

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
MINUTES FOR THURSDAY, NOVEMBER 9, 2017
6:00 PM

Schoenberg/Gipson 4/0/1 - Director Neyman abstain
Minutes Approved on December 14, 2017

1. Call to Order: 6:00pm.

a. Pledge to the Flag.

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

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we table #6b.

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

3. Public Comments - Present: 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: Absent.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported that after the last meeting she made the transfers that were needed. Names will need to be assigned via online banking to the two recent accounts that were opened.

Member at Large: No report.

5. Board Member Initiatives.

Director Schoenberg suggested learning about, or creating a procedure and log for checking the status of the fire hydrants around town. The District may need to coordinate with the Fire Department for this information.

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6. Manager's Report.

Last month, the FPPUD office was having problems with very slow internet speed. AT&T came to work on the issue, which took them over two weeks to resolve. During that time the options for online and in house credit card payments were not always working. The issue was resolved and a new router was installed. It was recommended that any hardware that is normally connected to the wifi be disconnected when not in use.

The auditors came in last week to do the fieldwork for the 2017 audit. The financial statements should be ready in the next couple months.

There was one mainline leak and two after hours call outs.

a. Discussion/Vote on Will Serve Application for Los Padres Dr.

General Manager (GM) Jonnie Allison indicated on the application that water service could be provided to the parcel described.

Motion: Move that we approve water service for APN 259-085-15-00, which is on Los Padres Drive.

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

b. Continue Discussion/Vote on Repairs and/or Replacement of the Leak and Dump Trucks - Tabled.

c. Administrative Assistant's Report - No report.

7. Ad Hoc Committee Reports: SGMA, Budget, Depreciation of Assets, Lake of the Woods Transfer Agreement.

SGMA - Director Kelling attended the public meeting regarding the joint powers agreement between Lebec County Water District and Tejon-Castac Water District. They will be forming a GSA which will then move forward with establishing a GSP.

Tejon Ranch Company will be getting Prop 1 grant money to build their treatment plant. Director Kelling also learned that the way the basins are laid out, Lebec draws from the top portion of the Tejon-Castac Water Basin. Frazier Park is located in the basin upgradient to that one, and would need to form a GSA/GSP with Lebec to monitor that water.

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The Lebec Board President said he would be contacting the FPPUD soon about coming to some sort of agreement about water use. It would be drafted more like an MOU since it is a less expensive option.

One question that was on the table was why Tejon was in a hurry to form a GSP in the basin located in Lebec, when it was considered a low priority basin. The representative from the State explained they are working on basin reprioritization, and indicated that when they looked at the basins previously, they didn't take into account water being withdrawn for public use. They set the priorities based only on agricultural demand. They are expecting the local basins to be recategorized from low, to medium or high priority.

Tejon was able to get a basin modification in order to separate the White Wolf Basin from the rest of Kern County, which is in a state of overdraft. This allowed them to get approval to build the Grapevine Project.

Due to a high uranium issue with one of Lebec's wells, they received grant money to drill three test wells. Tejon told Lebec they would pay for a new tank, if Lebec was able to complete a new well.

Budget - No Report.

Depreciation of Assets - No Report.

Lake of the Woods Transfer Agreement - The attorneys for Lake of the Woods and Frazier Park are working together to finalize the wording of the agreement. A Lake of the Woods Board Member brought up concerns in a previous meeting about the potential for a higher water rate for those residents, if there was a significant increase in power usage to pump water up to Lake of the Woods. Staff is working together to estimate that cost for inclusion in the Transfer Agreement.

8. Discussion/Review of Parliamentary Procedure.

Tiffany Matte prepared and gave a presentation to the Board on making motions.

9. Discussion/Vote on Late Charge Policy.

The Board read the document out loud and discussed the policy. No changes were recommended.

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Motion: Move that we adopt this policy.

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

10. Discussion/Vote on a Policy and Procedure Regarding Customer Accounts Delinquent Six Months or More.

Bookkeeper Linda Sheldon explained this policy and procedure was a recommendation from the auditors. It sets the procedure for handling accounts that have been turned over to Kern County for collection through property taxes. The draft policy was read and one change was noted for a typo.

Motion: Move that we adopt this District Policy and Procedure Regarding Customer Accounts Delinquent Six Months or More.

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

11. Discussion/Vote on Lock Off Policy: Setting a Delinquent Amount.

There are customers who have been carrying over a balance on their account because they are unwilling to pay late fees, or in some cases, the water consumption fee. These small amounts accumulate, but would take a very long time for RVS to categorize it as a full month's delinquency. The Board discussed the topic and agreed to establish a \$50.00 limit on accumulated fees to be eligible for a 48 hour notice. The Board would like this limit set, contingent on consulting with the FPPUD attorney on how to write and implement it.

Motion: Move that we establish our cut off limit at \$50 for lock off of non-payment of late or usage fees, but that we talk to the attorney to make sure it is implemented and worded correctly.

Garcia/Gipson 4/0/0, Motion Passed as Amended - Director Neyman absent.

12. Discussion/Vote on Bylaws and Rules and Regulations.

In this newest change to the Bylaws, #18 was amended to clarify that changing a billing address only needs to be done in writing when the tenant will be receiving the bills. The new Late Fee and Lock Off Policies were added as addendums, as well as the newly adopted Policy for Accounts Delinquent Six Months or More.

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Motion: Move we make the changes stated and adopt it as our Bylaws and Rules and Regulations.

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

a. Discussion/Vote on Review by Attorney.

FPPUD attorney Ernest Conant recommended he review the District's Bylaws. He estimated it would cost \$2,000.00 for this service.

Motion: Move that we send this approved Bylaws and Rules and Regulations from the November 9th meeting, to our attorney Ernest Conant, for review and approval.

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

13. Discussion/Vote on a List of Rates and Fees.

a. Fee for 3" and 4" meters.

The List of Rates and Fees did not have an amount for a new connection for 3" and 4" meters. Since Frazier Park School might be installing a new service in one of these sizes, the Board needed to set the fee.

Motion: Move that we set the new connection fee at \$13,000.00, for both the 3" and 4" meters at the same price, directly in between the 2" meter at \$12,000.00 and the 6" meter at \$14,000.00.

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

Motion: Move that we take a break at 7:58pm.

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

Return from break: 8:12pm.

14. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$890,663.38. The names of the accounts are written correctly in the general ledger, but need to be corrected with the bank.

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Two accounts were charged a monthly fee in error, but the bank reversed them on their own.

The monthly invoices for the bank credit cards have not been received. This bill is normally due around the 23rd day of the month. With the General Manager's permission, checks were cut based on the receipts for the month so that a late charge wouldn't be incurred.

Motion: Move that we pay our bills.

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

15. Discussion/Review/Vote on Proposed Budget for Fiscal Year 2017-2018.

The District is still waiting on the finalized numbers from the auditors before approving the budget.

Motion: Move that we table it until the next Regular Meeting in December.

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

16. Review and Approve Meeting Minutes for 10/12/2017, and 10/26/2017.

Motion: Move that we approve the minutes for Thursday, October 12, 2017, with the amendments stated, and the possibility for additional amendments for typos, or other errors that may need to be corrected.

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

Motion: Move that we approve the minutes for Thursday, October 26, 2017, with the amendments I've stated, and the possibility for additional amendments for typos, or other errors that may need to be corrected.

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

17. Discussion/Vote on Future Agenda Items.

Regular Planning Meeting November 30, 2017.

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Regular Meeting December 14, 2017:

- Carry over approval of the Budget.
- An agenda item for an updated quote on upgrading the District telemetry.
- An item for discussing fire hydrant maintenance.

18. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:50pm.

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

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