

## **REGULAR BOARD MEETING MINUTES**

May 4, 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:** Lori Lowrance, Assistant General Manager/CFO  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager

**District Counsel:** Steve Kennedy, General Counsel (Zoom)

**Public:** None

### **Call to Order**

Director 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**

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, gave an update on Operation Hammerstrike.
- **Sheriff** – Sergeant Paul Solorio gave the call statistics for April. There were four marijuana grows eradicated in the Phelan area and seven search warrants served on illegal marijuana grows in Pinon Hills.

**3) Consent Items**

Vice President Philips moved to approve the Consent Items. Director Roberts seconded the motion. Motion carried 5-0.

**4) Matters Removed from Consent Items**

None

**5) Presentations/Appointments**

None

**6) Continued/New Agenda Items****a) Discussion & Possible Acceptance of Strategic Plan Amendments**

Staff Recommendation: For the Board to accept the proposed amendments to the District's Strategic Plan.

Ms. Lowrance introduced this item.

After discussion, Vice President Philips moved to accept the strategic plan with an amendment to Section 3.2. Director Johnson seconded the motion. Motion carried 5-0.

**b) Discussion & Possible Action Regarding Resolution No. 2022-13; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training**

Staff Recommendation: For the Board to review and adopt Resolution No. 2022-13; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training.

Ms. Ward introduced this item.

After discussion, Director Johnson moved to approve the staff recommendation. Director Roberts seconded the motion. Motion carried 5-0.

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

Staff Recommendation: None

Mr. Cardenas reported that not much movement has taken place since the last update, except that the percolation and infiltration report has been completed. The District is waiting for responses on plan checks that have been submitted, and the CEQA process is still ongoing with the county.

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. Cardenas reported that a meeting with the state will be taking place tomorrow afternoon.



No action taken; not an action item.

## 7) Committee Reports/Comments

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Met last month and received an update that MWA is moving forward with their percolation ponds and monitoring wells. Reviewed the water system, service line replacements, and state regulations. The Chromium-6 MCL is expected to be set at 10 ppb in the future.
- c) **Finance Committee (Standing)** – Met yesterday and went over disbursements and the budget. An update to the solar credits was received.
- d) **Legislative Committee (Standing)** – Meets next week. Legislative Days will be taking place in Sacramento the week after the meeting.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Met on April 12th. Reviewed the upcoming events and discussed a parks grant that the District applied for. Rowena McDermott gave an update on the Phelan Farmers Market.
- f) **Waste & Recycling Committee (Standing)** – Meets in June.

## 8) Staff and General Manager's Report

Ms. Ward gave a report on the tire day & community cleanup event that took place in April. There were 72 participants, 432 tires collected, and 3.69 tons of trash collected.

She also gave an update on some grant funds that the District has applied for. The District received a grant for \$75,000 to be used towards the AMI meters. The District applied for a \$2.7 million federal grant, and a representative came out to complete a site visit, review materials, and interview staff. The District also submitted a \$2 million application for community project funding with Congressman Obernolte's office, and the project was selected and forwarded to the Appropriations Committee.

## 9) Reports

### a) Director's Report

**Hoffman** – Nothing further to report.

**Philips** – Attended ASBCSD meeting last month and mentioned the programs that were discussed at the meeting.

**Roberts** – Nothing further to report.

**Johnson** – Nothing further to report.

### b) President's Report

– A report was included in the packet. Nothing further to report.

## 10) Correspondence/Information

– The items in the packet were noted.

## 11) Review of Action Items

### a) Prior Meeting Action Items

- A FAQ section regarding solid waste was developed for the website.

### b) Current Meeting Action Items

- None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – May 18, 2022
  - Vice President Philips will be absent.

13) **Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 6:31 p.m.

**Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case

14) **Return to Open Session** – Announcement of Reportable Action


The Board returned to open session at 6:51 p.m.

The Board reviewed a claim and instructed legal counsel to return the claim. No other reportable action was taken.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:51 p.m.

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

  
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Rebecca Kujawa, President of the Board

5/19/2022  
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Date

  
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Kim Ward, HR Manager/Executive Secretary

5/19/2022  
\_\_\_\_\_  
Date

