

REGULAR BOARD MEETING MINUTES

April 22, 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
Jeanna Mills, Vice President
Deborah Philips, Director
Greg Snyder, Director

Board Members Absent: Chuck Hays, Director

Staff Present: Don Bartz, General Manager
George Cardenas, Asst. General Manager/Engineering Manager
Jennifer Oakes, Board Clerk/Parks Manager
Chris Cummings, Asst. Water Operations Manager

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, with the exception of Director Hays, were present at roll call.

1) Approval of Agenda

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

2) Public Comment

a) General Public

- Community member Peter Barnes provided comments about the delayed repairs to the Phelan Road bridge and expressed concern about its completion.

b) Community Reports

- County of San Bernardino Sheriff Sergeant Necochea provided call statistics for Phelan and Pinon Hills for March.

3) Consent Items

Vice President Mills requested to pull Item 3b from the Consent Calendar for discussion.

President Kujawa moved to approve the Consent Items, excluding Item 3b. Director Snyder seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

Following discussion, no action was taken.

5) Presentations/Appointments

- *Kapo Coulibaly PhD, P.G. – Water Resources Manager for Mojave Water Agency
MWA Ephemeral Washes Study: Sheep Creek Update*

6) Continued/New Agenda Items**a) Discussion and Possible Action for the Purchase of a 400-amp SCE Service Panel & Manual Transfer Switch for Well 16**

Staff Recommendation: Staff recommends that the Board approve the quote from CED-Victorville in the amount of \$81,270.44 for purchase of the required 400-amp SCE Service Panel and Manual Transfer Switch for Well 16.

Mr. Cummings introduced this item.

President Kujawa moved to approve the quote from CED-Victorville in the amount of \$81,270.44 for the purchase of the required 400-amp SCE Service Panel and Manual Transfer Switch for Well 16. Director Snyder seconded the motion. Motion carried 4-0.

b) Discussion and Possible Action for the Purchase of a 200-hp Production Pump, Motor, Column, Tube and Shaft for Well 16

Staff Recommendation: Staff recommends the Board approve the purchase and installation of Well No. 16's production pumping equipment to include a 200-hp Vertical Turbine Pump, Motor, Column Pipe, Tube and Shaft

Mr. Cummings introduced this item.

Director Snyder moved to approve the purchase and installation of Well No. 16's production pumping equipment to include a 200-hp Production Pump, Motor, Column Pipe, Tube and Shaft. Vice President Mills seconded the motion. Motion carried 4-0.

c) **Discussion and Possible Action Regarding Well 18 Change Orders – Installation of 100' Annular Cement Seal, Installation of PFD during Mechanical Development, Additional Mechanical Development and Design Balance.**

Staff Recommendation: For the Board to authorize payment of change orders for Well 18 – COR #6, COR #7, COR #8 and COR #9 to BEST Drilling and Pump.

Mr. Cummings introduced this item.

Director Snyder moved to authorize payment of change orders for Well 18 – COR #6, COR #7, COR #8 and COR #9 to BEST Drilling and Pump. Director Philips seconded the motion. Motion carried 4-0.

d) **Discussion and Possible Adoption of Resolution No. 2026-08: Adopting Policy 2102 – Protection from Wildfire Smoke**

Staff Recommendation: Staff recommends that the Board of Directors adopt Resolution No. 2026-08 approving Policy 2102 – Protection from Wildfire Smoke, establishing a formal District policy in compliance with California Code of Regulations, Title 8, Section 5141.1, and incorporating it into the District's Injury and Illness Prevention Program (IIPP).

Ms. Oakes introduced this item.

President Kujawa moved to adopt Resolution No. 2026-08 approving Policy 2102 – Protection from Wildfire Smoke, establishing a formal District policy in compliance with California Code of Regulations, Title 8, Section 5141.1, and incorporating it into the District's Injury and Illness Prevention Program (IIPP). Director Philips seconded the motion. Motion carried 4-0.

e) **Consideration of Dissolution and Re-Establishment of Ad Hoc Personnel Policy Committee**

Staff Recommendation: Staff recommends that the Board of Directors:

- 1. Formally dissolve the existing Ad Hoc Personnel Policy Committee, having fulfilled its initial assignment and*
- 2. Establish a new Ad Hoc Personnel Manual Review Committee, and that the Board President appoint two Directors to serve on the committee.*

Mr. Bartz introduced this item.

The Board of Directors formally dissolved the Ad Hoc Personnel Policy Committee, having fulfilled its initial assignment, and established a new Ad Hoc Personnel Manual Review Committee. Director Snyder volunteered to serve on the committee. President

Kujawa was appointed to serve as the second member. A motion was made by Director Snyder and seconded by Director Philips to dissolve the Ad Hoc Personnel Policy Committee, having fulfilled its initial assignment, and to establish an Ad Hoc Personnel Manual Review Committee. Motion carried 4-0.

f) **Update on District Projects**

- Mr. Cardenas provided an update on the construction of the Civic Center building, Phelan Park Enhancement, and future Phelan Park Expansion. Mr. Cardenas also provided additional information regarding the repair timeline of the Phelan Road Bridge.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Nothing to report, did not meet.
- b) **Finance Committee (Standing)** – Nothing to report, did not meet.
- c) **Legislative Committee (Standing)** – Director Philips gave a brief update regarding the advocacy trip to Sacramento during CSDA Legislative Days.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report, did not meet.
- e) **Waste & Recycling Committee (Standing)** – Nothing to report, did not meet.

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

Mr. Cummings provided an update regarding storm damage repairs and progress made.

9) **Reports**

a) **Director's Report**

Hays – Absent

Mills – Provided written report in agenda packet and added an additional verbal report regarding the advocacy trip to Sacramento, specifically noting that their meeting with State Parks was especially helpful.

Philips – Provided a verbal report regarding her recent attendance at the ASBCSD dinner.

Snyder – Nothing to report.

- b) **President's Report** – President Kujawa noted that she had provided a written report for the agenda packet regarding her attendance at the ASBCSD dinner.

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

11) **Review of Action Items**



- a) **Prior Meeting Action Items** – The Board requested a presentation showcasing an overview of the hydraulic model.
- b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- May 13, 2026

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:05 p.m.

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



Jennifer Oakes, Board Clerk

4/22/24

Date

