

REGULAR BOARD MEETING MINUTES

June 1, 2022

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
Kathy Hoffman, Director
Charlie Johnson, Director
Mark Roberts, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Chris Cummings, Water Operations Assistant Manager
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel (Zoom)

Public: None

Call to Order

President Kujawa called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

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

2) Public Comment

a) General Public

None

b) Community Reports

- **C.E.R.T.** – Bonnie Butler with PPHCERT provided an update on recent classes. PPHCERT now meets on the first Thursday of each month in the Phelan Community Center. A training is scheduled for July on temporary evacuation points. PPHCERT will have a booth at SummerFest this weekend.

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, was in attendance but had nothing to report.
- **Mojave Water Agency** – Director Ken Anderson was in attendance and provided a presentation on the drought conditions.
- **Sheriff** – Sergeant Solorio provided call statistics for the month of May.

3) **Consent Items**

Director Johnson requested to remove Item 3a. Director Roberts moved to approve the remaining Consent Items. Director Philips seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items**

Item 3a "Approval of Board Minutes," was discussed; no changes were made. Director Johnson moved to approve Item 3a. Director Roberts seconded the motion. Motion carried 5-0.

5) **Presentations/Appointments**

None

6) **Continued/New Agenda Items**

- a) **Public Hearing on the 2022/2023 Budget (Fiscal Year Ending June 30, 2023)**
President Kujawa declared the Public hearing open at 6:28 p.m.

1) **Secretary's Report**

Ms. Ward reported the District received zero written protests, objections, or comments relating to the Proposed Adoption of the Final Budget for fiscal year ending June 30, 2023.

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

Mr. Kennedy reported Notice of Public Hearing was published in the Mountaineer Progress on May 12th, May 19th, and May 26th, 2022. The notice of public hearing was posted in the District office and on the District website on May 12th, 2022. Copies of the Fiscal Year 2022/2023 Budget have been made available in the District office and on the District website in accordance with applicable law. The District has complied with all legal requirements for this hearing within the manner and time specified in the Government Code.

3) **Staff's Report**

The Board reviewed the draft budget detail at several public meetings, including District Finance Committee meetings, workshops, and Board Meetings held February 23, March 22, March 30, and April 19. The budget schedule was made available online, in the newspaper, and in the office to encourage public attendance.

Staff made changes, as recommended by Board throughout the process, and the various draft budgets were made available to the public for review on the District website, in agenda packages, and in the District office.

4) Public Comment, Protests, and Objections

There were zero public comments, protests, or objections.

Vice President Philips moved to close the Public Hearing. Director Johnson seconded the motion. Motion carried 5-0.

The Public Hearing was closed at 6:31 p.m.

b) Discussion & Possible Adoption of Resolution No. 2022-18; Adopting the Budget for Fiscal Year Ending June 30, 2023

Staff Recommendation: For the Board to Resolution No. 2022-18; Adopting the Budget for Fiscal Year Ending June 30, 2023.

Ms. Lowrance introduced this item.

Vice President Philips moved to approve the staff recommendation. Director Johnson seconded the motion. Motion carried 5-0.

c) Update on the Proposed Civic Center & Phelan Park Expansion Projects

Staff Recommendation: None

Nothing to report. No action taken; not an action item.

d) Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District

Staff Recommendation: None

Mr. Bartz noted the upcoming Consolidation Meeting.

No action taken; not an action item.

7) Committee Reports/Comments

a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None

b) **Engineering Committee (Standing)** – Minutes are in the packet. Meets next week.

c) **Finance Committee (Standing)** – None

d) **Legislative Committee (Standing)** – Minutes are in the packet. Vice President Philips attended CSDA's Legislative Days.

e) **Parks, Recreation & Street Lighting Committee (Standing)** – None

f) **Waste & Recycling Committee (Standing)** – Meets next week.

8) Staff and General Manager's Report

Mr. Bartz reported that several customers have several months of ongoing leaks. Staff is looking at the Conservation Ordinance and is looking at enforcing compliance.

9) Reports

a) **Director's Report**

Johnson – Nothing to report.



Philips – Attended CSDA’s Legislative Days and learned about a lot of upcoming bills that could impact the District.

Roberts –

Hoffman – Attended CSDA

b) **President’s Report** – None

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

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- E-mail technical memorandum on consolidation to the Board.
- Drought Assessment
- Schedule Town Hall on Consolidation
- Item 6h
- Solid Waste Rates

b) **Current Meeting Action Items**

- None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – June 15, 2022
 - Stage II Conservation Measures
 - Art Contest Award Winners

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:53 p.m.


Agenda materials can be viewed online at <https://www.pphcsd.org>



 Rebecca Kujawa, President of the Board

6-15-2022

 Date



 Kim Ward, HR Manager/Executive Secretary

6-15-2022

 Date

