at Large:** Absent.

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

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**6. Manager's Report.**

GM Allison reported he had a meeting with a couple of gentleman from Hathaway, LLC. They represented an oil company that has purchased oil and mineral rights throughout the area. Included in their purchase was the rights under Cold Springs. The purpose of their visit was to introduce themselves, and explain they have no immediate plans to pursue any materials.

The new recycle bin has arrived for FPPUD use. It comes from the Bakersfield Association for Retarded Citizens (BARC). The cost for collecting and shredding paper is \$30 every six weeks.

There was a property on Valley Trail that needed the septic tank replaced. During construction, a 2" water line was found running through the lot. The line was moved back, but there was no valve to shut off the water. Although water flowed down the trail, it was not the result of a leak.

The crew accomplished 144 work orders. There was one after hours call out, and two main line repairs.

**a. Administrative Assistant's Report.**

Tiffany Matte provided a report for the meeting. She called Kern County Elections to ask about the Board's concern about putting their personal address on elections forms. They explained, the physical address is used to prove the nominee resides within the district boundaries, and is eligible to hold office. It is required by the Public Records Act that this information be disclosed upon request. The only elected office exempt from this requirement is the position of judge.

**7. Ad Hoc Committee Reports.**

**Budget Committee:** Director Schoenberg and Director Neyman met with GM Allison to go over the initial figures on the budget. They made several changes and will bring the updated figures to the Board at the next meeting.

**SGMA Committee:** Director Kelling and Schoenberg are attending meetings, along with other water companies on the hill, to discuss water issues in the Mountain Communities. Lebec County Water District is hosting these meetings, and is hoping everyone is willing to share information openly, in order to be unified in the area.

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Another suggestion was for the companies to form their own GSA. More research will be done on this issue. The next meeting will be July 18th, at 5pm, at the Frazier Park Library.

The Board wished to go back on the agenda to #6. Manager's Report.

**Motion: Move that we revisit the Manager's Report at this time.**  
**Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**6. Manager's Report.** (Moved per adjustment of the agenda.)

Director Neyman requested an update on the status of the telemetry upgrade. GM Allison reported they are working on fixing the transducer on the Sam Young tank. The fax machine is no longer working because it has to share a line with the auto dialer. The modem for the auto dialer has been programmed and should be picked up next week. It will make calls via cellular service, which will fix the issue with the fax machine. When that work is complete, GM Allison will get a total on how much was spent, and see if there will be more funds for additional upgrades.

**Motion: Move that we move item #8 to between #10 and #11.**  
**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**9. Discussion/Vote/Sign - Contracting with BHK for the 2018 Audit.**

Based on Gov't Code Section 12410.6, the FPPUD is able to use BHK Auditor Patrick Hoffman for audits up to year 2019. The Board read the agreement out loud and agreed to sign for the 2018 audit. An agenda item will be added soon to look into using another auditor from BHK, or a new firm entirely.

**Motion: Move that we sign this contract with them (BHK) , and starting in September or October, we start putting on the agenda discussions about accounting firms.**  
**Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

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**10. Discussion/Vote on Reforming the Budget Ad Hoc Committee.**

Directors Schoenberg and Neyman have met to work on the Budget, although they still need to be confirmed for the committee. Due to not having enough voting Directors present, this item will carry over to the next agenda.

**Motion: Move that we put this on the agenda for the very next meeting.**  
**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**11. Discussion/Vote on 2018 - 2019 Proposed Budget.**

Director Schoenberg explained that new connection application deposit fees are still not showing up as line items on the budget. This will have to be corrected by the bookkeeper.

**12. Discussion/Vote on Changes/Options for District Banking.**

California Bank & Trust has a promotion going on until the end of August. They are offering credit toward a check scanner with remote deposit, as well as waiving six months of charges. The branch manager is interested in coming to a meeting to explain the program. The Board agreed to have her come.

In her notes, Tiffany Matte explained that she has not been able to find any online bank that is willing to offer accounts for government agencies that deal with public funds. She is waiting to hear back from Primerica, and several branch locations for more information and interest rates.

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

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,246,132.93. The Revenue/Operating account has \$309,997.00. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

Linda clarified for the Board where to find the information on the Balance Sheet that pertains to tracking New Water Service Application deposits and fees.

**Motion: Move that we pay our bills.**  
**Neyman/Schoenberg 4/0/0, Motion Passed - Director Garcia absent.**

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**13. Discussion/Vote on Retirement Benefits for Employees.**

The District received a letter from CalPERS asking for a login to be created to provide more information. Tiffany requested a login, as instructed, but it takes up to ten business days to receive one.

**14. Discussion/Vote on a Waiver Allowing Kern County Parks an Extra Day of Watering for Frazier Park \*Community Park.**

A contractor for the County has been working on trying to make our local park greener, but has been unable to accomplish that on only two days a week of watering. They have requested a third day in order to make improvements.

**Motion: Move that we allow the park to water three days a week for the summer months.**

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

**15. Discussion/Vote on Biennial Review of the Conflict of Interest Code.**

The last time the Code was updated and reviewed by attorney Ernest Conant was in 2016. There have been no relevant changes within the organization since then. Tiffany noted the required form can be marked "no changes needed", signed, and sent to the County Clerk.

**Motion: Move that we vote to check the box and have you (Director Kelling) sign our Conflict of Interest Code as "nothing has changed", as it has been reviewed by our lawyer.**

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

**16. Discussion/Vote on Resolution #FP-20180712-01 - Authorizing Kern County to Act as the Agent in the Collection of Taxes.**

This Resolution is the final step required by Kern County in order to collect the Special Assessments for stand-by fees and delinquent accounts.

**\* Agenda item amended for clarity.**

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**Motion: Move that we vote yes on Resolution FP-20180712-01 - Authorizing Kern County to Act as the Agent in the Collection of Taxes.**  
**Schoenberg/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

**17. Review and Approve Meeting Minutes for 06/14/2018.**

**Motion: Move that we approve the minutes for June 14, 2018 with the amendments given, and with the possibility for additional amendments for typos or other errors that we might not have caught, or that may need to be corrected.**  
**Gipson/Neyman 4/0/0, Motion Passed - Director Garcia absent.**

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

Regular Meeting July 16, 2018:

- Carry over discussion/vote on reforming the budget ad hoc committee.
- Carry over discussion/vote on options for District banking.
- Carry over discussion/vote on the proposed budget.

Regular Meeting August 8, 2018:

- An agenda item for a presentation by California Bank and Trust.

**19. Adjournment.**

**Motion: Move that we adjourn.**

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

**Meeting Adjourned: 7:43pm.**

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**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: Lisa Schoenberg, Secretary**

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