

**FRAZIER PARK PUBLIC UTILITY DISTRICT**  
**4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225**  
**REGULAR MEETING MINUTES FOR THURSDAY, OCTOBER 10, 2019**  
**6:00PM**  
Garcia/Neyman 5/0/0  
Minutes Approved on November 21, 2019

**1. Call to Order: 6:04pm.**

**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 and Tiffany Matte.

**2. Discussion/Vote/Adjust Agenda if Necessary - No Change.**

**3. Public Comments - None.** Present: One member of the public.

**4. Report of Officers:**

**President:** No report.

**Vice-President:** No report.

**Secretary:** No report.

**Treasurer:** Director Neyman reported he transferred \$105,621.25 from the Revenue/Operating Fund into the USDA Payment Fund for the annual principal and interest payment for October.

**Member at Large:** No report.

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

**6. Manager's Report.**

General Manager (GM) Jonnie Allison reported he met with Joe Karkoski, Assistant Deputy Director at the Division of Financial Services, with the State. Dave Warner was giving him, and the State Regulator, a tour of the area. Mr. Karkoski agrees the annexation process is taking too long, and believes he can help speed things along. He also wants to revisit including some private systems into the project, who may not be in the same financial situation as Frazier Park and Lake of the Woods.

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Additionally, he discussed using State funding to help reduce Nitrate issues, and wanted to help speed up funding for smart meters.

At board meetings, Tiffany Matte has been handling the audio recording, notes, retrieving files, and controlling the meeting livestream. It has been a lot of things to do at once, and she has asked for assistance. GM Allison asked the Board if he could bring in another employee to help run the audio/video portions of the meetings. This will be added to the next meeting's agenda for a vote.

Now that power outages could be an ongoing issue during windy weather, GM Allison will be getting quotes on generators that can be taken around to booster sites to keep water available for residents. He will also get quotes on having a fixed backup generator at the office to keep necessary systems running.

The District experienced water pressure loss to several houses along Michigan Trail. The pressure loss came from a leak by the museum that ended up causing damage to their parking lot and driveway. The crew fixed the washout and put down a new layer of pea gravel. While looking for the issue, the crew found an abandoned 6" PVC service line along the road that isn't on any maps. After the 6" is tested for leaks and disinfected, the houses there can be connected to this larger, better mainline.

**a. Discussion/Vote on Repairs to Truck #226.**

Truck #226 had damage to the front and rear bumpers during use by a previous employee. The estimate is \$1,400 for repairs. The Board directed GM Allison to submit the claim through District insurance.

GM Allison also wants to get handheld, and possibly CB radios for communication during and after hours, when power is out. The Board agreed, reiterating the importance of being prepared for any kind of emergency.

**b. Administrative Assistant's Report.**

Tiffany Matte reported she sent an email regarding the change in dates for the Planning meetings in November and December. Dee Jaspar will not be able to attend in December. The Board confirmed the Planning meetings will take place on November 21st and December 19th due to the holidays.

The audio recorder was having sound issues when playing back meetings. Bill Bice came and checked the computer and recorder and found a few issues.

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The recorded sound quality has diminished, the software license was only valid for one installation, and the playback software is not compatible with Windows 10. Replacing the recorder will solve all three issues, and is estimated to cost around \$500.00. The microphones being used now should still work with the new unit. The Board directed GM Allison to purchase the new hardware.

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

**Meeting of Local Water Companies:** Director Schoenberg attended the last meeting. They discussed continuing to have guest speakers, but not every week so they can review information that has been covered. The group hoped to have a meeting where all emergency responders can attend and discuss things together.

**SGMA:** No meeting.

**Depreciation of Assets:** No report.

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

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

**9. Accounts Payable and Financial Information.**

Bookkeeper Linda Sheldon was not present at this meeting. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. After deducting the checks, and the transfer for the USDA loan and interest payment, the balance in the Revenue/Operating fund was \$47,653.77. The total cash balance in all accounts is \$1,678,983.92.

The bank charged an analysis/service fee of \$240.40 to the Pre-USDA General Fund that will need to be refunded.

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

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

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**10. Discussion/Vote/Revote on Continuing with Previously Approved Rate Increase Scheduled for January 2020.**

Last month the Board passed a motion to delay the rate increase scheduled for 2020, until 2021. They now believe it will be better to wait until they have more information on the District's financial health before they make a decision on the 2021 increase.

**Motion: Move to rescind the motion made on September 12th regarding the increase.**

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

**Motion: Move that we delay the increase scheduled for January 1, 2020, and we will revisit next year to see if we increase it for the final year, according to Prop 218.**

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

**Aye - Kelling, Neyman, Schoenberg.**

**No - Garcia, Gipson.**

The Board asked that a notice be printed on the bills to let customers know the increase was delayed.

**11. Discussion/Vote on Resolution FP-20191010-01: Resolution to Amend the Prop 218 Rate Increase Schedule.**

**Motion: Move we approve Resolution FP-20191010-01 in the matter of amending the Prop 218 rate increase schedule.**

**Neyman/Schoenberg 4/1/0, Motion Passed - Director Garcia no.**

**12. Discussion/Vote on New Well Project.**

**a. Discussion/Vote on Project PER.**

The Preliminary Engineering Report (PER) will need to be finished in order to submit the USDA grant/loan application. The Board noted corrections to be included before the final copy is submitted.

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**Motion: Move that we approve the Well 5 Emergency Replacement Project Preliminary Engineering Report with the possibility of an amendment for minor changes from Dave with Self-Help, and us.**

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

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

This contract was not ready for review.

**Motion: Move that we table that until the next meeting.**

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

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

This contract was not ready for review.

**Motion: Move that we table #12c until the planning meeting.**

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

**13. Discussion/Vote on FP/LOW Consolidation Planning Project.**

**a. Planning Project Contract with Dee Jaspar & Associates.**

This contract was not ready for review.

**Motion: Move that we table #13a until our planning meeting this month.**

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

**b. Test Well Site Location & Acquisition Update.**

Dee Jaspar has attempted to contact SEA five times without a response. GM Allison will attempt to contact them as well. If no one receives a response, the District will move on to other measures.

**14. Discussion/Vote on Meter Replacement Project.**

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**a. Discussion/Vote on Project Application.**

No updates were available.

**Motion: Move that we table #14a until our planning meeting this month.**  
**Schoenberg/Neyman 5/0/0, Motion Passed.**

**b. Discussion/Vote on Potential Effects of Smart Meters.**

GM Allison spoke to industry professionals and read the links provided by the concerned resident. They found no proof that showed smart meters were a health risk. Dave Warner provided an article that also spoke to that effect.

The FPPUD attorney stated the District filed notice according to the law, and is under no obligation to go back, now that new comments have been brought up.

**15. Discussion/Vote on Mainline Extension on Kiwanis Trail.**

GM Allison reported that next week Santana Plumbing will be trenching across the road to determine for sure what is in the ground. An update will be given at the next meeting.

**Motion: Move that we table #16 until the first regular meeting for November.**  
**Schoenberg/Garcia 5/0/0, Motion Passed.**

**16. Discussion/Vote on Forming a Standing Committee.**

It was thought the Board would need to form a standing committee for the conference call with the State that occurs once a month. The attorney clarified that these meetings were requested by the State, so they could receive monthly updates. The two Board Members who attend do so as representatives of the District, and are compensated as a date of service.

**17. Review and Approve Meeting Minutes for 09/12/2019, and 09/26/2019.**

**Motion: Move that we pass the minutes for Thursday, September 12, 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.**  
**Gipson/Neyman 4/0/1, Motion Passed - Director Schoenberg abstain.**

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**Motion: Move that we pass the minutes for Thursday, September 26, 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 4/0/1, Motion Passed - Director Garcia abstain.**

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

Planning Meeting October 24, 2019:

- Carry over discussion/vote on a new USDA well grant/loan application.
- Carry over discussion/vote on the planning project.
- Carry over the discussion/vote on the meter replacement project.

Regular Meeting November 14, 2019:

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

**Planning Meeting in November changed to the 21st.**

**Planning Meeting in December changed to the 19th.**

**19. Adjournment.**

**Motion: Move that we adjourn.**

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

**Meeting Adjourned: 8:54pm.**

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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: Lisa Schoenberg, Secretary**

**seal**