

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, DECEMBER 12, 2019
6:00PM

Gipson/Neyman 5/0/0
Minutes Approved on January 9, 2020

1. Call to Order: 6:05pm.

a. Pledge to the Flag.

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

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

3. Public Comments. Present: One member 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 that the bank credited the District \$210 for the analysis fees.

Member at Large: No report.

5. Board Member Initiatives - None.

6. Manager's Report

General Manager (GM) Jonnie Allison was not present for this meeting. Tiffany Matte reported that while repairing a leak on East End Dr., one of the field crew fell into the hole. The employee was not injured, but his handheld radio will need to be replaced.

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a. Discussion/Vote on Quotes for Generators.

Last month the Board approved the quote for an office generator in the amount of \$7389.61 from RLS Electric. They came out to view the location and noted that the generator couldn't be placed next to the office as originally planned. The transfer switch will also need to be relocated to the outside of the building. Because of these changes, the quote was increased to \$8,120.61. This item will carry over to the next meeting so GM Allison can give a better breakdown on the price increase.

b. Administrative Assistant's Report - No report.

7. Ad Hoc Committee Reports:

Meeting of Local Water Companies: Directors Kelling and Schoenberg attended the last meeting. A speaker was scheduled, but didn't show. Instead they just discussed emergency preparedness and ended early.

SGMA: No meeting.

Depreciation of Assets: No report.

8. Board Training: "Taking Control of Your Meetings Using Robert's Rules".

This training was purchased by the District. A segment will be played at the first meeting of every month.

9. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,658,926.24. The Revenue/Operating account has \$149,779.33. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$36,899.54.

The annual fee for the State Water Resources Control Board went up \$248.00 from the previous year.

There was a \$375.00 charge payable to CalPERS for the annual fee to oversee social security and medicare withdrawals on employee paychecks. It included a \$125.00 late fee on an invoice never received. Tiffany Matte contacted the State Social Security Administration and is waiting for a decision on refunding the late fee.

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

10. Discussion/Vote on Creating an Ad Hoc Committee to Negotiate the Cell Phone Reimbursement and Stipend with Employees.

Director Schoenberg spoke with the attorney, who suggested an ad hoc committee as a good way to handle negotiations for cell phone stipends and reimbursements. They could work out an agreement, then report back to the full board with the results.

Motion: Move that we appoint an ad hoc committee to do the cell phone negotiation with employees.
Gipson/Garcia 5/0/0, Motion Passed.

Motion: Move that we appoint the ad hoc committee of Gerald Garcia and Rebecca Gipson to negotiate the stipend for the cell phones, and the back pay for the cell phones, with the employees.
Neyman/Schoenberg 3/0/2, Motion Passed - Directors Garcia and Gipson abstained.

11. Discussion/Vote on Well 5 Emergency Replacement Project.

a. Discussion/Vote on Revised Project PER.

The PER will be revised again based on new comments from the USDA.

b. Discussion/Vote on USDA Contract with Dee Jaspar & Associates.

The contract was not available for review.

c. Update on Project Application.

An update will be given at the next Planning Meeting.

12. Discussion/Vote on FP/LOW Consolidation Planning Project.

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a. Review/Approve Letter to Adjust the Planning Budget.

Dave Warner helped draft the letter that will be sent to the State, requesting to move \$15,000.00 from Staff Recovery Cost to Board Fees. The Board reviewed the letter and made one correction to the numbers written.

Motion: Move that we accept that with the amendment of the cost.
Schoenberg/Garcia 5/0/0, Motion Passed.

13. Discussion/Vote on Meter Replacement Project.

a. Discussion/Vote/Sign Project Application.

Oscar Cisneros from Self-Help Enterprises asked the Board to review the project application so he can submit it to the State. The Board noted corrections that Tiffany will send to be amended.

Motion: Move that we approve the total application for the Frazier Park Public Utility District Meter Replacement Project with the specified changes that we mentioned in this meeting.
Neyman/Schoenberg 5/0/0, Motion Passed.

Motion: Move that we take a 10 minute break.
Neyman/Garcia 5/0/0, Motion Passed.
Meeting Break: 7:30pm - 7:42pm.

14. Discussion/Vote on Pipeline Replacement Project.

a. Discussion/Vote on Application for Technical Assistance Funds with Self-Help Enterprises for Potholing and Mainline Replacement.

Dave Warner assisted the District with filling out the application. The Board reviewed the document and noted corrections.

Motion: Move we approve the application for Technical Assistance Funds with Self-Help Enterprises for potholing and mainline replacement, with amendments.
Garcia/Neyman 5/0/0, Motion Passed.

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b. Discussion/Vote on Choosing an Engineer for the Project.

The Board discussed choices for engineers, but agreed on the benefits of using Dee Jaspar & Associates.

Motion: Move that we choose Dee for this last project.
Garcia/Neyman 5/0/0, Motion Passed.

15. Begin Discussion/Vote on Resolution FP-20191212-01: Resolution for Change of Officers of the District/Authorized Banking.

The Board read aloud the draft Resolution and noted any amendments. Following the procedures outlined in Resolution FP-20190214-01, the Board rotated officers and recorded the position changes in Resolution FP-20191212-01.

Motion: Move to approve Resolution FP-20191212-01.
Schoenberg/Garcia 5/0/0, Motion Passed.

16. Discussion/Vote on Update to Wage Table.

This was needed as an annual update to comply with the California minimum wage law. The starting wage for the Office position needed to be raised.

Motion: Move that we adjust the Employee Classification Wage Table position of Office, to the hourly wage \$12.00 - \$14.00.
Schoenberg/Neyman 5/0/0, Motion Passed.

17. Discussion/Vote on Christmas Appreciation for Employees.

The Board and staff discussed and agreed that an office bbq would be the best way to have an appreciation lunch for Christmas. The cost for food will be limited to \$175.00.

Motion: Move that we authorize up to \$175.00 for the Christmas party.
Neyman/Garcia 4/1/0, Motion Passed - Director Kelling no.

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18. Review and Approve Meeting Minutes for 11/14/2019, and 11/21/2019.

Motion: Move that we approve the minutes for Thursday, November 14, 2019, with the amendment given, and with 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 3/0/2, Motion Passed - Directors Gipson and Schoenberg abstain.

Motion: Move that we approve the minutes for Thursday, November 21, 2019, with the possibility for additional amendments for typos or other errors that we may not have caught or that may need to be corrected.

Garcia/Neyman 4/0/1, Motion Passed - Director Schoenberg abstain.

19. Discussion/Vote on Future Agenda Items.

Planning Meeting December 19, 2019:

- Carry over the discussion/vote on quotes for generators.
- Carry over project related topics.

Regular Meeting January 9, 2020.

20. Adjournment.

Motion: Move that we adjourn

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

Meeting Adjourned: 8:27pm.

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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: Terry Kelling, Secretary

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