

REGULAR BOARD MEETING MINUTES

November 13, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Chuck Hays, President
Greg Snyder, Vice President
Rebecca Kujawa, Director
Deborah Philips, Director

Board Members Absent: Mark Roberts, Director

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. District Clerk/Administrative Specialist

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:03 P.M.

Call to Order

President Hays called the meeting to order at 5:03 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All but Director Roberts were present at roll call.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Vice President Snyder seconded the motion. Motion carried 4-0.

2) Public Comment

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

3) Consent Items

Director Kujawa moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

There were no matters removed.

5) **Presentations/Appointments**

- Meter Replacement Program Results

Mr. Wright provided a presentation on the results of the District's meter replacement program.

6) **Continued/New Agenda Items**

a) **Presentation, Discussion, & Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024**

Staff Recommendation: For the Board to accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2024, as presented by C.J. Brown & Company CPAs.

Chris Brown of C.J. Brown & Company CPAs presented the ACFR.

Director Philips moved to accept the ACFR. Vice President Snyder seconded the motion. Motion carried 4-0.

b) **Discussion & Possible Action Regarding District Health Benefits Contribution Increase for Employees**

Staff Recommendation: For the Board to implement an increase to the District's contribution towards employee's health insurance by \$81,000/year, effective January 1, 2025.

Mr. Bartz introduced this item.

Vice President Snyder moved to increase the District's contribution towards employee's health insurance. Director Kujawa seconded the motion. Motion carried 4-0.

c) **Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1C Operations Facility for FY 25/26**

Staff Recommendation: For the Board to authorize the purchase and installation of meter main section, transfer switch, & distribution section switchboard for site 1C, from Consolidated Electrical Distributor (CED).

Mr. Wright introduced this item.

President Hays moved to authorize the purchase. Director Philips seconded the motion. Motion carried 4-0.

d) **Request to Release Notice of Bidders for Phelan Park Enhancement Project**

Staff Recommendation: For Board approval to release the Notice to Bidders (Notice)

for the Phelan Park Enhancement Project upon final plan approval from the County of San Bernardino (County). This approach is proposed to meet critical grant deadlines.

Mr. Cardenas introduced this item.

Director Kujawa moved to approve the release of Notice to Bidders. Vice President Snyder seconded the motion. Motion carried 4-0.

e) **Update on District Projects**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Did not meet.
- b) **Finance Committee (Standing)** – Met last week and reviewed the audit.
- c) **Legislative Committee (Standing)** – Meets In December.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Did not meet; on track for upcoming Tree Lighting Ceremony.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Philips – Nothing to report.
Kujawa – Nothing to report.
Snyder – Nothing to report.

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** – None
- b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

Regular Board Meeting – December 11, 2024

NOTE: The November 27, 2024, Board Meeting was cancelled.

13) **Recess to Closed Session**

The Board recessed to closed session at 5:54 p.m.

- a) Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)
Six potential cases

- b) Conference with Real Property Negotiators
Government Code Section 54956.8
Property: APN 3100-561-14
Legal Description: PARCEL MAP 12544 PARCEL 2
District Negotiator: Donald J. Bartz, General Manager
Negotiating Party: Frank B. Olsen
Under Negotiation: Price and terms of payment

- c) Conference with Real Property Negotiators
Government Code Section 54956.8
Property: NEC and SWC of El Mirage Road and Meridian Road, El Mirage, California
District Negotiator: Donald J. Bartz, General Manager
Negotiating Party: Circle Green
Under Negotiation: Purchase Option

14) **Return to Open Session – Announcement of Reportable Action**
 The Board returned to open session at 6:38 p.m. The Board authorized the payment of a claim to Frontier in the amount of \$2,695.31. For the remainder of the closed session items no reportable action was taken.

15) **Adjournment**
 With no further business before the Board, the meeting was adjourned at 6:39 p.m.

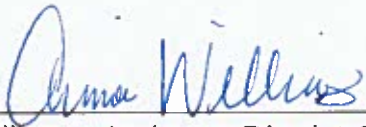
Agenda materials can be viewed online at www.pphcsd.org



 Chuck Hays, President of the Board



 Date



 Aimee Williams, Assistant District Clerk



 Date



Director Report
Rebecca Kujawa
ASBCSD Dinner 10/21/24

CSDA Report:

1. Initiative 1935 (Taxpayer Protection and Government Act) blocked by Supreme Court from appearing on ballot.

LAFCO Report:

1. Dagget CSD:
 - a. Has not been able to raise rates due to 218 process (voters against)
 - b. Looking to consolidate with Barstow (6 years out)
 - c. State has noticed CSD for failure to comply with maximum contaminant levels of uranium and failure to demonstrate adequate administrative and technical operations to maintain the water system.

Heather Dyer, CEO/GM, San Bernardino Valley Municipal Water District:

Topic: Thinking Beyond the Pipes: Organizations Rooted in People

1. Make an investment in people
2. Build them up to lead
3. Build a sense of belonging

Dr. Jennifer Alford, Director, CSUSB Institute for Watershed Resiliency

The IWR's mission is to lead & advocate for community-university partnerships that seek to mitigate & resolve complex water resources issues across diverse social, economic & environmental landscapes through environmental education, workforce readiness & stewardship.

To adequately address watershed level community needs requires an interdisciplinary approach to water resource issues. The primary objectives of the IWR include:

- Promote, develop, and sustain activities that mitigate water-centric issues across social, economic, environmental landscapes through interdisciplinary learning, service and research.
- Develop and facilitate collaborative agency-university workforce and professional development opportunities for students, educators, and community resource practitioners.
- Build, lead, and sustain partnerships and collaborations that provide resources for IWR program focus areas.
- Elevate best practices and innovations that support activities to promote the equity of water resources across watershed landscapes.

We welcome partnerships and financial support to ensure that our students and communities are prepared to meet dynamic water resources challenges through interdisciplinary collaborative approaches. Please check the Programs page where you can learn more about our Watershed Resiliency Career Pathways, and [Professional Development Incentive Program](#) student learning opportunities. You can also visit our [Partnership and Sponsorship](#) page to learn how you can learn how to financially support IWR and CSUSB students.