

REGULAR BOARD MEETING MINUTES
March 22, 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
Greg Snyder, Director

Board Members Absent: Kathy Hoffman, Director

Staff Present: Lori Lowrance, Assistant General Manager/CFO
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel (Remote)

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 but Director Hoffman were present.

1) Approval of Agenda

Vice President Roberts moved to approve the Agenda. Director Hays seconded the motion. Motion carried 4-0.

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **Federal Representative** – Hayden Bartz, Field Representative for Congressman Obernolte, provided an update on HR-1 and the 2024 budget.

3) Consent Items

Director Snyder moved to approve the Consent Items with the correction to the meeting date on the minutes. Director Hays seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

None

5) Presentations/Appointments

None

6) Continued/New Agenda Items**a) Discussion & Possible Action Regarding Proposed Solid Waste Collection Rates & Authorization to Mail Proposition 218 Notification**

Staff Recommendation: For the Board to review the rates submitted by CR&R for solid waste collection service for fiscal year ending 2024.

Ms. Sevy presented this item.

Consensus of the Board was to authorize mailing of the notification and proposed rate schedule.

b) Presentation & Discussion Regarding Billing & Payment Options

Staff Recommendation: None

Ms. Oakes provided a presentation on billing and payment options.

Public comment was provided by Debbie McAfee and Peter Barnes.

ACTION ITEM: Payment and credit card processing information.

No action taken; not an action item.

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

Staff Recommendation: None

Ms. Sevy reported KTUA is working on a proposal for design and project management for the ARPA grant project. Ms. Oakes reported the RFQ did not go out according to schedule.

No action taken; not an action item.

7) Committee Reports/Comments

a) **Engineering Committee (Standing)** – Has not met.

b) **Finance Committee (Standing)** – Met this week and reviewed the budget.

c) **Legislative Committee (Standing)** – Met last week. Director Snyder was appointed committee chair. Reviewed a proposed ballot measure which CSDA is requesting the Board to pass a resolution of opposition.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Reviewed park activities and programs.

e) **Waste & Recycling Committee (Standing)** – Has not met.

8) Staff and General Manager's Report

Nothing further to report.

9) **Reports**

a) **Director's Report**

Roberts – Nothing to report.

Hays – Nothing to report.

Snyder – Nothing to report.

b) **President's Report** – Attended Association of San Bernardino County Special Districts Board of Directors for the first time as a member of their Board of Directors and noted they have a new website. A report will be provided in the next agenda packet.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Complete

b) **Current Meeting Action Items** – Payment & Credit Card Processing Information

12) **Set Agenda for Next Meeting**

- Special Board Workshop – April 5, 2023, 5:00 p.m.
- Regular Board Meeting – April 12, 2023, 5:00 p.m.
 - o Review of payment processing costs
 - o Budget policy on consent calendar

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:43 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