



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

REGULAR BOARD MEETING MINUTES

January 14, 2026 – 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
Chuck Hays, Director
Jeanna Mills, Director
Greg Snyder, Director

Board Members Absent: None

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, Board Clerk/Parks Manager
Heather Childers, Customer Service Manager
David Noland, Finance Supervisor
Aimee Williams, Deputy Board Clerk/Risk and Compliance Specialist
Angelica Ahumada, Finance Specialist
Ernesto Araiza, Water System Operator III, Safety Officer
Mike Lewis, Water System Operator III, Safety Officer Specialist
Karyn Burgen, Finance Technician
Greg Waters, GIS Specialist
Chris Gualco, Water System Operator III
Frank Ramirez, Water System Operator I
Eric Barnes, Water Quality & Conservation Specialist/Cross-Connection Program Administrator
Steven Trujillo, Water System Operator II
Sergio Madrigal, Water System Operator I
Andres Plasencia, Water System Operator I
Evelin De La Cruz, Administrative Technician I

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 Directors were present at roll call.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Vice President Mills seconded the motion. Motion carried 5-0.

2) Public Comment

- a) **General Public** – Ms. Rhoden made comments complimenting staff on their emergency response during the winter storms.
- b) **Community Reports** - None

3) Consent Items

President Kujawa moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items – None**5) Presentations/Appointments**

- *Presentation Regarding Winter Storm Damage
Presented by Sean Wright, Operations Manager*

6) Continued/New Agenda Items

- a) **Discussion & Possible Adoption of Resolution No. 2026-03; Establishing a One-Time Extraordinary Circumstances Bonus**

Staff Recommendation: Staff recommends that the Board review and adopt Resolution No. 2026-03; Establishing a One-Time Extraordinary Circumstances Bonus for exempt employees who worked during the December 2025 – January 2026 emergency response period.

Mr. Bartz introduced this item.

Director Snyder moved to adopt Resolution No. 2026-03; Establishing a One-Time Extraordinary Circumstances Bonus. Director Philips seconded the motion. Motion carried 5-0.



b) **Discussion & Possible Award of Professional Services Agreement for Classification and Compensation Study**

Staff Recommendation: Staff recommends that the Board review and approve a professional services agreement with CPS HR Consulting to conduct a comprehensive classification study and total compensation study for the Phelan Piñon Hills Community Services District, in an amount not to exceed \$53,920, and authorize the General Manager to execute the agreement.

Mr. Bartz presented this item.

President Kujawa moved to award a professional services agreement to CPS HR Consulting, not to exceed \$53,920, and authorize the General Manager to execute the agreement. Director Snyder seconded the motion. Motion carried 5-0.

Mr. Bartz departed the meeting following this agenda item.

c) **Discussion & Possible Adoption of Resolution No. 2026-01; Establishing a Conflict of Interest Code**

Staff Recommendation: Staff recommends that the Board adopt Resolution No. 2026-01; Establishing a Conflict of Interest Code.

Ms. Oakes presented this item.

Director Philips moved to adopt Resolution No. 2026-01; Establishing a Conflict of Interest Code. Director Snyder seconded the motion. Motion carried 5-0.

d) **Discussion & Possible Adoption of Resolution No. 2026-02; Establishing Policies for Board Conduct Amongst Directors and with Staff**

Staff Recommendation: Staff recommends that the Board adopt Resolution No. 2026-02; Establishing Policies for Board Conduct Amongst Directors and with Staff.

Ms. Oakes presented this item.

Director Snyder moved to adopt Resolution No. 2026-02; Establishing Policies for Board Conduct Amongst Directors and with Staff. President Kujawa seconded the motion. Motion carried 5-0.

e) **Discussion & Possible Reaffirmation of Resolution 2021-02; Establishing Policies for Board Member Sexual Harassment Prevention Training**

Staff Recommendation: Staff recommends that the Board review Resolution No. 2021-02; Establishing Requirements for Board Member Sexual Harassment Prevention



Training, and reaffirm the policy. Staff further recommends that the Board consider a limited update to modernize training delivery language to reflect current statutory allowances.

Ms. Oakes presented this item.

Director Philips moved to adopt Resolution 2021-02; Establishing Policies for Board Member Sexual Harassment Prevention Training. Director Snyder seconded the motion. Motion carried 5-0.

f) **Discussion & Possible Action Regarding Committee Responsibilities and Meeting Times**

Staff Recommendation: Staff recommends for the Board to review Committee responsibilities and meeting schedules and provide direction regarding any potential updates.

Mr. Cardenas presented this item.

After some discussion, President Kujawa requested that the Legislative and Finance Committee Meetings be moved to 4:30 pm. President Kujawa moved to adopt the schedule. Director Philips seconded the motion. Motion carried 5-0.

g) **Review & Discussion Regarding the Proposed 2026-2027 Budget Schedule**

Staff Recommendation: Staff recommends for the Board to review the attached draft 2026/2027 budget timeline and determine if modifications are necessary.

Mr. Cardenas presented this item.

After some discussion, President Kujawa requested that the Finance Committee meetings outlined in the proposed schedule be moved from 4:00 pm to 4:30 pm. Director Philips moved to adopt the Proposed 2026-2027 Budget Schedule. Director Hays seconded the motion. Motion carried 5-0.

h) **Update on District Projects**

Staff Recommendation: None

Mr. Cardenas provided an update on the current Phelan Park Enhancement, Future Phelan Park Expansion, and current Civic Center and Emergency Operations Center.

No action taken; not an action item.

7) **Committee Reports/Comments**



- a) **Engineering Committee (Standing)** – Nothing to report.
- b) **Finance Committee (Standing)** – Nothing to report.
- c) **Legislative Committee (Standing)** – Director Philips mentioned the upcoming legislative trip to Washington, D.C.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – Nothing to Report.

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

Additional Public Comment (as Permitted by the Chair)

Suyan Carcedo with County of San Bernardino Office of Emergency Services and Alice Harrison with the local CERT team provided additional comments regarding the local response to the storms and damage produced.

9) **Reports**

a) **Director's Report**

Hays – Nothing to report.

Mills – Nothing to report.

Philips – Nothing to report. Expressed thanks to the staff for their emergency response.

Snyder – Nothing to report.

b) **President's Report** – Nothing to report.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Requested that the 2026 Committee Calendar be included at the next meeting for discussion.

b) **Current Meeting Action Items** – The Board directed staff to return the approved resolutions with amendments incorporated on the consent calendar.

12) **Set Agenda for Next Meeting**

- January 28, 2026

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:26 p.m.

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





Jennifer Oakes, Board Clerk

1/14/26

Date

