

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive - Frazier Park, CA 93225**  
**MINUTES FOR THURSDAY, MARCH 9, 2017. 6:00pm**  
Schoenberg/Gipson 5/0/0  
Minutes Approved on April 13, 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: Tiffany Matte and Linda Sheldon.

**2. Discussion/Vote/Adjust Agenda if Necessary - None.**

**3. Public Comments - None.** Present: William Feliz.

**4. Report of Officers:**

**President:** Director Neyman reported that he attended the American Groundwater Trust Workshop, along with Director Schoenberg and Director Kelling. Discussion on this topic will be included in the Ad Hoc Committee Report.

**Vice-President:** None.

**Secretary:** None.

**Treasurer:** Director Schoenberg reported she made all necessary transfers to the General Fund that were needed. During the transfer of Director's fees into the Revenue Account, the laptop experienced a bug. The computer was given to Bill Bice from PC Pal, who cleaned up any issues he found. Director Schoenberg will make the final transfer after the meeting.

**Member at Large:** None

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

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**6. Manager's Report.**

There were eight main line leaks from the storm on February 17th. Director Neyman read GM Allison's report that said, repairs are still being made to the 8" transmission line that runs through the creek. He is in the process of looking for an experienced welder. Bacteriological samples were taken from each well, and every house affected by the Boil Notice. Results should be in soon, and the boil notice then lifted. A larger precautionary notice will be issued when the system is shut down to carry out the permanent repairs across the creek.

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

Tiffany Matte reported the restroom signs in the office were changed out per AB 1732 requirements.

The disk for online payment integration was ordered from RVS, forms have been received from California Bank & Trust, so the process has started to have a payment option on the FPPUD website.

Included in the Board Packet was information on a Supreme Court case ruling that stated, emails and texts on private devices being used for public business, are subject to public records requests.

A reminder was given to complete the AB 1661 Sexual Harassment Training, and to fill out the 700 form.

**7. Ad Hoc Committee Reports.**

**a. SGMA Information.**

Director Kelling and Schoenberg went to the workshop on groundwater sustainability. The FPPUD purchased a file of the presentation and a copy is available to interested Directors.

They learned about grant funding available to small, low income districts that may not have the funds needed to form a Groundwater Sustainability Agency (GSA). There was no indication if that money was still available, but Director Schoenberg left a message with the Project Coordinator with the Department of Water Resources (DWR), to see if it was still possible to apply for the grant. Also contacted was the South Central Region Coordinator for DWR and The Center for Biological Diversity, for information on an attorney outside of the Kern County Area to speak with the Board on local infrastructure.

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The Ad Hoc also did research on the geography of the groundwater basins in the area, the groundwater agencies established, and boundary reassessments.

**b. Depreciation of Assets.**

The committee had no report at this time.

**8. Filling Out/Filing Form 700.**

The deadline for filing is April 1st. Tiffany Matte clarified that a filer's primary residence doesn't need to be reported on their form 700, unless they are renting out a part of the residence. A non-reportable home can still be grounds for a conflict of interest. According to the District's Conflict of Interest Code, the 700 forms are to be filed with the District.

**9. Continue Discussion/Reading of the Brown Act.**

The Board read and discussed the changes to the Brown Act that were new for 2017. The changes were included in sections 54953, 54954.2 and 54954.3.

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

**a. Board Member Conduct Policy.**

The Board reviewed the proposed draft of a previously written Board Member Code of Conduct. They will continue to review it at home, and bring corrections to the next Regular Meeting in April.

**b. Quote on Review by Attorney.**

The decision to have the attorney review the Bylaws will be carried over until any changes are completed.

**11. Accounts Payable and Financial Information.**

The current balances for all accounts is \$834,816.20. All of the checks are for the regular payables, plus an additional payment for an annual JPIA insurance premium.

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There were extra distributions in the month of February for repairs to pipes damaged by the large storm.

Next week the auditors will be sent an updated general ledger for their work on the audit ending June 30, 2016.

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

**12. Review and Approve Meeting Transcript for 12/08/2016 and Minutes for 02/09/17 and 02/23/17.**

**Motion: Move that we table 12/08/2016 to the Pre-Planning Meeting Agenda.**  
**Schoenberg/Gipson 5/0/0, Motion Passed.**

**Motion: Move that we approve the minutes for Thursday, February 9, 2017 with amendments already given, and with the possibility for amendments for typos, or other errors that need to be corrected.**  
**Schoenberg/Gipson 5/0/0, Motion Passed.**

**Motion: Move that we approve the minutes for Thursday, February 23, 2017 with amendments given, and with the possibility for amendments for typos, or other errors that need to be corrected.**  
**Schoenberg/Gipson 5/0/0, Motion Passed.**

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

Regular Pre-Planning Meeting March 23, 2017:

- Carry over approval of the meeting transcript for 12/08/2016.
- An Agenda Item for a discussion/vote on tie-ins for wet lots in Lake of the Woods.

Regular Meeting April 13, 2017:

- Revisit the FPPUD List of Rates and Fees.
- An update on the Cold Springs Canyon property.

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**14. Adjournment.**

**Motion: Move that we adjourn.**

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

**Meeting adjourned: 7:59pm.**

**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