

REGULAR BOARD MEETING MINUTES

January 28, 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
Sean Wright, Water Operations Manager
Chris Cummings, Water Operations Asst. Manager
Jennifer Oakes, Board Clerk/Parks 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 5:00 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. Director Snyder seconded the motion.
Motion carried 5-0.

2) Public Comment

a) **General Public** – None

b) **Community Reports** –

- **Sheriff** – Sergeant Malensek provided an overview of recent activity in the community. Detailed statistics could not be provided due to a reporting system outage.

3) Consent Items

Director Snyder moved to approve the Consent Items. Director Hays seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items – None**5) Presentations/Appointments**

- *Presentation Regarding Q4 2025 State & Federal Advocacy Report
Presented by Jaime Rojas, Rojas Public Affairs*

6) Continued/New Agenda Items**a) Clarification of Civic Center and Emergency Operations Center Construction Contract Scope**

Staff Recommendation: Staff recommends that the Board receive and file the staff memo clarifying the scope of work included in the construction contract for the Civic Center and Emergency Operations Center Project. This item is provided to ensure that the public record accurately reflects the construction scope approved by the Board.

Mr. Bartz introduced this item.

No action required; not an action item.

b) Discussion and Possible Approval of Well No. 16 Change Orders for Best Drilling & Pump

Staff Recommendation: Staff recommends that the Board approve Well No. 16 Change Orders (COR #3 and COR #4) to Best Drilling & Pump in the total amount of \$162,333.70.

Mr. Wright presented this item.

Director Philips moved to approve the Well No. 16 Change Orders in the total amount of \$162,333.70. President Kujawa seconded the motion. Motion carried 5-0.

c) Update on District Projects

Staff Recommendation: None

Mr. Wright provided an update on the construction of the District's new Well 18 and about the current development of Well 16. He also provided information about distribution system stabilization since the recent declared disaster.

Mr. Cardenas provided an update on the current Phelan Park Enhancement, Future Phelan Park Expansion, and current Civic Center and Emergency Operations Center.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Vice President Mills provided a verbal report of the recent Engineering Committee meeting including the discussion of the 10 year CIP and the potential purchase of a skip loader.
- b) **Finance Committee (Standing)** – Has not yet met in 2026.
- c) **Legislative Committee (Standing)** – Director Philips noted that the recent legislative trip to Washington, D.C. has been cancelled and noted the upcoming legislative meeting.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Has not yet met in 2026.
- e) **Waste & Recycling Committee (Standing)** – Has not yet met in 2026.

8) **Staff and General Manager's Report**

Mr. Bartz provided an update on upcoming legislative days in Sacramento in April and advised that the Washington, D.C. trip was cancelled.

9) **Reports**

a) **Director's Report**

Hays – Nothing to report.

Mills – Nothing to report.

Philips – Nothing to report.

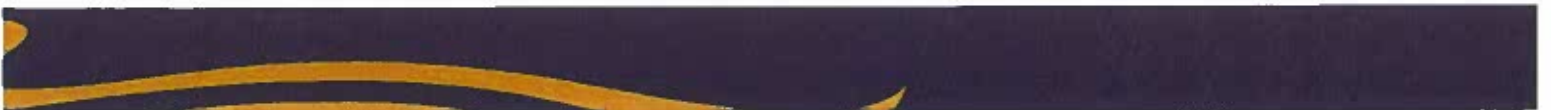
Snyder – Nothing to report.

b) **President's Report** – Nothing to report.

- 10) **Correspondence/Information** – The items in the packet were noted as well as the upcoming Civic Center and Emergency Operations Center Groundbreaking Ceremony coming up on February 10, 2026.

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – The Board directed staff to return the approved resolutions with amendments incorporated on the consent calendar.
- b) **Current Meeting Action Items** –
 - Board direction was given for staff to provide an updated explanation of funding for the Civic Center and EOC project.
 - Board direction was given for staff to provide two comparative proposals for storm repairs utilizing 8-inch and 12-inch pipe.



12) **Recess to Closed Session** – Recessed at 5:41 p.m.

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

The Board returned from closed session at 6:01 with nothing to report.

14) **Set Agenda for Next Meeting**

- February 11, 2026

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:01 p.m.

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



Jennifer Oakes, Board Clerk

1/28/26

Date

