

REGULAR BOARD MEETING MINUTES

July 9, 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 (Zoom)
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, Executive Management Analyst
Aimee Williams, Asst. District Clerk/Administrative Specialist

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 but Director Hays were present at roll call.

1) Approval of Agenda

Mr. Bartz requested to remove Item 6h from the Agenda. Director Snyder moved to approve the Agenda as amended. Vice President Philips seconded the motion. Motion carried 4-0.

2) Public Comment

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

3) Consent Items

President Kujawa requested to pull Item 3c and Director Mills requested to pull Item 3e. Director Mills moved to approve the remaining Consent Items. President Kujawa seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

Item 3c (Approval of Travel/Training Request) and Item 3e (Acceptance of May Disbursements) were removed from Consent Items for further discussion. After some discussion, it was determined that no vote was necessary for Item 3c. Item 3e was discussed and more information will be provided at the next meeting to clarify the different types of director expenses.

Director Mills moved to approve the Item 3e. Director Snyder seconded the motion. Motion carried 4-0.

5) Presentations/Appointments – None

6) Continued/New Agenda Items

a) Public Hearing on Standby & Availability Fees for 2025/2026

President Kujawa declared the public hearing open at 5:07 pm.

1) Secretary's Report

Mr. Bartz reported that the District received zero written protests, objections, or comments relating to the water standby and availability fees.

2) Attorney's Report on Action Taken Prior to this Hearing

Mr. Miliband reported that on May 14, 2025, the Board of Directors adopted Resolution No. 2025-03; Initiating Proceedings to Fix, Levy and Collect Water Standby Assessments for the Fiscal Year 2025/2026 and the hearing date was scheduled for July 9, 2025. Notice of hearing was published in the Mountaineer Progress on June 19, June 26, and July 3, 2025. Additionally, Notice of Public Hearing was posted in the District Office and on the District's website beginning on June 19, 2025. Copies of the report were made available in the District office for public review. Compliance with all legal requirements for the hearing are within the manner and time specified with applicable law.

3) Staff's Report

Mr. Bartz reported that the water standby charge report reflects each parcel of land within the District's boundaries for acreage within 660 feet of a water line.

The preliminary water standby charge report was filed with the Secretary on June 30, 2025. The updated report details 3,884 parcels for a total assessment of \$293,453.80. This amount may change as parcels connect to the system before the final report is filed with the County by the August 2025 deadline.

4) Public Comment, Protests, and Objections

There were no public comments, protests, or objections.

Director Snyder moved to close the public hearing. Vice President Philips seconded the motion. Motion carried 4-0 and the public hearing was closed at 5:10 p.m.

b) **Discussion & Possible Adoption of Resolution No. 2025-07; Establishing Water Standby and Availability Fees for 2025/2026**

Staff Recommendation: For the Board to adopt Resolution No. 2025-07; Establishing Water Standby & Availability Fees for 2025/2026.

Mr. Bartz introduced this item.

President Kujawa moved to adopt Resolution No. 2025-07. Vice President Philips seconded the motion. Motion carried 4-0.

c) **Public Hearing on Delinquent Water User Charges**

President Kujawa declared the public hearing open at 5:11 pm.

1) **Secretary's Report**

Mr. Bartz reported that the District received one written protest, objection, or comment relating to the delinquent user water charges.

2) **Attorney's Report on Action Taken Prior to this Hearing**

Mr. Miliband reported that notice of hearing was published in the Mountaineer Progress on June 19, June 26, and July 3, 2025. Additionally, Notice of Public Hearing was posted in the District Office and on the District's website beginning on June 19, 2025. Notice of delinquency and hearing were also mailed to delinquent users on June 12, 2025. Copies of the report were made available in the District office for public review. Compliance with all legal requirements for the hearing are within the manner and time specified with applicable law.

3) **Staff's Report**

Mr. Bartz reported the Delinquent Water User Charges Report was filed with the Secretary on July 2, 2025, and details 558 customer accounts amounting to a total of \$156,104.62.

The Delinquent Water User Charges Report reflects each affected parcel of real property and the total amount of charges and delinquencies for each affected parcel as of June 30, 2025. The final list will be submitted to the County of San Bernardino for collection not later than August 10, 2025, and will be updated as necessary until submittal before the final report is filed.

4) **Public Comment, Protests, and Objections**

There were no public comments, protests, or objections.

Vice President Philips moved to close the public hearing. Director Snyder seconded the motion. Motion carried 4-0 and the public hearing was closed at 5:13 p.m.

d) **Discussion & Possible Adoption of Resolution No. 2025-08; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll**

Staff Recommendation: For the Board to adopt Resolution No. 2025-08; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collection of Said Charges on the San Bernardino County Tax Roll.

Mr. Bartz introduced this item.

Director Mills moved to adopt Resolution No. 2025-08. Vice President Philips seconded the motion. Motion carried 4-0.

e) **Public Hearing on Ordinance No. 2025-01; Setting Compensation for the District's Board of Directors**

President Kujawa declared the public hearing open at 5:14 pm.

1) **Secretary's Report**

Mr. Bartz reported that the District received zero written protests, objections, or comments relating to Ordinance No. 2025-01.

2) **Attorney's Report on Action Taken Prior to this Hearing**

Mr. Miliband reported the Notice of Public Hearing was published in the Mountaineer Progress on June 19, June 26, and July 3, 2025. Additionally, Notice was published in the District Office and on the District website June 19, 2025. The proposed Ordinance was made available on the District website and in the District office for public review. Compliance with all legal requirements for the hearing are within the manner and time specified with applicable law.

3) **Staff's Report**

Mr. Bartz reported that on May 28, 2025, the Board directed staff to begin the process to set Board compensation to \$150 per meeting. The last time the Ordinance was amended was on February 19, 2020. At that time, the compensation amount was adjusted from \$110 to \$120 per compensable meeting.

In order for the Ordinance to be adopted, a public hearing must first be held. After the public hearing and adoption of the Ordinance, the Ordinance will go into effect 60 days after adoption.

4) **Public Comment, Protests, and Objections**

Public comment was provided by Mr. Barnes and Ms. Rhoden.

Vice President Philips moved to close the public hearing. Director Mills seconded the motion. Motion carried 4-0 and the public hearing was closed at 5:18 p.m.

f) **Discussion & Possible Adoption of Ordinance No. 2025-01; Setting Compensation for the District's Board of Directors**

Staff Recommendation: For the Board to adopt Ordinance No. 2025-01; Setting Compensation for the District's Board of Directors.

Mr. Bartz introduced this item.

Director Snyder moved to adopt Ordinance No. 2025-01. President Kujawa seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Kujawa, Mills, Philips, Snyder

NOES: None

ABSENT: Hays

g) **Discussion & Possible Action Regarding California Special District Association's Board of Directors Election Term 2026-2028; Seat B - Southern Network**

Staff Recommendation: For the Board to consider the candidates and select one to support for the California Special District Association's Board of Directors Election Term 2026-2028; Seat B - Southern Network.

Mr. Bartz introduced this item.

Vice President Philips moved to vote for Don Bartz. President Kujawa seconded the motion. Motion carried 4-0.

h) **Further Review & Possible Action Regarding Resolution No. 2025-06; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training**

Staff Recommendation: For the Board to review Resolution 2025-06, previously adopted on June 11, 2025, concerning Board Member Compensation, Reimbursement, and Ethics Training, and provide further direction, if necessary.

NOTE: This item was removed from the agenda.

i) **Update on District Projects**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

NOTE: Director Snyder left the meeting during this item.

7) **Committee Reports/Comments**

a) **Engineering Committee (Standing)** – Meets next week.

b) **Finance Committee (Standing)** – Meets on 7/29/25.

c) **Legislative Committee (Standing)** – Met in June. Meets again in September.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next month.

e) **Waste & Recycling Committee (Standing)** – Met in June. CR&R noted that there is less contamination.

8) Staff and General Manager's Report

Nothing further to report.

9) Reports**a) Director's Report**

Mills – Nothing to report.

Philips – Attended ASBCSD and played a bingo styled game related to community outreach. Attended a Joshua tree presentation and noted permits for homeowners will be \$0 cost. Provided a personal statement related to her position as a Board member.

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 – Completed

b) Current Meeting Action Items

- Bring back Resolution No. 2025-06 to the first meeting in August.
- Provide clarification regarding Director expenses for Auto Expenses/Mileage Reimbursement.

12) Set Agenda for Next Meeting

- July 23, 2025 – President Kujawa will be absent. Meeting may be cancelled or rescheduled, if needed.
- August 13, 2025

13) Recess to Closed Session

The Board recessed to closed session at 5:40 p.m.

Conference with Legal Counsel – Anticipated Litigation
(Paragraph (2) of subdivision (d) of Gov. Code § 54956.9)
One potential cases

14) Return to Open Session – Announcement of Reportable Action

The Board returned to open session at 6:10 p.m. No reportable action was taken.

15) Adjournment

With no further business before the Board, the meeting was adjourned at 6:12 p.m.

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

Rebecca Kujawa

Rebecca Kujawa, President of the Board

8/13/25

Date

Aimee Williams

Aimee Williams, Assistant Board Clerk

8/13/25

Date

