

REGULAR BOARD MEETING MINUTES

August 13 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President
Deborah Philips, Vice President
Jeanna Mills, Director
Greg Snyder, Director

Board Members Absent: Chuck Hays, Director

Staff Present: Don Bartz, General Manager
George Cardenas, Asst. General Manager/Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Water Operations Asst. Manager
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. District Clerk/Administrative Specialist

District Counsel: Wes Miliband, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All but Director Hays were present at roll call.

1) Approval of Agenda

Mr. Bartz requested to remove Item 6c from the Agenda. Vice President Philips moved to approve the Agenda as amended. Director Mills seconded the motion. Motion carried 4-0.

2) Public Comment

- a) **General Public** – Mr. Barnes provided a public comment on Item 6d.
- b) **Community Reports** – None

3) Consent Items

President Kujawa moved to approve the Consent Items. Director Snyder seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items – None

5) Presentations/Appointments

- "Get to Know the Flow," An Introduction to California's State Water Projects

By: *Wesley Mossoll, Principal Hydrogeologist
Mojave Water Agency*

Mr. Mossoll provided a presentation on California's State Water Projects

6) Continued/New Agenda Items**a) Request to Release the Notice Inviting Bidders for the Civic Center and EOC Project**

Staff Recommendation: Staff requests Board approval to release the Notice Inviting Bids (Notice) for the Civic Center and Emergency Operations Center Project upon completion of the constructability review and final preparation of bid documents.

Mr. Cardenas introduced this item.

Vice President Philips moved to approve the release of notice inviting bidders for the Civic Center and EOC Project. Director Snyder seconded the motion. Motion carried 4-0.

b) Discussion & Possible Adoption of Resolution No. 2025-09; Adopting the Mitigated Negative Declaration and Approving the District's Well #18 & Future Well Site Project

Staff Recommendation: For the Board to adopt Resolution No. 2025-09; Adopting the Mitigated Negative Declaration (MND) and Approving the District's Well #18 & Future Well Site Project

Mr. Wright introduced this item.

Vice President Philips moved to adopt Resolution No. 2025-09. Director Mills seconded the motion. Motion carried 4-0.

c) Discussion & Possible Action Regarding Declaration of Surplus Obsolete Meadowbrook Dairy Well Electrical Panels

Staff Recommendation: For the Board to declare the items listed below as surplus in order to allow staff to seek auction or sale value.

NOTE: This item was removed from the agenda.

d) Further Review & Possible Action Regarding Resolution No. 2025-06; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training

Staff Recommendation: For the Board to review Resolution 2025-06, previously adopted on June 11, 2025, concerning Board Member Compensation, Reimbursement, and Ethics Training, and provide further direction, if necessary.

President Kujawa introduced this item and addressed Vice President Philips' previous comments related to this item.

Director Snyder stated that he would like the full Board to be present to discuss this item.

Director Mills agrees with the currently adopted resolution.

Vice President Philips requested some additional data and would like to address the following:

- Daily meal allowance – Believes it has increased to more than \$100 per day and that it needs to follow federal standards based on the location of conferences and other events.
- Category A and Category B meetings – Would like to go back to how the meetings were labeled before, referencing the addition of the meeting categories.
- Conference Costs – Compare 2017 conference registration costs to 2025 costs.
- Board stipends – Compare 2017 Board stipends costs to 2025 costs.

President Kujawa pointed out that under the current resolution, each Board member is allowed 1/5 of the \$15,900 Director's Expenses Budget, which is equivalent to \$3,180 per director per year, and that any requests over that will be pulled for discussion and approval.

Staff will gather the requested data and provide the information to the Board.

ACTION ITEM: Provide requested data for daily meal allowance, conference cost comparison, and Board stipend comparison.

e) **Update on District Projects**

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 last week and discussed the well project. SitelogiQ presentation.
- b) **Finance Committee (Standing)** – Reviewed the quarterly financials and staff presented information on new credit card processing options.
- c) **Legislative Committee (Standing)** – Meets next month.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met yesterday and went over summer activities and attendance numbers. The Phelan Park is getting a new inclusive swing.
- e) **Waste & Recycling Committee (Standing)** – Nothing to report.

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

Nothing further to report.

9) **Reports**

a) **Director’s Report**

Mills – Nothing to report.

Philips – Attended ASBCSD and discussed recharge in the San Bernardino basin.

Snyder – Nothing to report.

b) **President’s Report** – Attended Mojave Water Agency’s groundbreaking ceremony in Phelan, which was the beginning of the Mojave River pipeline traveling screen project. Also noted that Richard Hall passed away.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Completed

b) **Current Meeting Action Items**

- Meal allowance – research federal standards for conference locations.
- Conference cost comparison vs 2017
- CPI cost comparison for how much Board members should be making since 2017

12) **Set Agenda for Next Meeting**

- August 27, 2025 – Note: Vice President Philips will be absent. There are currently no agenda items so the meeting may be cancelled.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:08 p.m.

Agenda materials can be viewed online at www.pphcsd.org

Rebecca Kujawa, President of the Board

Date

Aimee Williams, Assistant Board Clerk

Date

