

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
MINUTES FOR THURSDAY, JULY 13, 2017
6:00 PM
Gipson/Kelling 4/0/1 - Director Garcia abstain
Minutes Approved on August 10, 2017

1. Call to Order: 6:02pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Gipson, and Schoenberg - Directors Garcia and Kelling absent.

Director Neyman present as the chairperson.

Also present: Tiffany Matte and Linda Sheldon.

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we put Item #10, up to right after #5.

Schoenberg/Gipson 3/0/0, Motion Passed - Directors Garcia and Kelling absent.

3. Public Comments - Present: Patric Hedlund, Patrick Hoffman, Rodney Maston, and one member of the public.

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

4. Report of Officers:

President: Director Neyman reported he met with Director Schoenberg as an ad hoc to work on the proposed budget for 2017-2018. They worked line by line on the projected numbers, and correcting adjustments from RVS into accurate line items in the financials.

Vice-President: Absent.

Secretary: None.

Treasurer: Director Schoenberg reported she went to the bank and opened the new accounts at California Bank & Trust. The signature cards will be signed later in the meeting. Director Kelling has been added to the safe deposit box access card and to District accounts as a signer.

Member at Large: Absent.

5. Board Member Initiatives - None.

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10. Discussion/Vote/Presentation of 2015-2016 Audited Financial Statements. (Moved per adjustment of the Agenda.)

Patrick Hoffman and Rodney Maston provided an updated draft report of the July 2015 - June 2016 audit, and gave an overview of the financial statements. No issues were identified during the course of the audit (a clean/unqualified audit opinion).

Motion: Move that we approve the financial statements for 2016 and 2015.
Gipson/Schoenberg 3/0/0, Motion Passed - Directors Garcia and Kelling absent.

- **Director Kelling arrived at 6:52pm.**

6. Manager's Report.

a. Discussion/Possible Vote on Sale of District Property.

A real estate agent contacted the District. He represents a client who is interested in purchasing the vacant lot next to Don's Liquor, owned by the FPPUD. The Board discussed the parcel, and decided not to sell because it is a possible future well site for the construction phase of annexation with Lake of the Woods.

Motion: Move at this time, that we are not interested in selling any District property.
Schoenberg/Gipson 4/0/0, Motion Passed - Director Garcia absent.

b. Discussion/Vote on Water Service in Regard to the Homestead Act.

The Board read out loud a letter from a resident requesting water service be turned on in her name, for a property she has been taking care of since the owner passed away. She has paid the property taxes on the house and is currently working with the County to take over ownership, in accordance with the Adverse Possession Law. Since she may not receive a Grant Deed for some time, she is requesting the FPPUD waive their policy to only put water service in the name of the owner on the property deed.

The Board agreed this matter be turned over to the FPPUD attorney for legal council, and the resident making this request be asked to pay for half of the legal fees incurred. Any decision on this matter will set a precedent should this situation come up again.

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c. Administrative Assistant's Report.

At a previous meeting, the Board asked if it was possible for a customer to view their water usage information on the email version of their bill. Tiffany Matte asked Transaction Warehouse this question, and they replied that, hopefully, within the next few months, customers will be able to view their billing history and water usage information.

7. Discussion/Vote on Policy for Changing Meter Sizes.

Director Schoenberg recommended wording the policy to say, until the next Water Rate Study, the District will be unable to change meter sizes, other than the change for Frazier Park School, discussed during the Rate Study meeting. Discussion and vote will carry over to the next Regular Meeting in August.

8. Accounts Payable and Financial Information.

Total cash balance in all accounts is \$846,141.57. A new report was created for the financials and was included in the Balance Sheet packet. It is a spreadsheet that breaks down all of the adjustments for the past month.

A yearly renewal for web hosting was paid to Grapevine Internet Service for web hosting. This will need to be refunded because this company is no longer being used.

Motion: Move that we pay our bills, with the exception of Grapevine Internet Service, which will need to be refunded.

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

9. Discuss/Sign California Bank & Trust Account Signature Cards.

The safety deposit box and account signature cards were passed around for Board Member signatures.

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Motion: Move to take a 10 minute break at 7:31pm.
Kelling/Gipson 4/0/0, Motion Passed - Director Garcia absent.
Return from break: 7:45pm.

11. Discussion/Vote on 2017-2018 Proposed Budget.

The Board reviewed the proposed budget as updated by the ad hoc committee and bookkeeper. Additional changes were noted. This item will carry over to the Planning Meeting on July 27th.

12. Discussion/Vote on Resolution FP-20170713-01 - Authorizing Kern County to Act as the Agent in the Collection of Taxes.

This Resolution was read out loud. Tiffany Matte noted the wording for this Resolution has not changed from last year, except the tax year dates, and an updated list of delinquent accounts.

Motion: Move that we adopt FPPUD Resolution #FP-20170713-01 in the matter of: Water availability or standby charges assessment; Delinquent accounts assessment; Resolution authorizing Kern County to act as FPPUD's agent in the collection of assessment taxes for the 2017-2018 tax year.
Schoenberg/Kelling 4/0/0, Motion Passed - Director Garcia absent.

13. Discussion/Vote on Credit Card and Online Payment Fees.

Provided to the Board was a spreadsheet showing the number of credit card transactions conducted in office, and the average cost to the District per transaction. The current fee charged to customers using credit cards is \$2.50. This number is very close to the cost for the District. Also provided was an account of the first month of online bill payments and fees. The charge to the customer is the same as the charge to the District, currently \$0.80 + 2% of the amount being paid. Because the overall fees to the customer and to the FPPUD were so close, the Board did not see a need to make any changes.

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14. Discussion/Vote on Front Desk Tablet for Making Payments.

There has not been a large number of customers at the front desk inquiring about online payment costs, a payment station will not be needed. This item can be looked at again if the need arises.

Motion: Move that we extend the meeting to finish business.
Schoenberg/Kelling 4/0/0, Motion Passed - Director Garcia absent.
Meeting extended at 8:58pm.

15. Review and Approve Meeting Minutes for 06/08/2017, and 06/22/2017.

Motion: Move that we approve the minutes for Thursday, June 8, 2017 with amendments already given, and the possibility for amendments for typos, or other errors that may need to be corrected.

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

Motion: Move that we approve the minutes for Thursday, June 22, 2017 with amendments already given, 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.

16. Discussion/Vote on Future Agenda Items.

Special Meeting July 20, 2017.

Regular Planning Meeting July 27, 2017:

- Carryover discussion/vote on the 2017-2018 proposed budget.

Regular Meeting August 10, 2017:

- Carryover discussion/vote on the policy for changing meter sizes.

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17. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 9:14pm.

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