

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**MINUTES FOR THURSDAY, MAY 11, 2017**  
**6:00 PM**  
Schoenberg/Gipson 4/0/0 - Director Kelling absent  
Minutes Approved on June 8, 2017

**1. Call to Order: 6:01pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Garcia, Gipson, Kelling and Schoenberg.  
Director Neyman present as the chairperson.  
Also present: Jonnie Allison, Tiffany Matte and Linda Sheldon.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we table the Brown Act until the next Regular Meeting.**  
**Kelling/Gipson 5/0/0, Motion Passed.**

**3. Public Comments - Present: Two members of the public.**

Members of the public were given the opportunity to address the Board at this time.

**4. Report of Officers:**

**President:** None.

**Vice-President:** None.

**Secretary:** None.

**Treasurer:** Director Schoenberg reported she transferred the interest payments at the last meeting. She has not yet transferred the \$25,000 back into the General Fund because of extra expenditures needed.

**Member at Large:** None.

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

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**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported the District has received the reimbursement check for the tools that were stolen. The insurance company paid the total cost, minus the \$1,000 deductible.

GM Allison spent a whole day looking at shipping containers, and was able to pick one out that looked to be in good condition. It was purchased and delivered at a cost of a little over \$2,700. He is hopeful that the one container will meet the District's needs, saving money on purchasing an additional one.

M&S Security came out and determined it would cost an additional \$400, above the initial \$7,500 bid, to alarm the yard. It will be at least another two weeks to get the equipment and begin the installation.

California Bank & Trust gave a warning to keep an eye on account activity. Mil Potrero Water Company had some mail stolen, and began to see fraudulent checks written from their account all over the country.

At a recent training, it was explained the reason the State Water Resources Control Board fees increased so much was because it is now based on a flat rate, per number of connections, as opposed to the amount of actual oversight done.

The FPPUD received a letter from Kern County Public Health Services stating that uranium and iron levels were above the legal limit. All of the current sampling shows that levels are below the Maximum Contaminant Level (MCL). Jesse Dhaliwal from State Water Resources Control Board is working to help get that information corrected. There was one after hours call out and six main line leaks. Three of the leaks were on the same trail.

GM Allison ordered and received a new lock box for the payment drop slot in the front office. There is a key lock on the inside for the front desk to retrieve payments. The box contains a security feature that prevents someone on the outside from trying to fish out a payment.

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

Tiffany Matte reminded the Board to complete their sexual harassment training. It will need to be completed before the online licenses expire.

Customers can now register and pay their water bills online. Also available is the ability to view their balance, sign up for automatic payments, and elect to receive their bill via email.

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**7. Ad Hoc Committee Reports.**

**a. SGMA Information** - No report.

**b. Depreciation of Assets** - No report.

**8. Discussion/Vote on Cold Springs Canyon Property.**

In order for the Board to make any decisions about the spring and property, it is important they go out and see what it looks like. Dates were scheduled when the field crew could take small groups out to the location.

**9. Discussion/Vote on Current List of Rates and Fees.**

The final amendments were made to the List of Rates and Fees, which included adding the Stand-By Fee, and citing the applicable Government Code.

**Motion: Move that we approve the List of Rates and Fees.**

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

**10. Continue Discussion/Reading of the Brown Act** - Tabled per adjustment of the Agenda.

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

All changes were incorporated as discussed at the Regular Meeting on April 13, 2017. The Board will approve the Bylaws as written, but revisit them if/when policy changes are made in the future.

**Motion: Move that we adopt the Bylaws and Rules and Regulations currently before us today, knowing that we will have to revisit these Bylaws and Rules and Regulations again as some of the laws change in regard to Owner/Tenant Directives, etc.**

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

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**12. Discussion/Vote on Municipal Service Review (MSR).**

The Board reviewed the most recent version of the MSR that contained all the changes suggested by Dee Jaspar, the Board, and FPPUD staff. There were three additional changes that will need to be made to the final document:

- Page 25 - A change to the table for the FPPUD business charges so it clearly reads " 1 ½ inch meter".
- Page 28 - A correction to the email address for Director Gipson.
- Page 29 - An update to the director and staff list for Lake of the Woods.

Tiffany Matte was directed to send these changes to Stanley Hoffman & Associates.

**Motion: Move that we approve the MSR with three changes that we have directed Tiffany to have made.**

**Garcia/Kelling 5/0/0, Motion Passed.**

**Motion: Move that we take a 10 minute break at 7:09pm.**

**Gipson/Kelling 5/0/0, Motion Passed.**

**Return from Break: 7:18pm.**

**13. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$777,198.69. The checks were cut for regular recurring invoices. The invoice for the health insurance went up because a new employee was added.

Work has begun on the proposed budget for the 2017-2018 fiscal year.

Linda has also been busy providing all of the documentation needed for the 2016 audit, as well as sending information for the upcoming 2017 audit. The auditors, as well as the staff, are working to get the 2016 audit completed as soon as possible, since it is needed for the Planning Grant Application.

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

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

**14. Discussion/Vote on 2015/2016 Fiscal Year Audit.**

Discussion was covered under Agenda Item #13.

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**15. Discussion/Vote/Approval of an Engineer for a Preliminary Engineering Report (PER) for the Meter and Valve Replacement Project.**

Self-Help Enterprises contacted GM Allison and asked if there were any preferences on engineers to get quotes from for this project. He suggested Dee Jaspar and Frank Springer, because they are both familiar with the FPPUD's water system. Carlos Bravo will also be asked to seek a quote from any other engineer they are familiar with.

**16. Discussion/Vote on Forming a GSA/GSP with Local Water Companies.**

The Board would like to move forward with getting local water companies together to get information and begin discussion on the topic of a local GSA/GSP. As the FPPUD and Lebec County Water are the only public utilities, the two Boards should work together on scheduling a time and location for the meeting. Tiffany Matte was directed to contact Lebec to see if they are interested, and to look into finding a date in July or August.

**17. Discussion/Vote on Policy for Changing Meter Sizes.**

Because of the increase in base rates and consumption fees for water customers, GM Allison has begun to get requests to downsize meters. He recommended that because the District did not dictate the meter sizes when they were first installed, and the current connection sizes were what was used in the Rate Study to determine the budget for the next five years, the Board vote for a policy to not change sizes for businesses or residents. A policy should also be written for 6" meters that are not used for anything except fire suppression.

The Board agreed the policy would be to not allow a downgrade in meter sizes. This policy can be re-examined when it is time to do a new Rate Study.

A policy will be written up and included for vote on the next Regular Meeting Agenda.

**18. Discussion/Vote on a Special Meeting for a Board Member Tour and Unfinished District Business.**

Like the tour of Cold Springs Canyon, the Board scheduled times to be taken around the water system to learn more about it, and have a better understanding when making decisions.

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**19. Review and Approve Meeting Transcript for 12/08/2016 and Minutes for 04/13/2017, and 04/27/2017.**

**Motion: Move that we approve the minutes for Thursday, April 13, 2017 with amendments already given, and the possibility for amendments for typos, or other errors that may need to be corrected.**

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

**Motion: Move that we approve the minutes for Thursday, April 27, 2017 with amendments already given, and the possibility for amendments for typos, or other errors that may need to be corrected.**

**Gipson/Kelling 5/0/0, Motion Passed.**

**Motion: Move that we approve the transcript for Thursday, December 8, 2016 with the previous amendments given, and the possibility for amendments for typos, or other errors that may need to be corrected.**

**Schoenberg/Gipson 4/0/1, Motion Passed - Director Kelling Abstain.**

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

Regular Planning Meeting March 25, 2017:

- An agenda item to discuss the 2015-2016 audit.
- Carryover discussion of the MSR.

Regular Meeting June 8, 2017:

- Discussion/Vote on Cold Springs Canyon Property.
- An agenda item to establish a District policy for customers who want to change meter sizes.

**21. Adjournment.**

**Motion: Move that we adjourn.**

**Gipson/Kelling 5/0/0, Motion Passed.**

**Meeting Adjourned: 8:05pm.**

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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



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Attest: Rebecca Gipson, Secretary

seal