

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JUNE 13, 2019
6:00PM

Gipson/Garcia 5/0/0
Minutes Approved on August 8, 2019

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

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

Director Kelling present as the chairperson.

Also present: Jonnie Allison and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #10 until next month's Agenda.

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

3. Public Comments. Present: Two representatives from Self-Help Enterprises, and five 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: No report.

Vice-President: No report.

Secretary: Director Schoenberg reported she signed minutes after the last meeting.

Treasurer: Director Neyman reported no bank transfers were made since the last meeting. He will be going online to discontinue receiving paper bank statements in the mail. This will save \$3.00 per account.

Member at Large: No report.

5. Board Member Initiatives.

Director Kelling expressed concern that Well #3 is still leaking water into the yard.

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General Manager (GM) Jonnie Allison explained the cause, and assured her it will be fixed as soon as possible, but to remember the District is running with a two person crew.

6. Manager's Report.

GM Allison explained how and why Well #3 is still connected to the water system. There was one after hours call out, two main line repairs, and 186 work orders were accomplished.

Work continues to be done on the Monte Vista Well to get it back online. The wiring was fixed and the motor was rewound. P & J Electric came out again to set up 110 Volt power in order to run a chlorinator. GM Allison is waiting on the State to give approval to bring the well online. Currently Well #6 is running continuously to keep up with water demands.

a. Administrative Assistant's Report.

Tiffany Matte informed the Board that there is a limit to how many times a Board Member can be compensated for meetings or committee work during a single month. The FPPUD's attorney is researching this and will email an answer.

A representative from Bank Card USA reached out to the District to see if they are able to lower monthly costs on credit card processing. After reviewing the current fees for services, they determined they could save the District over \$2,000.00 a year. This will be added as an agenda item to the July regular meeting.

At the last meeting, Tiffany was instructed to assist GM Allison in applying for a scholarship to the GM Leadership Summit in June. After applying, the scholarship was approved.

The District's website was updated to work with Google Translate. A user can now select from a list of languages when reading content.

7. Ad Hoc Committee Reports:

Meeting of Local Water Companies: Director Kelling reported the Kern County Fire Department, as well as Cal Rural Water, spoke at the meeting on emergency preparedness. Both confirmed that agencies on this hill are well prepared for an emergency.

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The Fire Department provided contact information for the Battalion Chiefs, so that if water agency staff needed to get back to their company during an emergency, they could get through.

SGMA: Directors Kelling and Schoenberg attended the quarterly meeting of the Lebec/Tejon-Castac GSA. Tejon mentioned they hired a company to get information on water levels on the mountain, and were interested in information from the FPPUD. The topic of sharing this information can be put on the agenda for the meeting in July.

Depreciation of Assets: Directors Neyman and Schoenberg met to work on this list. More research is needed on District property to see if it is correctly accounted for. The auditor did suggest the District keep an asset list, separate from theirs, since they have to abide by legal standards for general audit practices. This new list could be more specific on its inventory of items and values. The committee will continue to work on this project.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon was not present at this meeting. She did make notes for Tiffany to read to the Board. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

Motion: Move that we pay our bills.
Schoenberg/Garcia 5/0/0, Motion Passed.

9. Discussion/Vote on Fiscal Year 2019/2020 Proposed Budget.

This item will be carried over to the next meeting. An agenda item to appoint an ad hoc committee will be added to the meeting on June 27th.

10. Discussion/Vote on Office Renovation - Tabled.

11. Discussion/Vote on FP - LOW Area Annexation Project.

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a. Vote/Sign Funding Agreement for Project Planning Grant.

The State has approved the grant for the Planning Phase of the project. They issued a funding agreement to be signed by the District. The document was reviewed by the attorney, who noted his concerns. Dave Warner from Self-Help Enterprises also made notes on the agreement. Some Board Members had questions that will be addressed in a conference call to the State. Lawrence Sanchez also provided a budget for the project that will need to be discussed. This item will carry over to the Planning Meeting on June 27th.

The Board wished to return back on the agenda to #2.

2. Discuss/Vote/Adjust Agenda if Necessary.

Motion: Move to take items #12 and #13 and move them after #19.
Schoenberg/Neyman 5/0/0, Motion Passed.

Motion: Move that we take a 10 minute break.
Neyman/Gipson 5/0/0 Motion Passed.
Meeting Break: 8:00pm - 8:17pm.

12. CLOSED SESSION pursuant to Gov't Code § 54957. (Moved per adjustment of the agenda.)

13. Discussion/Vote on Employee Wage Table. (Moved per adjustment of the agenda.)

14. Discussion/Vote/Approve Temporary Repairs on Well #5.

Initially, the District did not want to spend \$87,000.00 or more to try and repair a well that was going to be replaced. After learning there was no immediate funding available, GM Allison, as well as the engineers, believed it would be best to make repairs in order for the District to be able to provide water during the summer. Well #5 will be resleeved at the same time work is done to get Monte Vista Well back online.

Motion: Move that we approve the temporary repairs on Well #5 in the amount of approximately \$95,000.00, in order to help our emergency water supply. The money will be pulled out of the emergency fund.
Neyman/Schoenberg 5/0/0, Motion Passed.

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15. Discussion/Vote on Notice of Exemption for a New Well.

This notice satisfies CEQA requirements for work on a new well. This document declares it as an emergency project, and will be filed with the County Clerk and the Office of Planning and Research.

Motion: Move that we approve the Notice of Exemption.
Schoenberg/Neyman 5/0/0, Motion Passed.

16. Discussion/Vote/Approve a New USDA Well Grant/Loan Application.

The ad hoc committee had a conference call with the USDA to ask about emergency grant funding for drilling a new well. The USDA does not believe this qualifies as an emergency, because the well is at the end of its lifespan. One option is the District can fill out an application and apply for Federal funding as a 45% grant / 55% loan. Money already spent on the repair of Well #5 might be able to be included in the project, reducing the loan amount. Dave Warner informed the Board that the USDA may require a new Prop 218 rate increase to cover the cost of the loan.

The second option is the District deplete the money in the Emergency Reserve Account completely to pay for the well. Although this would cover the loan portion, it would not leave any money should another emergency arise. This application would be for approval only, and doesn't lock the FPPUD into any options.

Motion: Move that we approve to put in the application for the grant/loan with the USDA for this well.
Schoenberg/Neyman 5/0/0, Motion Passed.

Motion: Move that we extend the meeting to finish business.
Schoenberg/Gipson 5/0/0.
Meeting extended at 8:56pm.

17. Discussion/Vote on Amending the Bylaws and Rules and Regulations.

This item was on the Agenda to remove the second meeting of the month, used for business related to the Regional Annexation Project, from the Bylaws. Since funding was approved, this agenda item was not necessary.

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Motion: Move that we table this indefinitely until such time as we need this again.
Schoenberg/Neyman 5/0/0, Motion Passed.

18. Discussion/Vote on Appreciation for General Manager's 10th Anniversary.

GM Allison recused himself from this topic of discussion. The Board wished to express their appreciation for the General Manager. They discussed and agreed on what will be done, and scheduled it for the meeting on July 11th.

Motion: Move that we do the following for our General Manager's anniversary: We have Tiffany buy or create a certificate (under \$10); that we do a nice (but inexpensive) plaque to put on Well #6; that we invite his family; that we order food but cap it at \$30; we have a cake; and we have a little time that we present the plaque and eat.
Schoenberg/Gipson 5/0/0, Motion Passed.

19. Review and Approve Meeting Minutes for 05/09/2019.

Motion: Move that we approve the minutes for Thursday, May 9, 2019, with the amendment mentioned, and with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.
Schoenberg/Garcia 5/0/0, Motion Passed.

Oral Announcement Prior to Closed Session. Gov't Code §54957.7(a): A representative of the legislative body to orally announce the items to be discussed in closed session prior to any closed session meeting.

54954.5(e) Public Employment.
Title: Operator I, Operator II and Lead Operator.

12. CLOSED SESSION pursuant to Gov't Code §54957. (Moved per adjustment of the agenda.)

54954.5(e) Public Employment.
Title: Operator I, Operator II and Lead Operator.

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Director Kelling announced closed session at 9:18pm.
Returned from closed session at 10:15pm.

Actions in Closed Session pursuant to Gov't Code §54957.1(a), §54957.7(b):
 Director Kelling announced that in closed session the Board decided to raise employee wages, fix the wage table, and bring in the new employee at a higher wage.

13. Discussion/Vote on Employee Wage Table.

Motion: Move the following:

<u>Position</u>	<u>Hourly Range</u>
Office	\$11.00 - \$13.00
Admin Assistant/Clerk of the Board	\$14.00 - \$20.00
Billing/Front Desk	\$14.00 - \$19.00
Field Worker I	\$14.00 - \$16.00
Field Worker II	\$14.00 - \$17.00
Operator I	\$15.00 - \$18.00
Operator II	\$15.00 - \$20.00
Senior Operator	\$16.00 - \$24.00

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

20. Discussion/Vote on Future Agenda Items.

Planning Meeting June 27, 2019:

- Carry over the discussion/vote on the proposed budget.
- An agenda item to appoint an ad hoc to review the proposed budget.
- Carry over vote/sign funding agreement for project planning grant.
- Carry over discussion/vote/approve a new USDA well grant/loan application.

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Regular Meeting July 11, 2019:

- An agenda item to discuss Bank Card USA as an alternative for credit card processing.
- An agenda item for discussion of information sharing with Tejon-Castac.
- An agenda item for approving putting outlets in the office floor.

21. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 10:19pm.

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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