

REGULAR BOARD MEETING MINUTES

November 2, 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
Lori Lowrance, Assistant General Manager/CFO
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
David Noland, Accountant

District Counsel: Steve Kennedy, General Counsel (Zoom)

REGULAR BOARD MEETING – 6:00 P.M.

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

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

2) Public Comment

a) General Public

None

b) Community Reports

- **Sheriff** – Sergeant Rios provided the call statistics for the month of October.
- **School District** – Dr. Holman, Superintendent of Snowline JUSD, provided an update on enrollment, programs, and events. The Veterans dinner is being held in person

this year November 9, 2022, at Serrano High School. Reminded everyone to vote. Thanked the Sheriff's Department for their assistance with recent events.

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, provided an update on upcoming county events. A resource fair will be held in the High Desert. Fire Station No. 10 is holding an open house from 9:00 a.m. to 3:00 p.m. Thanked the Sheriff's Department for their work with Operation Hammer Strike. Encouraged everyone to vote.

3) **Consent Items**

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

4) **Matters Removed from Consent Items**

None

5) **Presentations/Appointments**

Presentation of the District's Audit Report for Fiscal Year Ended June 30, 2022

By: Chris Brown, Fedak & Brown, LLP

6) **Continued/New Agenda Items**

a) **Discussion & Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2022**

Staff Recommendation: For the Board to Board accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2022, as presented by Fedak & Brown, LLP.

Mr. Bartz presented this item.

Vice President Philips moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion carried 4-0.

b) **Discussion & Possible Action Regarding Entering into a Professional Services Agreement for the District's Water Rates Study with IB Consulting, Inc.**

Staff Recommendation: For the Board to approve entering into a PSA with IB Consulting, Inc. to prepare the District's Water Rate Study.

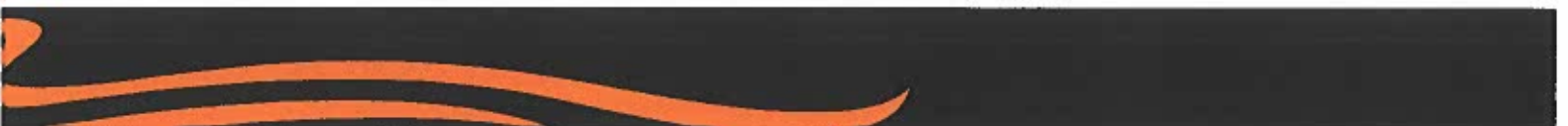
Mr. Bartz presented this item.

Director Hoffman moved to approve the staff recommendation. Vice President Philips seconded the motion. Motion carried 3-1 with Director Roberts opposed.

c) **Discussion & Possible Action Regarding Potential Financing Options for the Civic Center**

Staff Recommendation: For the Board to review and discuss possible financing options for the Civic Center Building (Phase I of the Civic Center Project) and give staff direction to pursue the financing process.

Mr. Bartz and Ms. Lowrance presented this item.



Consensus of the Board was for staff to move forward with the Muni finance option for the District's Civic Center Project.

d) **Discussion Regarding AB 2449 (Rubio) and AB 361 (Rivas) Related to District Meetings**

Staff Recommendation: None

Mr. Kennedy provided a presentation.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Bartz had nothing to report.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The minutes are in the packet. They meet again next Wednesday.
- b) **Finance Committee (Standing)** – Met and reviewed the audit.
- c) **Legislative Committee (Standing)** – Meets next week.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – The minutes are in the packet.
- e) **Waste & Recycling Committee (Standing)** – Meets next week. The last meeting minutes are in the packet.

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

Engineering staff and Mr. Bartz attended the ESRI conference. Engineering staff presented at the conference showing what the District is doing with GIS technology. A presentation will be given to the Board.

Mr. Wright provided an update on the county's Phelan Road widening project. Currently, four turn lanes are being installed. In 2025, the road will be widened.

9) **Reports**

a) **Director's Report**

Philips – Nothing further to report.

Hoffman – Noted the commendation of District staff in the packet.

Roberts – Nothing further to report.

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



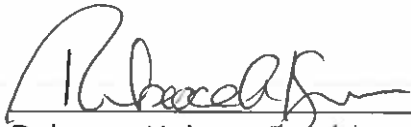
12) **Set Agenda for Next Meeting**

- Regular Board Meeting – November 16, 2022

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:22 p.m.

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



Rebecca Kujawa, President of the Board



Date



Kim Sevy, HR Manager/Executive Secretary



Date

