Phelan Piñon Hills CSD
Established 2008

A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

REGULAR BOARD MEETING MINUTES
September 9, 2026 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371

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
Aimee Williams, Risk and Compliance Specialist/Deputy Clerk
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 5:02 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. Director Snyder seconded the motion. Motion carried 5-0.

2) **Public Comment**
   a) **General Public**
      None

   b) **Community Reports**
      - **Sheriff** – Sergeant Necochea provided call statistics for Phelan and Pinon Hills for August.

3) **Consent Items**
   a) Approval of Minutes
   b) Informational – Summary of Directors' Expenses
   c) Approval of Board Stipends/Reimbursements

d) Acceptance of August 2026 Disbursements
e) Approval of Contractor Payments
f) Approval of Change Order No. 7 for the Civic Center Project

Vice President Mills requested to pull Item 3f for discussion. President Kujawa moved to approve the remaining Consent Items. Director Snyder seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items**
Item 3f – Approval of Change Order No. 7 for the Civic Center Project was pulled for further clarification. Mr. Cardenas explained the change order and answered questions from the Board.

Following the discussion, Director Hays moved to approve Item 3f. Director Philips seconded the motion. Motion carried 5-0.

5) **Presentations/Appointments**
None

6) **Continued/New Agenda Items**
a) **Consideration and Possible Acceptance of Mills Hardware Disbursements for the Period of August 1, 2026 – August 31, 2026**
Staff Recommendation: Staff recommends that the Board of Directors approve disbursements to Mills Hardware totaling $557.76 for the period of August 1, 2026 through August 31, 2026, as identified in the attached disbursement detail.

Mr. Bartz introduced this item.

Vice President Mills recused herself due to her ownership of Mills Hardware and left the dais on the advice of legal counsel at 5:18 pm.

Director Philips moved to approve the Mills Hardware disbursements. Director Snyder seconded the motion. Motion carried 4-0 with Director Mills recused.

Following the vote, Vice President Mills returned to the dais at 5:19 pm and resumed participation on the Board.

b) **Discussion and Possible Action for the Purchase and Installation of the Variable Frequency Drive, Motor Control Center, Electrical Components and Installation for Well 16**
Staff Recommendation: For the Board to approve the purchase and installation of the Variable Frequency Drive (VFD), Motor Control Center (MCC), Electrical Components and installation for Well 16.

Mr. Cummings introduced this item.

Director Snyder moved to approve the purchase and installation of the Variable Frequency Drive (VFD), Motor Control Center (MCC), Electrical Components and installation for Well 16. Vice President Mills seconded the motion. Motion carried 5-0.

c) **Discussion and Possible Action Regarding the Purchase and Programming of Tesco Controls SCADA Equipment for Wells 16 & 18**
Staff Recommendation: For the Board to approve the proposal from Tesco Controls to furnish, program and integrate SCADA controls to operate both Wells 16 & 18.

Mr. Cummings introduced this item.

President Kujawa moved to approve the proposal from Tesco Controls. Director Philips seconded the motion. Motion carried 5-0.

d) **Update on District Projects**
Staff Recommendation: None

Mr. Cardenas introduced this item and provided updates on the Civic Center, Phelan Park Enhancement, and Phelan Park Expansion projects. Information was also provided for upcoming Community Workshops.

No action taken; not an action item.

7) **Committee Reports/Comments**
   a) **Engineering Committee (Standing)** – Has not met.
   b) **Finance Committee (Standing)** – Has not met.
   c) **Legislative Committee (Standing)** – Was supposed to meet yesterday but the meeting was cancelled.
   d) **Parks, Recreation & Street Lighting Committee (Standing)** – Has not met.
   e) **Waste & Recycling Committee (Standing)** – Meets next week.

8) **Staff and General Manager's Report**
Mr. Bartz reported that the District had previously requested funding from the County to assist with repairs and improvements related to storm damage caused by the storms that occurred in late December and early January, but the funding request was rejected. Since that time, the District has been included in the updated state budget bill and is expected to receive $2.7 million in funding for District improvements.

9) **Reports**
   a) **Director's Report**
   Hays – Nothing to report.
   Mills – Nothing to report.
   Philips – Reported her attendance at the CSDA Annual Conference and learned more about the Public Records Act request process and recent Brown Act updates.
   Snyder – Nothing to report.

   b) **President's Report**

Noted her attendance at the August ASBCSD meeting and included a report in the packet.

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

11) **Review of Current Meeting Action Items**
    a) **Prior Meeting Action Items** – None
    b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**
    - September 23, 2026

13) **Recess to Closed Session**
    The Board recessed to closed session at 5:41 p.m.

    a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
    (Gov. Code § 54957)
    Title: General Manager

    b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
    (Paragraph (2) of subdivision (d) of Gov. Code § 54956.9)
    Significant exposure to litigation: Four potential cases.

14) **Return to Open Session – Announcement of Reportable Action**
    The Board returned to open session at 6:10 p.m. No reportable action was taken.

15) **Adjournment**
    With no further business before the Board, the meeting was adjourned at 6:10 p.m.

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

Aimee Williams

Aimee Williams, Deputy Clerk

9/17/2026

Date