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SPECIAL BOARD MEETING MINUTES

December 16, 2025 – 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
Deborah Philips, Vice President
Chuck Hays, Director
Jeanna Mills, 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
David Noland, Finance Supervisor

District Counsel: Wes Miliband, General Counsel

SPECIAL 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

Mr. Bartz requested removal of the closed session item listed on the agenda as it was deemed unnecessary.

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

2) Public Comment

- a) **General Public** - None
- b) **Community Reports** - None

3) Consent Items

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

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

- Presentation by SoCal Ren

6) Continued/New Agenda Items

- a) **Discussion & Possible to Award Professional Services Agreement to Merrell-Johnson for Qualified SWPPP Practitioner (QSP) Inspection Services – Civic Center Project (APN 3066-261-10, -08, 14)**

Staff Recommendation: For the Board to approve a Professional Services Agreement with Merrell-Johnson for QSP inspections and related stormwater compliance services for the Phase 1 Civic Center / Emergency Operations Center (EOC) Project in the amount not to exceed \$46,800 and authorize the General Manager to execute the Agreement and any necessary amendments, provided they do not exceed the authorized contract amount.

Mr. Cardenas introduced this item.

Director Hays moved to award the professional services agreement to Merrell-Johnson for SWPPP Inspection Services. President Kujawa seconded the motion. Motion carried 5-0.

- b) **Discussion and Possible Action Regarding Election of Officers**

Staff Recommendation: For the Board to elect a President and Vice President for 2026.

Mr. Bartz presented this item.

Director Philips nominated Director Kujawa for President of the Board. Director Snyder seconded the motion. Motion carried 5-0.

Director Philips nominated Director Mills for Vice President. Director Snyder seconded the nomination. Motion carried 5-0.



c) Discussion and Possible Action Regarding Committee Assignments

Staff Recommendation: For the Board President to appoint District Committees for 2026 and approve the proposed meeting schedule.

Mr. Bartz presented this item.

President Kujawa suggested appointing Directors to the following committees:

- Engineering – Vice President Mills and Director Hays
- Parks, Recreation, & Street Lighting – Vice President Mills and Director Snyder
- Waste & Recycling – Director Philips and Director Snyder
- Legislative – President Kujawa and Director Philips
- Finance – President Kujawa and Director Hays

Director Philips moved to approve the suggested changes to the committee assignments. Director Hays seconded the motion. Motion carried 5-0.

d) Update on District Projects

Staff Recommendation: None

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

- Engineering Committee (Standing)** – Nothing to report.
- Finance Committee (Standing)** – Met November 18 and reviewed the Financial Audit and other relevant reports.
- Legislative Committee (Standing)** – Met last week and discussed upcoming legislative advocacy trips.
- Parks, Recreation & Street Lighting Committee (Standing)** – Met in November. Appreciation was noted for staff for the Annual Christmas Tree lighting event held on December 5, 2025.
- Waste & Recycling Committee (Standing)** – Nothing to Report.

8) Staff and General Manager's Report**9) Reports****a) Director's Report**

Hays – Nothing to report.

Mills – Noted thanks to staff for the invitation to the December staff safety meeting and luncheon.



Philips – Reported her attendance at the Mojave Water Agency Technical Advisory Committee meeting. Also expressed thanks to staff for the invitation to the December staff safety meeting and luncheon.

Snyder – Nothing to report. Extended his wish for a Merry Christmas.

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

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Bring back a resolution approving staffing changes as part of a larger study encompassing the District’s salary schedule and salary policy.

b) **Current Meeting Action Items** – Requested that the 2026 Committee Calendar be included at the next meeting for discussion.

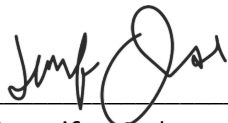
12) **Set Agenda for Next Meeting**

- December 24, 2025 - Cancelled
- January 14, 2026

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:42 p.m.

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



Jennifer Oakes, Board Clerk

12/22/2025

Date

