

## **REGULAR BOARD MEETING MINUTES**

January 18, 2023  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

- Board Members Present:** Rebecca Kujawa, President  
Mark Roberts, Vice President  
Kathy Hoffman, Director  
Chuck Hays, Director  
Greg Snyder, Director
- Board Members Absent:** None
- Staff Present:** Don Bartz, General Manager  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
George Cardenas, Engineering Manager  
Chris Cummings, Assistant Water Operations Manager  
Jennifer Oakes, Executive Management Analyst
- 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**

Director Snyder moved to approve the Agenda. Director Hoffman seconded the motion. Motion carried 5-0.

#### **2) Public Comment**

##### **a) General Public**

A written comment was submitted and will be added to the minutes.

##### **b) Community Reports**

None

**3) Consent Items**

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

**4) Matters Removed from Consent Items**

None

**5) Presentations/Appointments**

None

**6) Continued/New Agenda Items**

**a) Discussion & Possible Adoption of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training**

Staff Recommendation: For the Board to review and adopt Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training.

Mr. Bartz presented this item.

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

**b) Discussion & Possible Adoption of Ordinance No. 2023-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to adopt Ordinance No. 2023-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

Ms. Sevy presented this item.

Director Hays moved to approve the staff recommendation. Director Snyder seconded the motion. Motion carried 3-2 with Director Hoffman and Vice President Roberts opposed.

ACTION ITEMS: Notice new meeting dates and time. Update budget schedule. Cancel regular Board meeting on January 25, 2023.

NOTE: The next regular meeting will be on February 8, 2023; a special meeting will still be held on February 1, 2023, at 4:00 p.m.

**c) Discussion & Possible Action Regarding Agreement for Services with Rider Levett Bucknall for Project Management Services for Phase I of the Civic Center Project**

Staff Recommendation: For the Board to approve the Agreement for Services with RLB for Project Management Services for Phase 1 of the Civic Center Project.

Mr. Cardenas presented this item.

Vice President Roberts moved to approve the staff recommendation. President Kujawa seconded the motion. Motion carried 5-0.



ACTION ITEM: Provide Gantt chart or other type of schedule for the project.

d) **Discussion & Possible Adoption of Resolution No. 2023-03; Modifying Section 2200 “Water Fees & Penalties” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Service**

Staff Recommendation: For the Board to adopt Resolution No. 2023-03; Modifying Section 2200 “Water Fees & Penalties” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Services.”

Mr. Bartz introduced this item.

Director Hoffman moved to approve the staff recommendation. Director Snyder seconded the motion. Motion carried 5-0.

e) **Discussion & Possible Action Regarding Revision to the District's Personnel Manual Section 3.7 “Salary Ranges” & Section 3.8 “Reclassifications”**

Staff Recommendation: For the Board to approve the proposed revisions to the District's Personnel Manual Section 3.7 “Salary Ranges” and Section 3.8 “Reclassifications.”

Ms. Sevy introduced this item.

Director Snyder moved to approve the staff recommendation. Director Hays seconded the motion. Motion carried 5-0.

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

Staff Recommendation: None

Mr. Cardenas provided an update.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – January meeting was cancelled.
- b) **Finance Committee (Standing)** – Met and reviewed financials and disbursements and discussed the budget process.
- c) **Legislative Committee (Standing)** – Have not met.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Reviewed the CIP.
- e) **Waste & Recycling Committee (Standing)** – Will meet next week.

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

Nothing further to report.

9) **Reports**

- a) **Director's Report**
  - Hoffman** – Nothing to report.
  - Roberts** – Nothing to report.



**Hays** – Nothing to report.  
**Snyder** – Nothing 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** – Complete

b) **Current Meeting Action Items**

- Update budget schedule to reflect new meeting dates/time
- Cancel January 25, 2023, regular Board meeting
- Update meeting calendar and notice new meeting days/time
- Gantt chart, or similar, for Civic Center Project


12) **Set Agenda for Next Meeting**

- Special Board Meeting – February 1, 2023
- Regular Board Meeting – February 8, 2023

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:04 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)

  
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Rebecca Kujawa, President of the Board

4/5/23  
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Date

  
\_\_\_\_\_  
Kim Sey, HR & Solid Waste Manager/District Clerk

4/5/2023  
\_\_\_\_\_  
Date



## Kim Sevy

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**From:** cheryl rhoden <rhodenccc@yahoo.com>  
**Sent:** Wednesday, January 18, 2023 12:40 PM  
**To:** Kim Sevy  
**Subject:** Board meeting, Jan. 18, 2022, Item 6B - Guidelines for Conduct of Board meetings.

Hi Kim,

Please distribute this to the Board for tonight's meeting:

I write to suggest the Board consider the following when reorganizing the meeting dates and times:

1) Start time: A start time of 5pm will limit public participation for those who work standard hours. If enacted, the Board may wish to consider a policy of not starting public hearings prior to 6pm or 6:30pm to accommodate greater public participation. The agenda could be organized in such a way as to allow other business before the Board to be considered first.

2) Meeting Schedule & Committees: The Board may want to revisit the necessity of committees. Back in the dark ages, when the CSD was formed, committees were established to allow the Board to move forward on issues while it sought staff and organized itself. The number of committees has been revisited from time-to-time over the years, and several were disbanded. Most of the Standing Committees now meet quarterly and are generally of short duration.

The Board could consider using the second meeting of the month as a replacement for the committees and utilize the first meeting of the month for business and public hearings. Staff has to prepare the agenda items and distribute them. The greatest cost for those meetings is staff time. Meeting more-or-less as a committee of the whole to review what is now brought to committees would benefit the entire Board and result in savings in staff time.

Reorganizing the second meeting to primarily focus on discussion items would likely preclude the need for legal counsel to be present. The Board would want to retain latitude to allow for an action item if needed.

3) Minutes: It is current Board policy that the Minutes be "action minutes." I respectfully submit that when the motion is to approve the staff recommendation "with amendments" it be the policy that those amendments be detailed in the Minutes. Otherwise, there is no formal, written record of the Board's action.

Thank you for your consideration.  
Sincerely,  
Cheryl D. Rhoden