

## **REGULAR BOARD MEETING MINUTES**

February 14, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& 3075 Johnson Drive, Ventura, CA 93003  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Greg Snyder, Vice President  
Deborah Philips, Director  
Mark Roberts, Director  
Rebecca Kujawa, Director

**Board Members Absent:** Chuck Hays, President

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operations Manager  
Jen Oakes, Executive Management Analyst

**District Counsel:** Steve Kennedy, General Counsel

### **REGULAR BOARD MEETING – 5:00 P.M.**

#### **Call to Order**

Director Kujawa called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was conducted.

#### **Roll Call**

All but President Hays were present at Roll Call; Vice President Snyder attended remotely pursuant to Government Code Section 54953(f)(1).

#### **1) Approval of Agenda**

Director Philips moved to approve the Agenda. Vice President Snyder seconded the motion. Motion carried 4-0.

#### **2) Public Comment**

- a) **General Public** – A written public comment provided by Victor Rebollar was read into the record.
- b) **Community Reports**
  - **Federal Representative** – Sonia Miranda with Congressman Jay Obernolte's office provide a legislative update.

**3) Consent Items**

Director Roberts moved to approve the consent items. Director Philips seconded the motion. Motion carried 4-0.

**4) Matters Removed from Consent Items – None****5) Presentations/Appointments – None****6) Continued/New Agenda Items****a) Discussion & Possible Action Regarding Appointment of Ad Hoc Personnel Policies Committee**

Staff Recommendation: For the Board President to appoint an ad hoc committee to provide assist District staff with revisions to the District's personnel policies.

Mr. Bartz introduced this item.

Director Kujawa, on behalf of President Hays, appointed President Hays and Vice President Snyder to the Ad Hoc Personnel Policies Committee.

**b) Review of the District's Strategic Plan**

Staff Recommendation: For the Board to review the District's Strategic Plan.

Ms. Sevy provided an update on this item and provided recommended amendments. The Board also provided amendments.

Consensus of the Board was to bring the Strategic Plan back with recommended amendments for Board review and possible adoption.

**c) Update on Solid Waste Program Implementation**

Staff Recommendation: None

Ms. Sevy provided a presentation on this item.

No action taken; not an action item.

**d) Update on the Proposed Civic Center & Phelan Park Expansion**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

**7) Committee Reports/Comments**

a) **Engineering Committee (Standing)** – Met and reviewed the revised CIP and repair and maintenance plan for the budget.

b) **Finance Committee (Standing)** – Scheduled to meet on March 14, 2024.

c) **Legislative Committee (Standing)** – Scheduled to meet on March 12, 2024.

- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Scheduled to meet on May 14, 2024.
- e) **Waste & Recycling Committee (Standing)** – Meets next week on February 21, 2024.

8) **Staff and General Manager's Report**

Mr. Bartz reported that he met with MWA to discuss the rampdown methodology.

9) **Reports**

a) **Director's Report**

**Philips** – Attended the MWA Technical Advisory Committee meeting.

**Roberts** – Nothing to report.

**Snyder** – Nothing to report.

**Kujawa** – Nothing to report.

b) **President's Report** – Absent; nothing reported.

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

a) **Prior Meeting Action Items** – None

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Board Workshop – February 21, 2024
- Regular Board Meeting – February 28, 2024.

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:27 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: Circle Green, Inc.

Under Negotiation: Price & Terms of Purchase

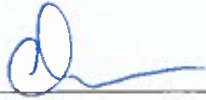
14) **Return to Open Session** – Announcement of Reportable Action

The Board returned to open session at 5:44 p.m. There was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:45 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)



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Chuck Hays, President of the Board

3/7/24

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Date



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Kim Sew, HR & Solid Waste Manager/District Clerk

3/7/2024

\_\_\_\_\_  
Date



I would like this public comment to serve as a compliment to the Phelan Pinon Hills CSD Water Company. More specifically to Sean Wright(Operations Manager) and his crew. On Saturday 2/10, a fire hydrant on Wilson Ranch and Rancho road had become broken and began releasing huge amounts of water into the public right of way. Very shortly, folks from the PPHCSD were onsite and began working to shut off the leak. Its worth noting that the employee I saw was wet and muddy, yet still tirelessly doing anything he could to turn off the water. The water that ran down the street had also caused heavy erosion to areas in the public right of way. On 2/13, I called the Operations Manager Sean Wright and he promptly corrected the erosion. During our phone call he stated " We are here to serve the community".

There are not enough words to express my gratitude to Sean, his crew, and the PPHCSD. You all are the epitome of excellent customer and public service. In a world where many jobs go unthanked, I could not in good conscience allow the work of Sean and his team go unrecognized.