

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, SEPTEMBER 13, 2018
6:00 P.M.

Gipson/Neyman 4/0/0 - Director Garcia absent
Minutes Approved on October 11, 2018

1. Call to Order: 6:09pm.

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, Linda Sheldon (arrived around 6:30pm) and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we change the position of Item #10 to be immediately after Item #5.

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

Motion: Move that we move #11 after #7.

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

3. Public Comments - None. Present: One member of the public.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Director Schoenberg reported she fixed the issue where the Bookkeeper was unable to view two of the District's accounts online. Online banking permissions were also updated. Director Schoenberg reported she attended the first meeting of the Lebec - Tejon Castac GSA.

Treasurer: Director Neyman reported he will need to get together with Linda Sheldon to set up the monthly account transfers for the next year.

Member at Large: No report.

5. Board Member Initiatives - None.

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10. Discussion/Vote on District Easement on Lot 27, Block 2, Track 5.

The District had a large leak on a pipe that runs through a customer's side lot. The line was repaired, but the owner believes the pipe is not located according to the description in the Right of Way Deed. He expressed to the Board that due to the pipe's incorrect location, the value of the lot would be significantly diminished, should he choose to sell it. GM Allison consulted legal counsel, who believes it to be a floating easement, not a prescriptive one. After much discussion, the District and owner agreed to table further discussion for about 60 days, so that FPPUD staff can gather more information about that water line.

Motion: Move that in light of the fact it's not an immediate issue, that we table this for 60 days, reconsider this, and invite you (the owner) back to see where we're at. Schoenberg/Neyman 5/0/0, Motion Passed.

Motion: Move that we go back to the original (Agenda), that we continue on, go ahead to the financials, and leave #11 exactly where it was originally. Schoenberg/Neyman 5/0/0, Motion Passed.

6. Manager's Report.

The water leak previously discussed under item #10, rutted out private property and the trail it ran down. A claim has been filed with JPIA.

GM Allison reported he received a call from Senator Jean Fuller's office with questions about the current water rates. An elderly woman on a fixed income contacted the Senator to find out why she is being charged the \$60.50 base rate, and to see if there were any programs in place to help with financial assistance. Because this has become a common issue, GM Allison will speak with local politicians to see if there is a way to get bill assistance for those who may need it.

Carlos Bravo has taken a lateral position with Self-Help Enterprises. Dave Warner will be working with the District again on grant assistance until a replacement is found.

A letter was published in The Mountain Enterprise from a resident who was disgruntled with the water company. GM Allison responded in writing and it was printed along with the letter.

An old map was found from 1959 which shows five small lakes in the Frazier Park Community Park area. This shows a natural decline in the local water table.

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A customer contacted the District regarding payment made for a new water service connection. It was paid back in 1990, at the price of \$1750.00. FPPUD staff was unable to find evidence that this service was ever installed. It will need to be determined whether or not the District can still supply water. The Board decided the \$750.00 Service Abandonment Fee would apply in this case. They also asked to confirm the payment was really made by asking for a copy of the back of the check.

Motion: Move that if they really paid this fee, and we said that we would provide water, that we need to provide water, and that we would provide water with what it takes to provide water, even though it's been however many years it's been, and we would just charge the fee to turn the meter back on, which is the \$750.
Schoenberg/Neyman 5/0/0, Motion Passed.

a. Discussion/Vote on Quote for Fencing Around Tanks.

GM Allison has not received a quote yet on this work. Discussion will be tabled until next Regular Meeting.

b. Administrative Assistant's Report.

Last week the Board asked if a third member could attend the meeting of the local water companies if he/she acted only as an observer, and did not participate. Tiffany Matte explained that according to The Brown Act, if any information is discussed that "is within the subject matter jurisdiction of the local body", having more than two board members would constitute a quorum. As such, the meeting would have to be noticed and treated like a public meeting, in accordance with the Government Code.

Two more policies will be voted on for approval later in the meeting, as well as pictures taken of the Board. After this is accomplished, Tiffany believes she is about 80% finished with what is needed for the transparency certification.

7. Ad Hoc Committee Reports.

a. Meeting of Local Water Companies.

Director Schoenberg attended the local water company meeting in August. The meetings will occur regularly on the third Wednesday of every month at 5pm. This last meeting was attended by every water company on the mountain.

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The group will continue putting together information from each water company, into a spreadsheet, for everyone to access. At the next meeting they will have a representative from a solar company to talk about whether or not it is feasible for the area and possibly present a quote. Solar energy would be an advantage during an emergency situation, and could help save money.

Director Schoenberg also attended the first meeting of the GSA, formed between Lebec and Tejon-Castac water districts. It was primarily a presentation of information, which included the logo chosen for the agency. A Memorandum of Understanding was signed between the GSA and Krista Mutual. The basins were just reclassified by the State, but the local area is still considered low priority.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,295,647.83. The Revenue/Operating account has \$249,824.68. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

A letter was received from the IRS stating that the tax issue from 2005 has been resolved. It was an error on the part of ADP. They did ask that a Power of Attorney form be signed for the payroll tax information so the IRS and ADP can communicate directly. There were technical difficulties getting the accountant's copy of Quickbooks over to the auditors via email, so it will be hand delivered on a USB drive instead. This year all invoices and receipts were scanned directly into Quickbooks so the auditors have access to those files for backup.

The Neat document scanner Linda had been using is no longer functional. She recommended a Fujitsu scanner, that would be able to scan directly into the accounting software. The cost would be between \$800 and \$900. The Board would like to see if American Business Machines has a comparable scanner, because they have worked well with the District in the past.

Motion: Move that if the copier (American Business Machines) doesn't have something compatible, then we authorize you to buy the Fujitsu for up to \$1,000.00.

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

Money will need to be transferred into the zero balance accounts to cover the \$20 audit fees that were charged.

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Motion: Move that we pay our bills.
Neyman/Gipson 5/0/0, Motion Passed.

9. Discussion/Vote on FPPUD Reimbursement Policy.

This policy was discussed at last month's meeting, but was carried over in order to make some changes to the wording. Those changes were made to the Board's satisfaction.

Motion: Move that we adopt the current draft as amended of the Frazier Park Public Utility District Reimbursement Policy.
Schoenberg/Gipson 5/0/0, Motion Passed.

10. Discussion/Vote on District Easement on Lot 27, Block 2, Track 5. (Moved per adjustment of the Agenda.)

11. Discussion/Vote on Update to the FPPUD Bylaws and Rules and Regulations.

GM Allison asked that wording be added to Item #27 of the Bylaws so that the fee for cutting a lock applies also to damaging the curb stop and valves.

Motion: Move that we change and re-adopt the Resolution adopting Bylaws and Rules and Regulations, previously adopted, with the one change our General Manager made, and with the change of date.
Schoenberg/Garcia 5/0/0, Motion Passed.

12. Discussion/Vote on Update to the FPPUD List of Rates and Fees.

The List of Rates and Fees needed to be changed to match the new wording approved under Agenda Item #11.

Motion: Move that we change our List of Rates and Fees to reflect the re-adopted Resolution of Bylaws and Rules and Regulations.
Schoenberg/Neyman 5/0/0, Motion Passed.

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13. Discussion/Vote on Update to the FPPUD Financial Policy.

This policy was previously adopted as a requirement for the FAAST Planning Grant application. Since a Financial Reserve Policy was required for the Transparency Certification, more detail was added to the previous policy, to meet the transparency requirements.

Motion: Move that we accept the Financial Policy for Budget Control, Financial Reports, Reserve Accounts, Reporting and Periodic Reviews, with the amendments by Director Schoenberg.
Garcia/Gipson 5/0/0, Motion Passed.

14. Review and Approve Minutes for 08/09/2018.

Motion: Move that we approve the minutes for Thursday, August 9, 2018, 6:00pm., with the amendments given, 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/Neyman 5/0/0, Motion Passed.

15. Take Photos of FPPUD Board of Directors.

Photos were taken so they could be added to the District's website.

16. Discussion/Vote on Future Agenda Items.

Regular Meeting October 11, 2018:

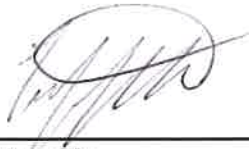
- Carry over discussion/vote on District easement until November.
- Carry over discussion/vote on quotes for fencing around tank sites.
- An item to begin discussion on the scheduled rate increase.
- An item to discuss the employee Christmas party in November.

17. Adjournment.

Motion: Move that we adjourn.
Neyman/Garcia 5/0/0, Motion Passed.
Meeting Adjourned: 8:21pm.

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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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