

REGULAR BOARD MEETING MINUTES

July 12, 2023

Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President
Mark Roberts, Vice President
Chuck Hays, Director
Deborah Philips, Director

Board Members Absent: Greg Snyder, Director

Staff Present: Don Bartz, General 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

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

Roll Call

Director Snyder was absent. Vice President Roberts was absent at Roll Call; he arrived at 5:05 p.m.

1) Approval of Agenda

Mr. Bartz requested to move Item 6g after Item 6d. Director Hays moved to approve the Agenda as amended. Director Philips seconded the motion. Motion carried 3-0.

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **State Senate** – Victor Hernandez, Field Representative for Senator Rosilicie Ochoa-Bogh, provided an update on pending legislation.

3) Consent Items

Director Philips moved to approve the consent items. Director Hays seconded the motion. Motion carried 3-0.

4) **Matters Removed from Consent Items** – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Public Hearing on Water Standby & Availability Fees for 2023/2024**

President Kujawa declared the public hearing open at 5:06 p.m.

1. **Secretary's Report**

Ms. Sevy reported the District received zero written protests, objections, or comments relating to the water standby and availability fees.

2. **Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported that on May 10, 2023, the Board adopted Resolution No. 2023-11; Initiating Proceedings to Fix, Levy and Collect Water Standby Assessments for the Fiscal Year 2023/2024, and the hearing was scheduled for July 12, 2023. Notice of Public Hearing was posted in the District office and District's website beginning June 22, 2023. Notice of Hearing was published in the Mountaineer Progress on June 22, June 29, and July 6, 2023. Copies of the report were made available in the District office for public review.

Compliance with all legal requirements for the hearing were within the manner and time specified with applicable law.

3. **Staff's Report**

Mr. Bartz reported the water standby charge report reflects each parcel of land within the District's boundaries for acreage within 660 feet of water line. The preliminary standby charge report was filed with the Secretary on June 30, 2023. The updated report details 3,569 parcels for a total assessment of \$283,419.10. This amount may change as parcels connect to the system before the final report is filed with the county by the August 2023 deadline.

4. **Public Comments, Protests, and Objections**

There were no public comments, protests, or objections.

Director Philips moved to closed the public hearing. Director Hays seconded the motion. Motion carried 4-0 and the hearing closed at 5:08 p.m.

b) **Discussion & Possible Adoption of Resolution No. 2023-18; Establishing Water Standby and Availability Fees for 2023/2024**

Staff Recommendation: For the Board to adopt Resolution 2023-18; Establishing Water Standby and Availability Fees for 2023/2024.

Mr. Bartz introduced this item.

Vice President Roberts moved to adopt Resolution No. 2023-18. Director Philips seconded the motion. Motion carried 4-0.

c) **Public Hearing on Delinquent Water User Charges**

President Kujawa declared the public hearing open at 5:12 p.m.

1. **Secretary's Report**

Ms. Sevy reported the District received zero written protests, objections, or comments relating to the delinquent water user charges.

2. **Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported notice of Public Hearing was posted in the District office and District's website beginning June 22, 2023. Notice of Hearing was published in the Mountaineer Progress on June 22, June 29, and July 6, 2023. Notice of delinquency and hearing were also mailed to delinquent users on June 20, 2023. Copies of the report were made available in the District office for public review.

Compliance with all legal requirements for the hearing were within the manner and time specified with applicable law.

3. **Staff's Report**

Mr. Bartz reported the Delinquent Water User Charges Report was filed with the Secretary on July 7, 2023, and details 829 customer accounts amounting to a total of \$144,609.43.

The Delinquent Water User Charges Report reflects each affected parcel of real property and the total amount of charges and delinquencies for each affected parcel as of June 30, 2023. The final list will be submitted to the County of San Bernardino for collection not later than August 10, 2023, and will be updated as necessary until submittal.

4. **Public Comments, Protests, and Objections**

Ms. Tawil provided a public comment.

Director Philips moved to close the public hearing. Vice President Roberts seconded the motion. Motion carried 4-0 and the hearing closed at 5:16 p.m.

d) **Discussion & Possible Adoption of Resolution No. 2023-19; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll**

Staff Recommendation: For the Board to adopt Resolution No. 2023-19; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll.

Mr. Bartz introduced this item.

Director Hays moved to adopt Resolution No. 2023-19. Director Philips seconded the motion. Motion carried 4-0.



e) **Discussion & Possible Action Regarding Purchase and Installation of Well No. 15 Production Pump Equipment and Variable Frequency Drive**

Staff Recommendation: For the Board to approve the purchase and installation of Well No. 15's production pump equipment and the variable frequency drive with electrical cabinets and motor control center.

Mr. Wright introduced this item.

Director Philips moved to approve the staff recommendation. Director Hays seconded the motion. Motion carried 4-0.

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

Staff Recommendation: None.

Ms. Sevy provided a presentation on the status of solid waste program implementation.

No action taken; not an action item.

g) **Update on Proposed Civic Center & Phelan Park Expansion Projects**

Staff Recommendation: None

Sophie Steeno provided an update on the status of the Civic Center Project.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets next Wednesday.
- b) **Finance Committee (Standing)** – Meets next week.
- c) **Legislative Committee (Standing)** – Meets again in September.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets in August.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Mr. Bartz reported that he met with the county on well permits and illegal grow cleanup.

9) **Reports**

a) **Director's Report**

Philips – Nothing to report.

Roberts – Nothing to report.

Hays – 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** – Fuel station capacity upgrade research is in progress.



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

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – July 26, 2023, 5:00 p.m.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:31 p.m.

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



Rebecca Kujawa, President of the Board



Date



Kim Sew, HR & Solid Waste Manager/District Clerk



Date

