

REGULAR BOARD MEETING MINUTES

July 6, 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
Mark Roberts, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Chris Cummings, Water Operations Assistant Manager
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel (Zoom)

Public: None

Call to Order

President Kujawa called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

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

2) Public Comment

a) General Public

None

b) Community Reports

- **School District** – Dr. Holman reported on summer school and the safety audit being conducted of school district facilities. The district is focused on health and wellness. Dr. Holman thanked the District for the memorial reception hosted by the District and noted Director Johnson's community legacy. School start times will remain the same since the school district received a waiver for the later start time required by SB 328.

- **County Supervisor** – Kimberly Mesen, District Director for Supervisor Cook, reported the County Board of Supervisors approved the budget which includes additional funding for code enforcement to assist with illegal cannabis enforcement. Ms. Mesen offered her condolences for the loss of Director Johnson and noted how helpful he was for their office when Supervisor Cook was first elected.

3) Consent Items

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

4) Matters Removed from Consent Items

None

5) Presentations/Appointments

President Kujawa noted the Resolution in Recognition of Director Johnson.

6) Continued/New Agenda Items

a) Discussion & Possible Action Regarding Replacement of Vacant Board Seat

Staff Recommendation: None

Mr. Kennedy presented this item.

After discussion, consensus of the Board was to leave the vacant seat open for the general election.

b) Discussion & Possible Action Regarding Committee Assignments

Staff Recommendation: For the Board President to appointment Directors to vacant committee positions for the remainder of 2022.

Mr. Bartz presented this item.

President Kujawa appointed herself to the Finance Committee and Director Hoffman to the Parks, Recreation, and Street Lighting Committee. The Antelope Valley Adjudication Committee was decommissioned.

c) Discussion & Possible Action Regarding the General Manager's Evaluation Process

Staff Recommendation: For the Board to determine the process for evaluation of the District's General Manager.

After discussion, consensus of the Board was to use the same evaluation form as last year and for Ms. Ward to consolidate the responses, with Mr. Bartz providing specific goals for the upcoming year.

d) Update on the Proposed Civic Center & Phelan Park Expansion Projects

Staff Recommendation: None



Mr. Cardenas reported the Joshua Tree issue will be revisited in October by the state. Take permits can still be considered and the District is moving forward with Phase 1 of the project. Waiting on the county for submittals. Because the building is greater than 10,000 square feet, there are green energy requirements. KTUA is preparing a proposal to the submit to the Board for the park.

e) **Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District**

Staff Recommendation: None

Mr. Bartz noted the upcoming community meeting on July 23, 2022, at 10:00 a.m. in Phelan Park. Staff will meet with the state tomorrow to obtain clarification on funding eligibility.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The meeting was cancelled; will meet in September.
- b) **Finance Committee (Standing)** – Will meet in September.
- c) **Legislative Committee (Standing)** – Will meet in August.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Will meet next week.
- e) **Waste & Recycling Committee (Standing)** – Will meet next week.

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

Mr. Bartz thanked staff for putting together the community reception for Director Johnson. Nothing further to report.

9) **Reports**

a) **Director's Report**

Hoffman – Thanked staff and stated she will miss Charlie.

Roberts – Also thanked staff and noted he will miss Charlie as well.

Philips – Attended ASBCSD. Stated that she will miss Charlie.

b) **President's Report** – Nothing further 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 – July 20, 2022

15) **Adjournment**

With no further business before the Board, the meeting was adjourned in memory of Charlie Johnson at 6:39 p.m.

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



Rebecca Kujawa, President of the Board



Date



Kim Ward, HR Manager/Executive Secretary



Date

