

SPECIAL BOARD MEETING MINUTES

July 29, 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
Chuck Hays, Director
Deborah Philips, Director
Greg Snyder, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Asst. General Manager/Engineering Manager
Jennifer Oakes, Board Clerk/Parks Manager
Heather Childress, Customer Service Manager
Chris Cummings, Asst. Water Operations Manager
David Noland, Finance Supervisor/Accountant

District Counsel: Wes Miliband, General Counsel

SPECIAL 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

None

3) Continued/New Agenda Items

a) Public Hearing on Water Standby and Availability Fees for Fiscal Year 2026/2027

President Kujawa declared the public hearing open at 5:01 p.m.

1) Board Clerk's Report

Ms. Oakes reported that 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. Miliband reported that on May 6, 2026, the Board of Directors adopted Resolution No. 2026-09; Initiating Proceedings to Fix, Levy, and Collect Water Standby Assessments for the Fiscal Year 2026/2027 and the hearing date was scheduled for July 8, 2026. The July 8, 2026 Board meeting was cancelled and the public hearing was not conducted on that date. The public hearing was subsequently scheduled for July 29, 2026. Notice of Public Hearing was posted in the District Office and on the District's website beginning on July 15, 2026. Copies of the report were made available in the District office for public review. Compliance with all legal requirements for the hearing are within the manner and time specified with applicable law.

3) Staff's Report

Mr. Bartz reported that the water standby charge report reflects each parcel of land within the District's boundaries for acreage within 660 feet of a water line.

Mr. Bartz also provided information for the public about what the water standby charges were for and what property owners may do if they believe their parcel has been included in the report in error.

The preliminary water standby charge report was filed with the Board Clerk on July 8, 2026. The updated report details 3,833 parcels for a total assessment of \$290,900.47. This amount may change as parcels connect to the system before the final report is filed with the County by the August 2026 deadline.

4) Public Comment, Protests, and Objections

There were no public comments, protests, or objections.

Director Snyder moved to close the public hearing. Director Philips seconded the motion. Motion carried 5-0 and the public hearing was closed at 5:11 p.m.

b) Discussion and Possible Adoption of Resolution No. 2026-15; Establishing Water Standby and Availability Fees for Fiscal Year 2026/2027



Staff Recommendation: For the Board to adopt Resolution No. 2026-15; Establishing Water Standby and Availability Fees for Fiscal Year 2026/2027.

Mr. Bartz introduced this item.

President Kujawa moved to adopt Resolution 2026-15. Director Snyder seconded the motion. Motion carried 5-0.

c) Public Hearing on Delinquent Water User Charges

President Kujawa declared the public hearing open at 5:13 p.m.

1) Board Clerk's Report

Ms. Oakes reported that the District received zero written protests, objections, or comments relating to the delinquent water user charges. Ms. Oakes did report that the District received one oral comment regarding the matter at its July 22, 2026 meeting. Those comments have been retained as part of the District's record and are before the Board for consideration in connection with the public hearing.

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

Mr. Miliband reported that the public hearing on Delinquent Water User Charges was originally scheduled for July 22, 2026, but that the statutory newspaper publications required did not occur as expected. The public hearing was therefore not conducted on that date. The public hearing was rescheduled for July 29, 2026. Notice identifying the revised hearing date was published in the Daily Press on July 15 and July 22, 2026. The revised hearing date and notice were also posted the District's website. No second mailing was issued. Copies of the Delinquent Water User Charges and proposed Resolution No. 2026-16 were made available for public inspection at the District office. Based on the District's records, the required notice and procedural steps for this public hearing were completed in the manner and time required by applicable law.

3) Staff's Report

Mr. Bartz provided an explanation of why a property might be included in the report as well as what users can do to be removed from the report.

Mr. Bartz reported the Delinquent Water User Charges Report was filed with the Board Clerk on July 22, 2026 and details a total amount subject as \$116,425.88.

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 July 22, 2026. The final list will be submitted to the County of San

Bernardino for collection not later than August 10, 2026, and will be updated as necessary until submittal before the final report is filed.

4) Public Comment, Protests, and Objections

There were no written public comments, protests, or objections.

Director Philips moved to close the public hearing. Director Mills seconded the motion. Motion carried 5-0 and the public hearing was closed at 5:20 p.m.

d) Discussion and Possible Adoption of Resolution No. 2026-16; 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. 2026-15; Establishing Water Standby and Availability Fees for Fiscal Year 2026/2027.

Director Snyder moved to adopt Resolution No. 2026-16. Vice President Mills seconded the motion. Motion carried 5-0.

4) Review of Current Meeting Action Items

Current Meeting Action Items – None.

5) Recess to Closed Session

The Board recessed to closed session at 5:22 p.m.

6) Return to Open Session – Announcement of Reportable Action

The Board returned to open session at 5:29 p.m. with no reportable action.

7) Adjournment

With no further business before the Board, the meeting was adjourned at 5:29 p.m.

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


Jennifer Oakes, Board Clerk

7/29/26
Date