

REGULAR BOARD MEETING MINUTES

October 9, 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
Mark Roberts, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

President Hays called the meeting to order at 5:01 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Vice President Snyder moved to approve the Agenda. Director Kujawa seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – Peter Barnes provided public comment.

b) Community Reports

- **Fire** – Battalion Chief Spies provide an update on the Line Fire and services available.
- **School District** – Superintendent Holman provided an update on school district activities and invited the Board to an industry advisory meeting on October 24, 2024, from 4:30-5:00pm at the school district office.

3) Consent Items

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

4) Matters Removed from Consent Items

There were no matters removed.

5) Presentations/Appointments – None**6) Continued/New Agenda Items****a) Discussion & Possible Action Regarding Resolution No. 2024-06; Establishing Policies for Board Conduct Amongst Directors and with Staff**

Staff Recommendation: None

Mr. Kennedy introduced this item.

No action taken; will be brought back at a future meeting.

b) Review of Resolution No. 2022-05; Establishing a Purchasing Policy

Staff Recommendation: None

Mr. Kennedy introduced this item.

No action taken; not an action item.

c) Discussion & Possible Adoption of Resolution of Resolution No. 2024-15; Authorizing Approval to Enter into a Professional Services Agreement with Superior Tank Solutions to Replace & Rehabilitate Components of Reservoir 1A-2

Staff Recommendation: For the Board to adopt Resolution No. 2024-15; Authorizing Approval to Enter into a Professional Services Agreement with Superior Tank Solutions to Replace & Rehabilitate Components of Reservoir 1A-2.

Mr. Wright introduced this item.

Director Kujawa moved to adopt Resolution No. 2024-15. Vice President Snyder seconded the motion. Motion carried 4-1 with Director Roberts opposed.

d) Discussion & Possible Action Regarding the Purchase & Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1B Operations Facility

Staff Recommendation: For the Board to approve the purchase and installation of meter main section, transfer switch, and distribution section switchboard for Site 1B of operations facility.

Mr. Wright introduced this item.

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

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)** – Cancelled for October.
- b) **Finance Committee (Standing)** – Will meet on November 5, 2024, in the District office.
- c) **Legislative Committee (Standing)** – Nothing to report.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – Cancelled for October.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Roberts – Nothing to report.

Snyder – Attended Phelan Phamily Phun Day.

Kujawa – Noted the ways Board members are informed and educated on District related matters.

Philips – Attended MWA's Technical Advisory Committee meeting.

b) **President's Report** – Attended Phelan Phamily Phun Day.

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Date Requested: June 26, 2024
Provide the Board with two years of disbursement history for fuel purchases, food purchases, training and conference purchases, and the policies and procedures related to those items.
Status: Pending
- Date Requested: September 25, 2024
Cancel or reschedule committee meetings in October.
Status: Complete

b) **Current Meeting Action Items**

- Purchasing policy to be brought back to a future meeting
- Look into utilizing battery backups and research possible related grants

12) **Set Agenda for Next Meeting**
Regular Board Meeting – October 23, 2024

13) **Recess to Closed Session**
The Board recessed to closed session at 6:35 p.m.

CLOSED SESSION

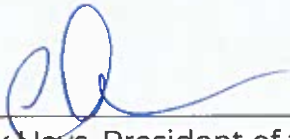
Conference with Legal Counsel – Existing Litigation
[Government Code Section 54956.9(d)(1)]

Name of Case: In re SunPower Corporation, et al., United States Bankruptcy Court Case No. 24-11649 (CTG)

14) **Return to Open Session – Announcement of Reportable Action**
The Board returned to open session at 7:03 p.m. There was no reportable action.

15) **Adjournment**
With no further business before the Board, the meeting was adjourned at 7:03 p.m.

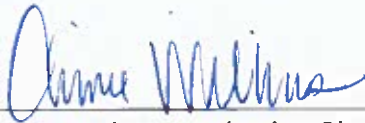
Agenda materials can be viewed online at www.pphcsd.org



Chuck Hays, President of the Board

11/13/24

Date



Aimee Williams, Assistant District Clerk

11/13/24

Date

