

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**MINUTES FOR THURSDAY, September 14, 2017**  
**6:00 PM**  
Schoenberg/Gipson 4/0/1 - Director Garcia abstain  
Minutes Approved on October 12, 2017

**1. Call to Order: 6:07pm.**

**a. Pledge to the Flag.**

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

**4. Report of Officers:**

**President:** Director Neyman reported he attended a meeting regarding the Meter Replacement Project. Also on the call were Pam Jarecki, Austin Mielke, Self-Help Enterprises, Dee Jaspar, Provost & Pritchard, Jonnie Allison, and Tiffany Matte. The group discussed the types of meters that would work best in the ground, as well as with the RVS billing software. Both water companies were in agreement with choosing meters that would be compatible after the annexation. Pam will be checking with RVS on the best meters, and will work on obtaining competitive pricing. Everyone will meet again next month to discuss more.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** No report.

**Member at Large:** Absent.

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

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**6. Manager's Report.**

168 work orders were accomplished last month. The crew worked a 42hr shift in order to repair the leak on Elm Trail. General Manager (GM) Jonnie Allison praised the crew for their hard work. He also pointed out that because of this leak, they discovered how to properly shut down the water lines, and will now be able to cut in valves so tanks won't have to be shut down.

An auditor from BHK came in and reviewed the RVS billing system to see how to properly categorize income and adjustments. His report and recommendations will be sent at a later date.

The leak truck always had a small oil leak, but it recently got a lot worse. It was also having issues with losing power. GM Allison took it down to the Ford dealership for a diagnostic. They gave a quote of \$7,500.00 for the repairs. Since the dump truck is also in bad repair, one option suggested was to put a new motor in the leak truck, then add a dump attachment. This would serve to get two trucks for the price of one. GM Allison will continue to look at options and report back to the Board at the next Regular Meeting.

The new water service that was approved for Illinois Trail was installed.

**a. Discussion/Vote on New Water Service (Will Serve) Applications.**

The District received two new water service applications. One was for service on Minnesota Trail, the other for North End Drive. GM Allison confirmed the FPPUD could provide water to both locations.

**Motion: Move that we approve, per Jonnie's recommendation, service for Minnesota Trail, APN 260-085-04-00, for a residential installation. Schoenberg/Kelling 4/0/0, Motion Passed - Director Garcia absent.**

**Motion: Move that we approve, per Jonnie's recommendation, service for 4224 North End Drive, APN 259-113-47-00, for a residential installation. Schoenberg/Kelling 4/0/0, Motion Passed - Director Garcia absent.**

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**b. Administrative Assistant's Report.**

The lock off policy and letter that was approved at the last Regular Meeting, based on information from Neil Meyer's office, has been forwarded to Ernest Conant. He will review the documents and give his recommendations.

**7. Ad Hoc Committee Reports: SGMA, Budget, Depreciation of Assets.**

**SGMA** - The State has not come out with the update to Bulletin 118.

**Budget** - Final Approval of the Budget will need to wait until the recommendations come back from the auditors.

**Depreciation of Assets** - Director Schoenberg spoke with BHK regarding this matter and working with them on this process. The Ad Hoc will need to look through the list of assets and identify anything that has fully depreciated.

**8. Discussion/Vote on an Ad Hoc Committee for Review of the Lake of the Woods Transfer Agreement.**

This item will carry over to the next meeting due to a lack of quorum.

**Motion: Move that we revisit Items #9, #10, and #11 when Linda gets here, and go on to #12.**

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

**12. Discussion/Vote on Quote for Updating the District's SCADA System. (Moved per adjustment of the Agenda.)**

The current auto dialer system, that informs the District of a system alarm, is no longer working correctly. The telemetry system is running off of outdated software on an outdated computer. Ness, one of the original designers, said he can put in a new computer, software, and add new features for around \$10,000.00. Director Schoenberg also recommended purchasing a generator so the software based system could still be operational in the event of a power outage. Because the original SCADA was installed through a USDA loan, the replacement fund could be used to pay for the system, as long as it is first approved by the USDA.

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**Motion: Move that we go ahead and allow Jonnie to start moving forward on replacing the computer, the auto dialer system, and the software for the SCADA system. In addition, I would like him to look at the possibility of a generator for the office for when stuff goes down, a cellular modular option so it can call cellular if it needs to, and then the possibility of replacing batteries at remote sites so that we can operate the system if stuff goes down. The amounts not to exceed \$12,000 for the SCADA system, \$10,000 for the office generator, and additional for the backup batteries. I recommend we try to get it out of the USDA Replacement Fund (10130) and see if they will reimburse us from that fund. If they won't, we take it from the Pipeline/System Reserve Fund (10004). Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.**

**9. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$922,175.54. No bank statements have been received yet for the newly established Planning Fund, and Emergency Reserve Account. Director Schoenberg explained that the auditors are recommending Linda produce a monthly profit and loss statement as part of the monthly financials, as well as continuing to provide the year-to-date. AT&T should be crediting the FPPUD's bill in the amount of \$788.80 within the next two cycles due to a billing error.

Extra money was included in the check cut for postage in order to cover the cost of remailing the CCRs.

The Mountain Communities Chamber of Commerce has still not sent the monthly lease payment for the month of April. The Board recommended sending a letter asking for the past due amount.

**Motion: Move that we pay our bills.**

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

**10. Discussion/Vote on Results of Special Audit for Categorizing Adjustments.**

Director Schoenberg reported she worked with FPPUD staff and Scott from BHK on the special audit. He listened to staff concerns on how things are being categorized, worked with Kassandra on how income and adjustments are entered in the RVS system, and looked into the quickbooks files. He will write down his recommendations and get them back to the District. What he will be providing is:

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- A chart of accounts for income, and if he can, a chart for expenses.
- An idea on how to divide, assign, and delete adjustments in RVS.
- An explanation as to why RVS adjustments weren't adding up. (Kassandra was able to figure this out and fix it after the auditor's review.)
- A recommendation on how to identify locked off accounts as residential or business.
- A recommendation on how to report misread meters.
- An idea of how to reconcile checks that are received from the Kern County Tax Assessor's office for delinquent accounts.
- A better way to process and categorize payments for new connections and reconnections.

**11. Discussion/Review/Vote on Proposed Budget for Fiscal Year 2017-2018.**

Once the auditor's recommendations come in, and the budget figures are adjusted, the final budget can be approved.

**Motion: Move to table until next month.**

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

**Motion: Move that we take a 10 minute break at 7:31pm.**

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

**Return from break: 7:40pm.**

**12. Discussion/Vote on Quote for Updating the District's SCADA System.** (Moved per adjustment of the Agenda.)

**13. Discussion/Vote on Live Streaming Board Meetings and a Quote for Equipment Needed.**

Tiffany Matte reported she attended a webinar hosted by Streamline, the District's web hosting company. They introduced a non-profit company called Open Media Project, whose goal is to improve government transparency. They have a software that can save, archive, and embed a live meeting stream, as well as coordinate it with an Agenda or other meeting materials. The software can then be added to the District's website. Through grant funding they are able to offer it free to any local government that serves a population of less than 5,000 people.

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There would be no cost to use YouTube to stream the meeting. The only expense involved would be for the camera equipment, and tablet to control the application. The Board discussed the idea and agreed this would be a great step toward further transparency.

**Motion: Move that we purchase the live event camera, its accessories, a new iPad Pro with the least amount of gigabytes, wifi, case and product protection, to be able to live stream video. I also recommend that we give ourselves a few meetings to practice with it and see what the best procedures are before we start live streaming.**

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

**14. Discussion/Possible Vote on Ideas for Saving the Pond.**

After all of the research and discussion that has been previously done to figure out a way to keep the pond filled, the Board and staff expressed that there is nothing the District or County can do at this point. It is rainfall that will ultimately bring it back and maintain it.

**Motion: Move that we drop this from the Agenda for now, unless somebody else comes and brings it up, and it needs to be revisited again.**

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

**15. Discussion/Vote on Bylaws and Rules and Regulations.**

Tiffany Matte explained she was doing some research for Ernest Conant, and ran across Resolution 531, that provides the District's policy of service abandonment after seven years. On this Resolution it states the fee for reconnection of service is \$750.00. On the Bylaws, it reads the fee to be \$700.00. Ordinance 33 will need to be amended as well, per Resolution 531.

**Motion: Move that we have Tiffany correct the Bylaws to reflect the correct amount for service reconnection after a seven year period, to read \$750.00, instead of \$700.00.**

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

The Board directed Tiffany to research what needs to be done to correct the Ordinance.

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**16. Discussion/Vote on List of Rates and Fees.**

The current List of Rates and Fees does not include a line item for a reconnection fee after service abandonment.

**Motion: Move that we add onto the List of Rates and Fees, the service reconnection fee, regarding service reconnection after a period of seven years of inactivity, and change the approval date to today's date.**

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

**Oral Announcement Prior to Closed Session (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 Employee Performance Evaluation.**

**Title: Billing Clerk, and Field Worker 1.**

**17. CLOSED SESSION Pursuant to Gov't Code Section (54957).**

**(54954.5(e)) Public Employee Performance Evaluation.**

**Title: Billing Clerk, and Field Worker 1.**

**Director Neyman announced closed session at 8:11pm.**

**Returned from closed session at 8:40pm.**

**Actions in Closed Session (54957.1(a) 54957.7(b)):**

Director Neyman announced that in closed session there were no motions. The performance evaluations were reviewed. GM Allison was directed to give the appropriate increases.

**18. Review and Approve Meeting Minutes for 08/10/2017, 08/24/2017 - Planning Meeting, 08/24/2017 - Special Meeting.**

**Motion: Move that we accept the minutes for Thursday, August 10, 2017, with the amendments stated, and the possibility for amendments for typos, or other errors that may need to be corrected.**

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

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**Motion: Move that we approve the minutes for Thursday, August 24, 2017 - Planning Meeting, that started at 6:00pm, with the amendments stated, and the possibility for additional amendments for typos, or other errors that may need to be corrected.**

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

**Motion: Move that we approve the minutes for Thursday, August 24, 2017 - Special Meeting, that followed the regular meeting, with the amendments stated, and the possibility for amendments for typos, or other errors that may need to be corrected.**

**Schoenberg/Kelling 3/0/1, Motion Passed - Director Gipson abstain, Director Garcia absent.**

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

Regular Planning Meeting September 28, 2017:

- Carryover approval of an ad hoc committee for review of the Lake of the Woods transfer agreement.

Regular Meeting October 12, 2017:

- Carryover discussion/vote on proposed budget.
- An update on repairs to the leak truck.

**20. Adjournment.**

**Motion: Move that we adjourn.**

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

**Meeting Adjourned: 8:54pm.**



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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: Rebecca Gipson, Secretary

seal