

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

Gipson/Neyman 4/0/1 - Director Schoenberg Abstain
Minutes Approved on October 10, 2019

1. Call to Order: 6:10pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, and Neyman. Director Schoenberg absent.
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: Patric Hedlund (The Mountain Enterprise), and three 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: Absent.

Treasurer: Director Neyman reported he made a \$1,000.00 transfer from the Revenue/Operating Fund into the Capital/Replacement Reserve from a customer meter upgrade. He will also be transferring another \$50,000.00 into the Emergency Reserve this coming week.

Member at Large: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison explained there was a -35% water loss during the month of August.

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The meter on Well #6 stopped working, and couldn't get an accurate reading on water produced. The replacement parts were ordered and the meter repaired. There were two meters changed and 175 work orders accomplished. Six accounts were locked off, but all six paid and were reconnected.

GM Allison expressed the new crew member is working out well and is a positive change for the company.

Last month the office air conditioning unit stopped working. A service technician did a temporary repair, but the whole unit will eventually need to be replaced. The technician's quote was for roughly \$8,300.00.

At last month's meeting the Board approved a quote to paint the inside and outside of the office building, pending proof of license and insurance. The contractor was unwilling to provide proof of Worker's Compensation Insurance and withdrew his bid.

a. Administrative Assistant's Report.

Tiffany Matte provided flyers to all of the board members about training on accounting basics, offered by Self-Help Enterprises. They will be hosting a series of workshops on building the technical, managerial and financial capacity of small water systems. The front desk has successfully changed over to the new First Data account for merchant processing. The online system has not made the transition yet due to technical issues. The problem is being worked on and will hopefully be resolved next week.

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

Meeting of Local Water Companies: Director Kelling reported she and Director Schoenberg attended the last meeting. The CHP was there and discussed how water company personnel could return to the hill during an emergency. If the freeway was shut down, however, they will not allow anyone through.

SGMA: No meeting.

Depreciation of Assets: No report.

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8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,629,363.42. The Revenue/Operating account has \$204,083.80. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursed was \$39,689.65.

The final 2019-2020 budget has been drafted based on the last recommendations. The financials have been sent to the auditors for the June 30, 2019 audit. Additional information will follow.

Linda explained that she will not be at the regular board meeting in October since she will be out of town, but she will have financials done and checks cut before she leaves.

Motion: Move that we pay our bills.

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

9. Discussion/Vote to Dissolve the Budget Ad Hoc Committee.

Motion: Move that we dissolve the budget ad hoc committee in light of the fact that we have already reviewed it and passed it.

Garcia/Gipson 3/0/1, Motion Passed - Director Neyman abstained, Director Schoenberg absent.

10. Discussion/Vote on Office Renovation.

a. Quote on Painting, Flooring and Outlets.

This topic was covered under Item #6: Manager's Report. No new updates.

11. Discussion/Vote on a New USDA Well Grant/Loan Application.

Tiffany read the email update from Dave Warner. The PER is being prepared, and IRWMP funding may be able to pay for it. This report will need to be completed in order to submit the grant/loan application.

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

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a. Planning Project Contract with Dee Jaspar & Associates.

Dee Jaspar provided a copy of the contract used for Pre-Planning work. The Board reviewed the document and noted items on the front page that will need to be updated.

b. Test Well License Agreement.

There are no updates at this time. The License Agreement will be used after geophysical data is gathered from the potential test well sites.

Director Schoenberg arrived at 6:42pm.

c. Letter for Potential Well Sites.

A draft letter to SEA, written by Dee Jaspar, was provided to the Board which included the changes from Director Schoenberg and the attorney. Dee will need to clarify who will be signing the document. The same letter will be sent to other potential well site owners with appropriate changes.

Motion: Move that we approve the letter for SEA for the property rights.
Neyman/Garcia 5/0/0, Motion Passed.

13. Discussion/Vote on Information Sharing with Tejon-Castac Water District.

This item was added after Tejon-Castac requested water level information from the FPPUD for their last SGMA meeting. Since that meeting has passed, this agenda item is no longer needed.

14. Discussion/Vote on Mainline Extension on Kiwanis Trail.

Santana Plumbing will be doing the work on the mainline extension. The property owner and his contractor sent a drawing of the plan that GM Allison was comfortable with. They will put together the bonds and the rest of the requirements for the extension so the Board can vote on it. In the meantime, GM Allison went out to the location to do a more thorough investigation, and noted what could possibly be evidence of water lines in the road. He asked Santiago (from Santana Plumbing) to pothole and verify for sure what is in the ground. This item will carry over to the next meeting in October.

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15. Discussion/Vote on Continuing with Previously Approved Rate Increase Scheduled for January 2020.

It was noted the printed rate schedule could cause confusion because water usage rates are listed in gallons, but the District bills in cubic feet.

Motion: Move that the chart say either cubic feet and in parentheses 1,000 gallons, or the opposite, 1,000 gallons and in parenthesis cubic feet, so there isn't that confusion.

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

The Board discussed whether to continue with the scheduled increase as previously approved under Prop 218. There were arguments on both sides of this issue. Director Garcia stated his motion, Director Gipson seconded. After further discussion Director Schoenberg made a motion to call the vote.

Motion: Move to call the vote.

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

Motion: Move that we continue with our projected increases for 2020 to stay on our Prop 218 rate increase schedule that we did the study for.

Garcia/Gipson 2/3/0, Motion Defeated.

Aye - Garcia, Gipson.

No - Kelling, Neyman, Schoenberg.

Motion: Move that we delay the current rate increase for 2020 for a year. In a year that increase will be what was originally for the 2020 rate increases, and we will check with the attorney to insure that that's proper within the law.

Neyman/Schoenberg 3/0/2, Motion Passed.

Aye - Kelling, Neyman, Schoenberg.

Abstain - Garcia, Gipson.

This agenda item will carry over to discuss the answer from legal.

16. Discussion/Vote on Cross-Connection Control Program.

Dave Wasserman, who ran the Cross-Connection Control Program for Kern County will be retiring and going into business for himself.

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The County was charging the District \$1,900 per year to administer the program. Mr. Wasserman provided a quote of \$1,800 per year, to be billed quarterly, and will provide the same service.

It was previously thought GM Allison could be certified to run this service for the District, but the company would be assuming liability, and the cost for certification and ongoing education.

Motion: Move that we hire Dave Wasserman, who has left the County, to do our Cross-Connection Control Program in lieu of Jonnie doing it, for the price of \$1,800.00.

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

17. Discussion/Vote on Participating in the Community Trunk or Treat.

The Board discussed the event but decided not to take on the financial expense.

18. Review and Approve Meeting Minutes for 08/08/2019, and 08/22/2019.

Motion: Move that we approve the minutes for Thursday, August 8, 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.

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

Motion: Move that we pass the minutes for Thursday, August 22, 2019, 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.

19. Discussion/Vote on Future Agenda Items.

Planning Meeting September 26, 2019:

- Carry over discussion/vote on a new USDA well grant/loan application.
- Carry over planning project contract with Dee Jaspar & Associates.
- Carry over the discussion/vote on the rate increase.

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Regular Meeting October 10, 2019:

- Carry over discussion/vote on mainline extension on Kiwanis trail.

20. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 7:23pm.

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

seal