

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, JANUARY 10, 2019
6:00PM

Neyman/Schoenberg 5/0/0
Minutes Approved on February 14, 2019

1. Call to Order: 6:03pm.

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 and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary - No change.

3. Public Comments. Present: Twelve 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: No report.

Treasurer: Director Neyman reported he made a \$125,000.00 transfer from the Revenue/Operating Fund, into the Emergency Reserve Account.

Member at Large: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

Bakersfield Well & Pump has begun rehabilitation work on Well #5. District information showed it hadn't been done since 1991. They will take a video to see what the casing is like, and to see what other work needs to be done. Once the company gives their recommendations, the information will be taken to Dee Jaspar & Associates for a second opinion.

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Back in 2016, a customer overpaid on their account by \$400.00. They were issued a refund at that time, but the credit was never removed from the account in the billing computer. The customer called and informed the District, and the account information was updated. General Manager (GM) Jonnie Allison expressed his appreciation for the person's honesty.

In the month of December there was a 11.39% lag differential, 3 after hours call outs, and 76 work orders.

a. Upcoming Regulations for Service Disconnection.

Starting January 2020, the District will need to make changes, specified in SB 998, to how and when a water service can be disconnected. GM Allison has kept up with the new regulations, so some changes have already been made over the past year. He recommends the Board and staff get together sometime soon to go over what still needs to be done. An item will be added to the next agenda to create an ad hoc committee for this purpose.

b. Administrative Assistant's Report.

Tiffany Matte reported she officially submitted the transparency application on January 7th, to the Special District Leadership Foundation (SDLF). They should send an answer by the next regular meeting.

Required Board training for ethics and sexual harassment has been set up through Target Solutions, and is available to be completed.

Water rates were updated on the FPPUD website, and the minutes from 2018 were added as an archive.

Tiffany is continuing to work on the application for CalPERS by sending them information as needed. After looking into the financials, their senior analyst indicated that as of fiscal year 2017, the District's income wasn't meeting operating expenses, nor was there a large enough reserve for capital improvement and emergency repairs.

7. Ad Hoc Committee Reports: Meeting of Local Water Companies; SGMA; Depreciation of Assets.

Director Schoenberg attended the last meeting of local water companies. She brought up concerns about providing CalWARN with detailed information about the water system. A representative from CalWARN will be invited to speak to the group about program information and individual concerns.

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The next SGMA meeting will be in February.

There are no updates from the ad hoc committee that is working on the depreciation of assets.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,380,401.31. The Revenue/Operating account has \$294,158.01. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

The fiscal year 2018 audit is currently with the accounting firm's partners for review. BHK hopes to have a draft by the next regular meeting.

The District received the annual invoice for dues from the State Water Resources Control Board. It was a little over \$4,000.00 lower than previous years because GM Allison filed the waiver to qualify as a disadvantaged community.

All of the IRS 1099 forms were sent out.

Motion: Move that we pay our bills.

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

9. Discussion/Vote on Contract with Lake of the Woods.

A draft of the contract was written by an attorney at Young Wooldridge. Jesse Dhaliwal sent an email with specifics that he would like to see added. Before the contract is signed, Jesse would like a chance to make final comments. Representatives from Frazier Park and Lake of the Woods will meet to go over details of the contract. It can then be brought back to the full Board for comment and approval.

10. Discussion/Vote on District Easement on Lot 27, Block 2, Track 5: Conduct a Parcel Survey or Relocate the Water Pipe.

GM Allison received a phone call from the owner of the lot asking that the item be placed back on the agenda for discussion. The District's attorney recommended conducting a survey to see if the pipe is actually located in the location described in the easement. The cost of the survey could be split between the property owner and the FPPUD. Since the owner did not come to the meeting to discuss the topic, it will be tabled until the resident requests it again.

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Motion: Move we table it until next regular meeting.
Garcia/Gipson 5/0/0, Motion passed.

11. Discussion/Vote on Purchase of a Water Pump.

When the District rents a large water pump, it costs \$175.00 per day, \$638.00 per week, or \$1,696.00 per month. To purchase a trash pump with a 6" suction and 6" discharge, the price is \$45,471.00. GM Allison will continue to look for competitive pricing, and less expensive options.

Motion: Move that we table it until next regular meeting when Jonnie can have some more information on the rebuildable ones, the used ones, and all the different things he's going to be investigating.
Garcia/Gipson 5/0/0, Motion passed.

12. Discussion/Vote on Emergency Preparedness for the District and the Mountain Communities.

Motion: Move that we, since there was confusion on the agenda, take #14, and add it to #12, consolidate it as one discussion item, and go ahead and start discussing it now.
Schoenberg/Gipson 5/0/0, Motion Passed.

There has been discussion about what the water companies could do, as individual entities, to prepare for an emergency. One of the suggestions was to have a satellite phone to communicate with someone outside of the affected area, or even between local water companies. After exhaustive research, GM Allison found a phone that would cost \$580.00, and a monthly plan that would provide 10 minutes for \$35.00 a month. After the 10 minutes is used, it would cost \$0.95 per minute.

Motion: Move that we go ahead and purchase one satellite phone and that plan, and that way if there was a case where we needed either to talk to another water company and couldn't get ahold of them, or if we needed to talk to CalWARN, we would have a way to call if cell service was out, and landlines were out.
Schoenberg/Garcia 5/0/0, Motion Passed.

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Motion: Move that we carry this topic over to the next regular meeting to establish a budget for our emergency goods.

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

Tiffany Matte sent emails out to get information on NIMS training, she will follow up and report back at the next meeting.

13. Discussion/Vote on Bylaws and Rules and Regulations.

At the last regular meeting, the Board asked that the procedure for rotating the Board President position, described in Resolution #500, be added to the Bylaws and Rules and Regulations. This wording was added as item #6. Next meeting, the procedure for rotating the three other positions will be added.

Motion: Move that we adopt #6 as written, and that we add to the agenda for next month the rotation of the other positions.

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

14. Discussion/Vote on Purchasing and Storing Emergency Supplies, e.g. Water, Emergency Blankets, Satellite Phone, etc. (Moved per adjustment of the agenda.)

15. Discussion/Vote on Alternative Ideas to Save Money on the Water System.

GM Allison explained that over the years, a number of things have been done to lower costs for the District. A new potential savings may be coming for energy costs. Southern California Edison will be increasing their rates for peak hour energy usage. Ness, the gentleman who is upgrading our telemetry, has been asked to make a model of how much can be saved if the SCADA system was programmed to adjust the wells so water is pumped during off-peak hours.

16. Discussion/Vote on Rescheduling the Regular Meeting in February.

The Board agreed it would not be in the public's interest to reschedule the meeting.

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17. Review and Approve Meeting Minutes for 11/08/2018, and 12/13/2018.

Motion: Move that we approve the minutes for Thursday, November 8, 2018, with the amendment given, and the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

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

Motion: Move that we approve the minutes for Thursday, December 13, 2018, with the amendments given, and 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.

18. Discussion/Vote on Future Agenda Items.

Regular Meeting February 14, 2019:

- Add an agenda item to create an ad hoc committee to review upcoming regulations.
- Carry over the discussion/vote on a contract with Lake of the Woods.
- Carry over the discussion/vote on purchasing a new pump.
- Carry over the discussion on emergency preparedness.
- Carry over approval of the Bylaws and Rules and Regulations.

19. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:26pm.

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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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