

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, Ca. 93225**  
**Regular Planning Meeting**  
**MINUTES FOR THURSDAY, NOVEMBER 30, 2017**  
**6:00 P.M.**  
Kelling/Gipson 5/0/0  
Minutes Approved on December 14,2017

**1. Call to Order: 6:00pm.**

**a. Pledge to the Flag.**

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

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

**Motion: Move that #6, #7, and #8 be moved after Public Comments.**  
**Kelling/Garcia 5/0/0, Motion Passed.**

**3. Public Comments** - None. Present: Dee Jaspar, Carlos Bravo, Pam Jarecki, a member of Lake of the Woods Board and his wife, and one member of the public.

**Discussion/Possible Vote on FP-LOW Area Annexation Project - Discussion began at 6:05pm.**

**6. Update/Discussion on Regional Project FFAST Planning Application.** (Moved per adjustment of the Agenda.)

There were no new updates. Funding is still expected to come through in January.

**7. Discussion/Possible Vote on Lake of the Woods/Frazier Park Planning, Work Plan, and Pre-Planning Project Task 3 and Task 4 Activities:** (Moved per adjustment of the Agenda.)

The new Rate Study was put in as a task on the Work Plan by mistake. This item can be removed since a new Rate Study would only be needed when/if the annexation went through.

**a. LAFCo Application Packet**

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- **LOW Transfer Agreement/MOU.**

Carlos Bravo reported the LAFCo Application is able to be submitted at the end of June. It is believed the MOU is currently in the hands of Ernest Conant. FPPUD staff will follow up with him to see what is needed to keep moving forward.

Director Schoenberg suggested that it may be time to discuss drafting the MOUs for the rest of the water systems that are joining in the annexation.

**b. Hydrogeology Study.**

The final draft of the Hydrogeology Study, Water Quality Report, and Geophysical Study has been put together into one large report. Dee Jaspar recommended having a Special Meeting for the Board to go over this final draft. The meeting is scheduled for December 15th, at 8:00am.

**c. Water Quality Report.**

Updated under item #7b.

**d. Annexation Work Update.**

- **Lake of the Woods Mobile Village.**

Self-Help Enterprises had a meeting with Jesse Dhaliwal to discuss the progress of the projects. Carlos Bravo mentioned that Mr. Connor was having second thoughts about having Lake of the Woods Mobile Village join in the annexation. Mr. Dhaliwal wished to speak with Mr. Conner to understand what his reservations are. Carlos will be calling to get an update on that conversation.

**e. Discussion/Review of Claims, Payouts, and Requests for Payment.**

There was an RFP but Carlos Bravo was unable to bring copies with him. He will email the new request for review at a later date.

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**8. Discussion/Vote on Application for Grant Funding - Meter Replacement.** (Moved per adjustment of the Agenda.)

Dee Jaspar is working on a draft of the Preliminary Engineering Report (PER) for the project. This document will be reviewed at the Special Meeting on December 15th. The TMF Assessment is nearly complete. Carlos Bravo met with District staff this last week to put together the last pieces of information.

New State law may require a Bio and Cultural Study to be completed as a requirement for the meter replacement. Carlos will contact the State to see if this will be needed for current projects. These studies are now required if Federal funding is involved.

There have been several meetings with sales representatives for Neptune, RG3, and Hersey (which is now Mueller). Pam Jarecki believes they are all good choices but would be interested in a meeting with Sensus as well. When the project for Lake of the Woods goes out to bid, it will ultimately be the lowest priced option that will be selected.

**Motion: Move that we take a 15 minute break at 6:51pm.**

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

**Return from break: 7:03pm.**

**4. Manager's Report.**

**a. Discussion/Vote on Setting a Starting and Ending Balance for the Front Desk Cash Drawer.**

There is a small balance that remains in the cash drawer, but currently no set amount or system for keeping track. The Front Desk Clerk has been counting the drawer on her own, at the beginning and end of the day, because she recognizes the need for accountability. She would also like to increase the amount so there is adequate change for customers who pay cash.

The Board recommended combining the office petty cash with the cash drawer so there is only one location for money. Any petty cash needed can be taken from the cash drawer and a slip left behind, which has always been the procedure. At the end of the day the till will be locked in the safe and the empty drawer left open. This is so in the event anyone breaks in, they have no reason to damage any equipment.

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**Motion: Move that we change the location of our petty cash drawer to be the actual cash drawer that now exists at this company: that we use the money that's currently in the cash drawer (so we find out exactly how much that is); and we supplement it out of the current petty cash so that it brings it to a total of \$300.00, to equal what used to be our petty cash. Then we take whatever's left in the petty cash, which we're no longer going to use, and deposit that. From here on out, that cash be kept in the front cash drawer; be moved to the safe; be reconciled daily; both how much in the morning, how much before it gets locked away, and then reconciled with Linda once a month.**  
**Schoenberg/Gipson 5/0/0, Motion Passed.**

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

Tiffany Matte reported that at the last meeting the Board approved the Bylaws, and approved sending them to the attorney for review. Ernest Conant has sent them back with his recommendations. The Board scheduled a Special Meeting on December 7th at 6:30pm to review and approve the changes.

Tiffany also brought up the topic of planning the annual Christmas dinner for the employees. In order to save cost, the Board asked the dinner be set up as a buffet, the location the same as last year. The party was scheduled for December 15th at 6:00pm. The Board stated on the record the District will not be providing alcohol. Those wishing to drink must arrange for a designated driver.

- **Discussion on Rate Increase and a Reminder Mailing.**

According to the Rate Study and approved Resolution, the next rate increase is scheduled to go into effect in January 2018. The Board would like to look into the current financial status of the District and make a decision at the next Regular Meeting in December.

**5. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon stated she will be doing an analysis of what the average monthly expenditures are, in order to recommend how much money be left in the Operating Account, and how much be transferred into the Reserve Account. Checks were cut for regularly occurring invoices. There was one new bill from Kern Brothers Trucking, for work done on the distribution system.

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**Motion: Move that we pay our bills.**  
**Kelling/Schoenberg 5/0/0, Motion Passed.**

6. **Update/Discussion on Regional Project FFAST Planning Application.** (Moved per adjustment of the Agenda.)
7. **Discussion/Possible Vote on Lake of the Woods/Frazier Park Planning, Work Plan, and Pre-Planning Project Task 3 and Task 4 Activities.** (Moved per adjustment of the Agenda.)
8. **Discussion/Vote on Application for Grant Funding - Meter Replacement.** (Moved per adjustment of the Agenda.)
9. **Discussion/Vote on Future Agenda Items.**

Special Meeting December 7, 2017:

- Review and approval of the Bylaws and Rules and Regulations.
- The next Parliamentary Procedure training.

Regular Meeting December 14, 2017:

- A discussion and vote on the rate increase scheduled for January 2018.
- Annual rotation of Board positions.

Special Meeting December 15, 2017:

- Review and approve the final Engineering Report for the annexation project.
- Review and approve the PER for the meter replacement project.

Regular Planning Meeting December 28, 2017.

10. **Adjournment.**  
**Motion: Move that we adjourn.**  
**Gipson/Garcia 5/0/0, Motion Passed.**  
**Meeting adjourned: 7:35pm.**

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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