

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JULY 26, 2018
6:00 P.M.

Schoenberg/Gipson 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, and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary.

Due to not having enough Board Members present, the following item was tabled until the next regular meeting.

Motion: Move that we table #7. Discussion/Vote on Reforming the Budget Ad Hoc Committee.

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

3. Public Comments - None. Present: Sherri Timm (California Bank & Trust).

4. Manager's Report.

a. Discussion/Vote on New Water Service Application.

An application was submitted for 3416 Texas Trail. General Manager (GM) Jonnie Allison confirmed the District can provide water.

Motion: Move that we approve the application for new water service installation for Lot 19 - Block 41 - Tract 1, 3416 Texas Trail, APN 260-103-11-00.

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

b. Administrative Assistant's Report.

Tiffany Matte reported that the July 12th meeting did not make it onto the website. There was a change to the camera software which caused technical difficulties. This issue couldn't be resolved until after the meeting. The meeting was recorded, but slow internet speeds prevents it from being uploaded to YouTube after the fact. Live streaming was able to resume for subsequent meetings.

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5. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported she cut six checks for regularly occurring invoices. They were reviewed by the Board for accuracy. An \$810.00 check was made to the USPS for mailing the CCRs.

Corrections to District accounts were given to Sherri at this meeting.

The auditors have begun requesting information to begin work on the 2018 audit. Linda will be working on providing that information next week.

Check #13302 was cut incorrectly for \$905.84. The correct amount should have been \$888.08. The old check was voided and a new check printed.

Motion: Move that we pay our bills.

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

6. Discussion/Vote on Presentation by California Bank & Trust: Automatic Check Processing.

Sherri Timm, along with the Treasury Management Officer via Teleconference, gave a presentation on the promotion being offered for the remote check deposit service. The written proposal was passed out to everyone in attendance. The fee is \$30 a month plus the cost of equipment. The promotion waives the first six months fees, as well as gives a \$300 credit toward the purchase of the scanner. The final cost for the equipment will be \$450, plus \$200 for the optional purchase of a three year warranty.

Motion: Move that we go ahead and purchase the automatic check processing (equipment) and adopt the service at \$30 a month, plus \$650 initially (which includes \$200 for the warranty).

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

7. Discussion/Vote on Reforming the Budget Ad Hoc Committee - Tabled.

8. Discussion/Vote on 2018 - 2019 Proposed Budget.

The Board, Bookkeeper, and FPPUD staff went over the budget line by line as updated by the ad-hoc committee. Some changes were noted. The final version of the budget will be available for the next meeting.

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Motion: Move that we adopt the proposed budget with the amendments that we made this evening.

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

9. Discussion/Vote on Changes/Options for District Banking.

Tiffany Matte explained to the Board that after more research and phone calls, she has concluded the only way to open a new account, would be with a traditional bank that has local branch locations. Banks were unwilling to give interest rates for accounts over the phone, so there was no more information that could be collected. Tiffany suggested an ad hoc committee could be formed to make phone inquiries or go into bank locations in person. An agenda item to form an ad hoc committee for this purpose will be added to next month's meeting.

10. Discussion/Vote on a Way for the District to Pay Respects at the Memorial Service for the General Manager's Recent Loss.

In keeping with District tradition, the Board wanted to give a token of their condolences for the loss recently experienced by the General Manager. They left the choice up to GM Allison, whether he would like a floral bouquet at the memorial service, or help toward burial expenses.

Motion: Move that we take whatever amount we would normally have purchased flowers with, and go ahead and give that to the Allison family to either purchase flowers, or if they need help with the burial, to use it for that instead. It can be paid for on the credit card so it can reflect whether flowers were purchased, or something to do with the plot was purchased, for a total of \$100.

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

11. Discussion/Vote on Future Agenda Items.

Regular Meeting August 9, 2018:

- An agenda item to sign the contract with California Bank and Trust.
- Carry over the vote on reforming the budget ad hoc committee.
- An agenda item to form an ad hoc for banking options.

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- A report for the water company meetings under the item for ad hoc reports.
- An agenda item to expand the SGMA ad hoc committee.

12. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:03pm.

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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