

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**REGULAR MEETING MINUTES FOR THURSDAY, AUGUST 8, 2019**  
**6:00PM**

Gipson/Neyman 5/0/0  
Minutes Approved on September 12, 2019

**1. Call to Order: 6:09pm.**

**a. Pledge to the Flag.**

**b. Roll Call of Directors:** Garcia, Gipson, Neyman and Schoenberg.

Director Kelling present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon, and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary.**

**Motion: Move that we table #14 and #15, unless the person from #15 comes.**  
**Schoenberg/Garcia 5/0/0, Motion Passed.**

**3. Public Comments - None.** Present: Two members of the public.

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** Report will be given under ad hoc committee reports.

**Treasurer:** Director Neyman reported he went to the bank with three months worth of bank statements that show charges for printed statements. The charges were reversed.

**Member at Large:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported he hired two new employees. This should relieve stress on the current field crew.

AT&T will be coming Monday to install a new phone line. The SCADA system auto-dialer isn't working correctly with the cell line.

A house on Harriet upgraded their ¾" meter to a 1".

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The FPPUD had a booth set up for Fiesta Days. GM Allison ordered wristbands and stickers to hand out to the kids, and brought the conservation buckets to hand out to anyone who wanted one. The two office employees sat at the booth on Friday and Saturday.

An employee was stung by a bee while out in the field. He was sent to Accelerated Occupational Health for treatment. He was able to return to work right away.

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

Tiffany Matte reported she heard back from the attorney. He was able to clarify that a Board Member is able to collect compensation for up to 10 days of service per month, unless it is further limited by ordinance or resolution. The Board did pass a resolution in 2008 (Resolution #523) limiting members to six days of compensation per month.

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

**Meeting of Local Water Companies:** Director Kelling reported she attended the last meeting. The companies discussed the difficulties they have had in finding people interested in water company jobs. One idea was to have an outreach through the local high school to get students interested in the field. They also continued discussion on earthquake preparedness.

**SGMA:** Director Kelling also attended this meeting and learned about Tejon's plans for their Mountain Village, and how they will get the water to build and provide for this community. They are working with their GSA to get groundwater information so they can know how to maintain the aquifer.

**Depreciation of Assets:** No report.

**Budget:** The ad hoc committee met twice and went over the numbers with Bookkeeper Linda Sheldon as well as GM Allison. The numbers will be presented under item #9 on the agenda.

**8. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,661,817.56. The Revenue/Operating account has \$239,042.26.

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Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. The total disbursements was \$124,773.28.

The check run included a payment for about \$95,000.00 for repairs on Well #5.

**Motion: Move that we pay our bills.**

**Neyman/Garcia 5/0/0, Motion Passed.**

**9. Discussion/Vote on Fiscal Year 2019/2020 Proposed Budget.**

The draft budget was provided as amended by the ad hoc committee. The Board reviewed each line item and noted final corrections.

**Motion: Move that we approve the July 2019 through June 2020 budget as we just went through it.**

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

**Motion: Move that we take a break.**

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

**Meeting Break: 7:55pm - 8:05pm.**

**10. Discussion/Vote on Office Renovation.**

**a. Paining, Flooring, and Outlets.**

Previously, GM Allison received a quote for about \$12,000 to paint the inside and outside of the FPPUD office building. He contacted a different company and found a lower quote at \$9,845. The board asked that the contractor's insurance and license be verified before any agreement is signed.

**Motion: Move that we approve the painting for \$9,845 as long as he has proof of insurance.**

**Neyman/Garcia 4/1/0, Motion Passed - Director Kelling opposed.**

Discussion on new flooring and outlet installation will carry over to the next regular meeting.

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

**a. Discuss/Vote/Sign USDA Assurance Agreement.**

Dee Jaspar has been authorized to work on the specifications and PER for the new well. The District applied for funds from IRWMP that may cover the cost of these reports. This Assurance Agreement is required by the USDA to move forward with the grant/loan.

**Motion: Move we sign the USDA Assurance Agreement.**  
**Garcia/Neyman 5/0/0, Motion Passed.**

**b. Discussion/Vote on Assigning Roles for RD Apply.**

Assigned roles are needed to file and submit portions of the application online. The USDA suggested GM Allison take the roll of "Representative-Signature-Certify". The role of "Administrator" will also need to be assigned.

**Motion: Move that we have our General Manager, Jonnie Allison as the "Representative-Signature-Certify" and our Director, Gerald Garcia as the "Administrator".**  
**Neyman/Gipson 4/0/1, Motion Passed - Director Garcia abstained.**

**c. Discuss/Approve Moving Forward with Specifications/PER.**

This item was requested by Dee Jaspar so he can submit the report to the USDA for the application.

**Motion: Move that we go forward with the PER and Specifications for our planning.**  
**Schoenberg/Garcia 5/0/0, Motion Passed.**

**d. Discuss/Approve Sending the Project Out to Bid.**

**Motion: Move that we carry it over.**  
**Schoenberg/Neyman 5/0/0, Motion Passed.**

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**12. Discussion/Vote on Merchant Services Credit Card Processing.**

- a. Bank Card USA.**
- b. California Bank & Trust - First Data.**

Tiffany Matte reported that since last month's meeting, California Bank & Trust lowered the Interchange Plus fees as of July 1st. They then found a way to match the full fee proposal from Bank Card USA. They did this by working directly with First Data, the company they use for credit card processing. If approved, two new merchant accounts would be set up directly with First Data, and they would have the lower transaction fees as well.

The Board expressed thanks to Bank Card USA for their offer, but since the proposals were so close, the Board wished to remain with California Bank & Trust, through First Data, for the merchant services accounts. Tiffany will sign as the administrator so the accounts can be accessed as needed during the course of business.

**Motion: Move that we name Tiffany Matte as our representative to respond to questions for First Data interactions, and to update the company information for the new proposal.**

**Garcia/Neyman 5/0/0, Motion Passed.**

**13. Discussion/Vote on Lowering Credit Card Fees for Customers.**

Tiffany provided the Board a spreadsheet tracking previous months fees for in-house and online credit card transactions. Starting July 2019, the average fee charged per credit card transaction was down to about \$1.50. The previous months averaged at about \$2.30. That number should go down when the transaction fees are lowered.

**Motion: Move that we charge \$1.50 for in-office and \$.80 plus 1% online.**  
**Schoenberg/Neyman 4/0/1, Motion Passed - Director Garcia abstained.**

The Board will revisit these fees in six months to make sure they are covering costs.

**Motion: Move that we extend the meeting to finish business.**  
**Neyman/Schoenberg 5/0/0, Motion Passed.**  
**Meeting extended at 8:55pm.**

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14. **Discussion/Vote on Information Sharing with Tejon-Castac Water District - Tabled.**
15. **Discussion/Vote on Mainline Extension on Kiwanis Trail - Tabled.**
16. **Discussion/Vote on CSDA Board Secretary/Clerk Conference.**

GM Allison explained that each year we have sent Tiffany to this conference it has paid off dividends. The cost of transportation will be split up between the water companies who are sending attendees. A scholarship was not approved this year because the District has received two previously.

**Motion: Move that we vote to send Tiffany to the CSDA Board Secretary/Clerk Conference and she will be sharing the cost of transportation.**  
**Neyman/Garcia 5/0/0, Motion Passed.**

17. **Review and Approve Meeting Minutes for 06/13/2019, 06/27/2019, 07/11/2019, and 07/18/2019.**

**Motion: Move that we pass the minutes for Thursday, June 13, 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/Garcia 5/0/0, Motion Passed.**

**Motion: Move that we approve the minutes for Thursday, June 27, 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 approve the meeting minutes for Thursday, July 11, 2019, with the possibility of corrections for typos or any errors that we may have not caught.**  
**Neyman/Gipson 4/0/1, Motion Passed - Director Garcia abstained.**

**Motion: Move that we pass the minutes for the meeting of Thursday, July 18, 2019, with the possibility for additional amendments for typos or other errors we may not have caught or that may need to be corrected.**  
**Garcia/Gipson 4/0/1, Motion Passed - Director Schoenberg abstained.**

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

Planning Meeting August 22, 2019:

- Carry over discussion/vote on going out to bid.

Regular Meeting September 12, 2019:

- Carry over the discussion/vote on new flooring and outlets.

**19. Adjournment.**

**Motion: Move that we adjourn.**

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

**Meeting Adjourned: 9:09pm.**

**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)).**

  
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Tiffany Matte, Clerk of the Board

  
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Attest: Lisa Schoenberg, Secretary

seal