

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
MINUTES FOR THURSDAY, AUGUST 10, 2017
6:00 PM
Schoenberg/Gipson 4/0/0 - Director Garcia absent
Minutes Approved on September 14, 2017

1. Call to Order: 6:11pm.

a. Pledge to the Flag.

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

2. Discussion/Vote/Adjust Agenda if Necessary.

Motion: Move that we adjust the Agenda to stop right before 7pm. At 7pm we will be addressing #17 - Discussion/Vote on Frazier Park/Lake of the Woods Transfer Agreement/MOU.

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

3. Public Comments - Present: Bill Hopper, Carey Moulder ("Save the Pond"), and Cliff Coleman ("Save the Pond").

Members of the public were given the opportunity to address the Board at this time. They presented ideas about saving the pond, and asked for the FPPUD's help. This item will be added to the next regular meeting in September for further discussion.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: No report.

Treasurer: Director Schoenberg reported she will be transferring the money for claims #17 and #18 from the Pre-Planning Account back into the Revenue/Operating Account for reimbursement of Directors' fees.

Member at Large: No report.

5. Board Member Initiatives - None.

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6. Manager's Report.

General Manager (GM) Jonnie Allison reported he will be attending training and testing for his backflow recertification. Because of the travel distance he may need to get overnight lodging.

The new light bars were installed on all of the trucks. They work great, but one of the trucks had an issue with installation. That will be fixed next Wednesday.

The office parking lot was resealed, coated and painted for a cost of \$2,000.00. They also fixed the section that was sinking down.

a. Continue Discussion/Vote on Water Service for Home on Laguna Trail.

There is a gentleman who will need to do a mainline extension in order to get water service to a house he wants to build. He asked GM Allison to look at the plans that have been drawn up by his engineer for the pipeline and the tie-in. According to the mainline extension policy, the customer would have to pay for the District's engineer to approve the plan. Work is continuing to move forward for this new connection.

The Board also continued discussion from a previous meeting regarding the customer who requested to have water service turned on for a home on Laguna trail that she is attempting to take ownership of via the Adverse Possession Law. After much discussion, and taking into consideration the advice from the District's attorney, the Board concluded that it would not be prudent to allow water service to be put in the name of someone who is not listed on the grant deed. The resident can and should continue to run a hose from her property when water is needed at the house.

b. Discussion/Vote on Legal Action Due to Customer Harassment of District Employees.

FPPUD attorney Ernest Conant drafted a cease and desist letter for the customer that continues to harass District employees. The letter was read aloud to the Board. Ernest was instructed to send it to the person via certified mail.

c. Administrative Assistant's Report.

Tiffany Matte reported she turned in the signature cards to the bank.

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17. Discussion/Vote on Frazier Park/Lake of the Woods Transfer Agreement/MOU.
(Moved per adjustment of the Agenda.)

At this time the Board contacted FPPUD attorney Ernest Conant so he could clarify what should be in the Transfer Agreement, and whether or not a separate Memorandum of Understanding (MOU) would be needed at the end of the Planning Phase of the project.

7. Ad Hoc Committee Reports: SGMA, Budget, Depreciation of Assets - No Reports.

8. Discussion/Vote on Policy for Changing Water Meter Sizes.

The Board was provided a draft copy of the written policy regarding meter sizes. Corrections were noted and a final policy will be drafted.

Motion: Move that we adopt the policy for the District regarding changing business and residential meter sizes with the amendments that were read. Schoenberg/Gipson 5/0/0, Motion Passed.

9. Discussion/Vote on District Lock-Off Policy.

A draft of the policy was given to the Board along with a draft of the 10 day written notice to be mailed to customers with delinquent accounts. The Board reviewed the document and agreed that it should be reviewed by FPPUD attorney Ernest Conant.

Motion: Move that we adopt the District policy regarding service lock off for non-payment, in principle, but we will send it to our attorney before final adoption. Schoenberg/Garcia 5/0/0, Motion Passed.

10. Discussion/Vote on Cold Springs Canyon Property.

Motion: Move that we table to next month. Schoenberg/Kelling 5/0/0, Motion Passed.

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11. Discussion/Vote on Office Renovation.

The FPPUD office building needs renovation. The paint, blinds, and carpeting are old, stained and in disrepair. The inside can be focused on first, then the outside of the building. The Board discussed inexpensive options such as sanding and sealing the concrete base under the carpet. GM Allison will get quotes and report back to the Board at next month's meeting.

12. Continue Discussion/Reading of the Brown Act.

Motion: Move that we table the Brown Act.
Gipson/Kelling 5/0/0, Motion passed.

Motion: Move to take a 10 minute break at 8:09pm.
Kelling/Garcia 5/0/0, Motion Passed.
Return from break: 8:20pm.

13. Accounts Payable and Financial Information.

Total cash balance in all accounts is \$887,850.36. The Board reviewed the checks and invoices.

Motion: Move that we pay our bills.
Garcia/Kelling 5/0/0, Motion Passed.

14. Discussion/Vote on 2016-2017 Audit.

BHK sent a proposal letter explaining the services that will be provided in the upcoming 2016-2017 audit. They are estimating a fee for services to be between \$16,500 and \$18,000.

Motion: Move that we give approval for the next audit.
Garcia/Kelling 4/0/1, Motion Passed - Director Schoenberg abstain.
Director Schoenberg abstained because she hadn't had a chance to review the proposal letter and still had questions.

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15. Discussion/Vote on a Special Audit for Categorizing Adjustments.

There is a need to reconcile the account adjustments on RVS with the Quickbooks line items they are categorized into. This would be a special audit from BHK to look into these adjustments. GM Allison will contact the auditors for a price estimate that can be discussed at the next meeting.

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

Since the Bookkeeper was not at the meeting, this item was carried over to the Special meeting on August 24th.

17. Discussion/Vote on Frazier Park/Lake of the Woods Transfer Agreement/MOU.
(Moved per adjustment of the Agenda.)

18. Review and Approve Meeting Minutes for 07/06/2017, 07/13/2017, 07/20/2017, and 07/27/2017.

Motion: Move that we accept the minutes for Thursday, July 6, 2017, with the possibility for amendments for typos, or other errors that may need to be corrected.

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

Motion: Move that we accept the minutes for Thursday, July 13, 2017, with the possibility for amendments for typos, or other errors that may need to be corrected.

Gipson/Kelling 4/0/1, Motion Passed - Director Garcia abstain.

Motion: Move that we accept the minutes for Thursday, July 20, 2017, with the possibility for amendments for typos, or other errors that may need to be corrected.

Gipson/Kelling 4/0/1, Motion Passed - Director Garcia abstain.

Motion: Move that we accept the minutes for Thursday, July 27, 2017, with the possibility for amendments for typos, or other errors that may need to be corrected.

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

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Motion: Move to extend the meeting to finish business.
Schoenberg/Gipson 5/0/0, Motion Passed.
Meeting extended at 8:58pm.

19. Discussion/Vote on Future Agenda Items.

Regular Planning Meeting August 24, 2017:

- Carryover approval of a special audit.

Special Meeting August 24, 2017:

- Discussion/Vote on the Hydrogeology Study.
- Discussion/Vote on the Water Quality Report.
- Carryover discussion/vote on the 2017-2018 proposed budget.

Regular Meeting September 14, 2017:

- An agenda item for discussion on ideas to save the pond.
- An agenda item for applications for new water service.
- Carryover discussion on Cold Springs Cyn.
- Discussion/Vote on quotes for office renovation.

20. Adjournment.

Motion: Move that we adjourn.
Gipson/Kelling 5/0/0, Motion Passed.
Meeting Adjourned: 9:00pm.

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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: Rebecca Gipson, Secretary

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