

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 11, 2019
6:00PM

Gipson/Garcia 5/0/0
Minutes Approved on May 9, 2019

1. Call to Order: 6:00pm.

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 #11 until the May meeting.

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

3. Public Comments. Present: 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: No report.

Treasurer: Director Neyman reported he and Director Schoenberg closed the District's safety deposit box at California Bank & Trust, and brought the documents back to the office. They are now being stored in the fire safe.

The USDA Payment account was reopened. \$48,724.37 was transferred for the payment due April 15th.

Last month Director Neyman transferred \$50,000 into the Emergency Reserve Fund. After reviewing the Revenue Account, he transferred another \$50,000 before the meeting.

The monthly payments scheduled to be made into the USDA Reserve Loan 2 account were canceled since the total amount was transferred at once.

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The name of the Capital Replacement Reserve account still needs to be changed in the bank's records because it still shows the name, Pipeline Reserve.

Director Schoenberg changed the online banking to make Director Neyman the administrator, and checked to make sure only those authorized have access.

Director Neyman reported he went with a member of the Lebec Water Board to a meeting from the State of California Energy Commission. They were interested in attendee's input on what they could do to help disadvantaged communities.

Member at Large: No report.

5. Board Member Initiatives.

Director Gipson suggested that independent contractors hired by the District sign in and out of the office when they come in to work. That would help the Board understand what they are paying for, and be better informed when making decisions pertaining to raises or continued service.

6. Manager's Report.

General Manager (GM) Jonnie Allison reported 209 work orders were completed in March, and there were four after hours call outs.

Testing results came back for the Monte Vista well, and it was high in coliforms. The well will be disinfected and tested again to see if the level can be lowered. The fluoride level is close to the legal limit. If it does end up averaging too high, the well can be used as long as a letter is issued to the public.

At the last Board Meeting, it was reported that the representative from CALWarn advised agencies not to loan equipment or inventory to agencies that are in a different category (e.g., between a Mutual Water Company and a Public Utility). GM Allison contacted the FPPUD's attorney to answer this question. He cited the Public Utilities Code, which gives the District the freedom/control over any property.

a. Administrative Assistant's Report.

Tiffany Matte reported that all Directors have completed their Ethics and Sexual Harassment Training. After the updated information was submitted to the SDLF, she received confirmation the District earned the Transparency Certificate of Excellence.

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A representative from the California Special Districts Association (CSDA) will present the certificate at the Board Meeting on May 9th.

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

A representative from AT&T spoke to the local water companies about their FirstNet program. It is a dedicated, public safety only, broadband network. It is used primarily for cell service for first responders so they have priority to make calls in the event of an emergency. Critical responders like the FPPUD can also have access to this network, if they are approved by a first responder agency.

There were no updates for the SGMA or Depreciation of Assets committees.

8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,521,708.30. The Revenue/Operating account has \$197,420.00. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy.

Linda passed out a report showing a recap of what has been spent on the telemetry. On April 15th the USDA interest payment will be taken out of the USDA Payment account.

The current balance in the USPS permit is \$295.00. A check was cut to cover the next bill mailing.

Motion: Move that we pay our bills.

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

9. Discussion/Vote on Auditor Training to Reconcile RVS to Quickbooks.

BHK estimated \$1500.00 to \$2000.00 to come to the FPPUD office and show staff how to reconcile RVS to the Quickbooks software. This was their recommendation after the FY18 audit. After reviewing the email from BHK explaining in detail what needs to be changed and why, the Board agreed it was important to do.

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Motion: Move that we approve them (BHK) coming up with their idea (recommendation), that Tiffany be a part of that, that Jonnie be a part of that, and potentially a Board Member (if available) to make sure we are not reinventing the same wheel we already paid for last time.
Schoenberg/Garcia 5/0/0, Motion Passed.

10. Discussion/Vote on Repair or Replacement of Well #5.

After pulling Well #5 for rehabilitation work, large holes were found in the casing. In order to try and fix it, Bakersfield Well & Pump could try putting sleeves into the areas of the casing that are the worst, and swedge it out. The estimated cost for the repair is \$87,000.00, which would be on top of the \$47,000.00 already spent on rehabilitation. The engineers are concerned that the repair process could cause the thin walls of the casing to split, making the well useless. If it did work, the life of the well would only be extended by a year or two. GM Allison expressed his concern with gambling money on repairs, that could go toward replacing the well. The estimated cost of building a new well is just under a million dollars.

Dave Warner from Self-Help Enterprises and GM Allison approached both the State and the USDA to ask for emergency funding for the project, but those in the finance department didn't consider the situation an emergency. It is possible they may agree to match funds if the District uses its Emergency Reserve Fund.

Jesse Dhaliwal from the State Water Resources Control Board (SWRCB), came up with the idea of using Monte Vista (a well that has not been used in years because of a fluoride issue) to help supplement the water supply during the summer.

Motion: Move that we direct GM Jonnie Allison to not finish the repair portion of the well, and to move forward on trying to secure some funding methods, including the possibility of using the Emergency Fund as half of the money for the well. That would include the PER and other things that we might need to pay for like environmental, to come out of the Emergency Fund and/or the Capitol Reserve.

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

11. Discussion/Vote on Office Renovation - Tabled.

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12. Discussion/Vote on Emergency Preparedness for the District and the Mountain Communities.

A list of possible supplies and prices was handed out to the Board at the last meeting. The goal is to have enough to sustain employees and their families for three to four days while they work, should an emergency occur.

Motion: Move that we have Jonnie get \$200.00 worth of emergency supplies that we discussed previously.

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

13. Discussion/Vote on Resolutions #503 & #534 Regarding USDA Bonds.

Tiffany Matte reported she sent a follow up email to Nossaman, LLP about the bond and resolution. They still have not responded. While looking at the firm's website to find the attorney who wrote these documents, she discovered that the person had passed away in 2014. Directors Neyman and Schoenberg will get together with Tiffany to explain in detail what the inconsistency between the wording in the bonds versus the resolutions. Once it is clarified, an email can be sent to the USDA to see if they feel it needs to be rewritten. This item will carry over to the next meeting in May.

14. Discussion/Vote on California Special Districts Association (CSDA) Membership.

Tiffany Matte explained to the Board the benefits of being a member of CSDA. Membership also provides discounts for training, as well as a \$100.00 a month savings off the price of the District website.

Motion: Move that we go ahead, since it knocks the price in half anyway just on our website alone, that we rejoin.

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

15. Discussion/Vote on 2019 Special District Assessments.

District Maintenance Forms, confirming the special assessment accounts for 2019-2020 are now due. These accounts are used to collect stand-by fees and water charges for accounts that are six months or more delinquent.

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Motion: Move that we have Tiffany move forward by submitting the district maintenance information form, and then continue with all of the required schedule.

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

16. Review and Approve Meeting Minutes for 02/14/2019 and 03/14/2019.

Motion: Move that we approve the minutes for Thursday, February 14, 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.

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

Motion: Move that we approve the minutes for Thursday, March 14, 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.

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

17. Discussion/Vote on Future Agenda Items.

Regular Meeting May 9, 2019:

- An agenda item for the presentation of the Transparency Certificate.
- Carry over the discussion/vote on the rehabilitation of Well #5.
- Carry over the discussion/vote on Resolutions #503 and #534.
- An Agenda item to discuss sending the GM to the CSDA GM Leadership Summit.

18. Adjournment.

Motion: Move that we adjourn.

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

Meeting Adjourned: 8:03pm.

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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