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REGULAR BOARD MEETING MINUTES
January 19, 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
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Sean Wright, Water Operations Manager (Zoom)
Jennifer Oakes, Executive Management Analyst (Zoom)

District Counsel: Steve Kennedy, General Counsel (Zoom)

Public: Cheryl Rhoden
Gabriel Kujawa

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

Mr. Bartz requested to remove Item 6d from the agenda. Director Hoffman moved to approve the Agenda as amended. Vice President Philips seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

Cheryl Rhoden will have comments on Item 5 and Item 6b.

b) Community Reports

None

3) Consent Items



3) Consent Items

Director Roberts moved to approve the Consent Items. Vice President Philips seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items

None

5) Presentations/Appointments - Presentation of Draft Community Survey

Mr. Collier presented the draft survey for Board review.

6) Continued/New Agenda Items**a) Discussion & Possible Adoption of Ordinance No. 2022-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to adopt Ordinance No. 2022-01; Establishing Guidelines for Conduct of District Public Meetings and Activities.

Mr. Bartz presented this item.

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

b) Discussion & Possible Adoption of First Amendment to the Exclusive Franchise Agreement between the Phelan Piñon Hills Community Services District and CR&R Incorporated for the Solid Waste Handling and Recycling Services

Staff Recommendation: For the Board to review the First Amendment to the Exclusive Franchise Agreement between the Phelan Piñon Hills Community Services District and CR&R Incorporated for the Solid Waste Handling and Recycling Services ("Amendment").

Ms. Ward introduced this item. The Board discussed the Agreement & took comments from Cheryl Rhoden.

This item will be brought back to the next meeting.

c) Discussion & Possible Action Regarding the District's Purchasing Policy

Staff Recommendation: Staff recommends for the Board to review the District's purchasing policy and determine if any modifications are desired.

Mr. Bartz presented this item.

The Board discussed the policy and came to a consensus for Staff to amend the policy and bring it back to the Board for review and possible approval.

d) Discussion & Possible Action Regarding District Boundaries

Staff Recommendation: None

This item was removed from the agenda.



Staff Recommendation: None

Mr. Cardenas reported that the District heard back from the CEQA consultant; the draft CEQA should be ready for Staff review tomorrow. A notification letter is pending for San Manuel Band of Mission Indians to inform them of our project in compliance with AB 52.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Bartz reported that there are not a lot of updates at this time. Information is still being gathered on what consolidation looks like, including the funding of water rights.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Meets next week.
- c) **Finance Committee (Standing)** – Meets next week.
- d) **Legislative Committee (Standing)** – Reviewed draft poll.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Reviewed events for 2022.
- f) **Waste & Recycling Committee (Standing)** – Met last week. Reviewed Franchise Amendment.

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

None

9) **Reports**

- a) **Director's Report**
 - Hoffman** – Nothing further to report.
 - Philips** – ASBCSD Board election upcoming.
 - Roberts** – Nothing further to report.
 - Johnson** – Inquired about seeking the District of Distinction award from CSDA.
- 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



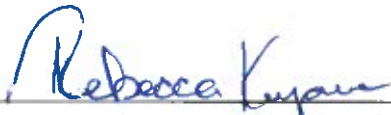
12) **Set Agenda for Next Meeting**

- **Special Board Meeting** – January 26, 2022
 - Report on Community Survey
- **Regular Board Meeting** – February 2, 2022
 - Draft Strategic Plan
 - Franchise Agreement Amendment
 - Purchasing Policy

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:35 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

