

SPECIAL BOARD MEETING MINUTES

March 30, 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: Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Sean Wright, Water Operations Manager
Chris Cummings, Water Operations Assistant Manager
Jennifer Oakes, Executive Management Analyst
David Noland, Accountant

District Counsel: Steve Kennedy, General Counsel (Zoom)

Public: None

Call to Order

Director Kujawa called the meeting to order at 4:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

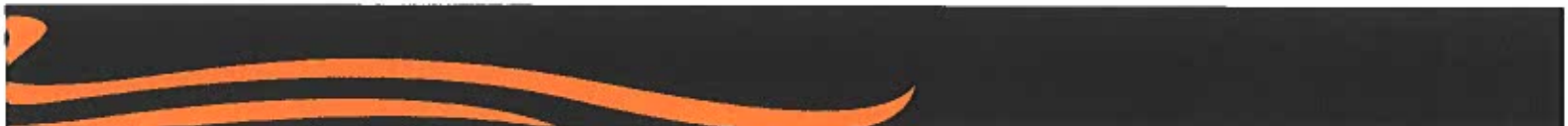
Vice President Philips moved to approve the Agenda. Director Hoffman seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

- Debbie McAfee stated she will have comments on Agenda Item 4.

3) Discussion & Possible Adoption of Resolution No. 2022-11; Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring that Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference



Meetings of the Board Of Directors and its Standing Committees for the Period March 30, 2022, to April 29, 2022, Pursuant to Brown Act Provisions

Staff Recommendation: For the Board to adopt Resolution No. 2022-11; Authorizing Remote Teleconference Meetings for the Period of March 30, 2022, to April 29, 2022, should the Board desire to continue holding remote teleconference meetings.

Mr. Bartz introduced this item.

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

4) First Reading of Ordinance No. 2022-02; Establishing Uniform Solid Waste, Recycling, and Organic Waste Disposal Requirements

Staff Recommendation: For the Board to waive the first reading of Ordinance No. 2022-02: Establishing Uniform Solid Waste, Recycling and Organic Waste Disposal Requirements.

Mr. Bartz introduced this item.

Vice President Philips moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion carried 5-0.

5) 2022/2023 Budget Workshop

a) Discussion & Possible Action Regarding Credit Card Use Fee

Staff Recommendation: That the Board authorize staff to resume charging the credit card convenience fee for all credit card purchases and increasing the cost to \$3.00 per transaction, effective July 1, 2022.

Ms. Lowrance introduced this item.

Director Hoffman moved to approve the staff recommendation. Vice President Philips seconded the motion. Motion passed 4-0; Director Johnson abstained.

b) Presentation Regarding Smart Meter Program Acceleration

Mr. Wright gave a presentation on the smart meter program.

Note: The presentation is available on the District's website.

No action taken; not an action item.

c) Review of 2022/2023 10 Year CIP & Maintenance Plans

Mr. Bartz introduced this item.

The Board reviewed the 2022/2023 10 Year CIP & Maintenance Plans.

No action taken; not an action item.

d) Review of 2022/2023 Draft Budget

Staff Recommendation: That the Board review the draft 2022/2023 Budget Detail schedule, make recommendations for changes if necessary, and authorize staff to

continue by using these schedules to compile the final budget document for the Budget Hearing (June 1, 2022).

Ms. Lowrance presented the draft Budget to the Board.

No action taken; not an action item.

6) Review of Action Items

a) Prior Meeting Action Items

- None

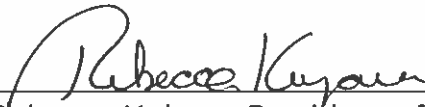
b) Current Meeting Action Items

- Update CIP Schedule

7) Adjournment

With no further business before the Board, the meeting was adjourned at 5:41 p.m.

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



Rebecca Kujawa, President of the Board

4/20/22

Date



Kim Ward, HR Manager/Executive Secretary



Date

