



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

REGULAR BOARD MEETING MINUTES

November 16, 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: Lori Lowrance, Assistant General Manager/CFO
Kim Sevy, HR & Solid Waste Manager/District Clerk
George Cardenas, Engineering Manager
Chris Cummings, Assistant Water Operations Manager
David Noland, Finance Supervisor
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

Ms. Sevy requested to removed Item 13 and Item 14 from the Agenda. Director Hoffman moved to approve the Agenda as amended. Vice President Philips seconded the motion. Motion carried 4-0.

2) Public Comment

a) General Public

Public comment was given by:

- Peter Barnes

b) Community Reports

None

3) **Consent Items**

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

4) **Matters Removed from Consent Items**

None

5) **Presentations/Appointments**

None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Adoption of Resolution No. 2022-30; Authorizing the Opening of a Brokerage Account with Charles Schwab**

Staff Recommendation: For the Board to adopt Resolution No. 2022-30; Authorizing the opening of a brokerage account with Charles Schwab.

Ms. Lowrance presented this item.

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

b) **Discussion & Possible Action Regarding Resolution No. 2022-31; Authorizing the Execution of a Lease Agreement and Site Lease, and Authorizing and Directing Certain Actions in Connection Therewith for the Financing of the Civic Center Building**

Staff Recommendation: For the Board to approve Resolution No. 2022-31; Authorizing the Execution of a Lease Agreement and Site Lease and Authorizing and Directing Certain Actions in Connection Therewith for the Financing of the Civic Center Building (Phase I of the Civic Plaza Project).

Ms. Lowrance presented this item.

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

c) **Introduction of Ordinance No. 2022-03; Establishing Regulations for Custody & Use of the District Seal, District Logo, and District Insignia**

Staff Recommendation: For the Board to review Ordinance No. 2022-03; Establishing Regulations for Custody & Use of the District Seal, District Logo, and District Insignia.

Ms. Sevy presented this item.

No action taken; not an action item.

d) **Update on Uniform Solid Waste Collection & Possible Authorization to Amend Uniform Collection Ordinance**

Staff Recommendation: None



Ms. Sevy provided a presentation.

NOTE: The presentation is available on the [District's website](#).

Consensus of the Board to begin process to amend the Uniform Collection Ordinance with proposed changes.

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

Staff Recommendation: None

Mr. Cardenas noted the Civic Center site plan and studies have been submitted to the state clearing house and no comments have been received. Construction drawings are in the 4th round of plan checks. The street plan is in the 4th round of plan checks as well. The WQMP was resubmitted at the end of September. The preliminary drainage was approved with redlines. The grading plan has been in review since August and is tied to the entire 14-acre property. The landscape plan was submitted last year and won't be reviewed until other components are reviewed. The Edison service upgrade has been finalized with the Edison engineer and staff is working with the designer. The incidental take permit was submitted; waiting on the invoice and receipt. This could take 6-8 months for review and primarily concerns the park project. The county is waiting for fees and deposits for the park portion CUP – the county needs to approve a preliminary site plan first. The traffic study has been approved along with the percolation test. The geotechnical report has been conditionally approved. The biological assessment has also been approved. The cultural report has been approved. The hydrology study is pending. The preliminary grading plan is awaiting the draft CEQA report. The complexity of the two projects is causing delays at the county with approval. Supervisor Cook's representative is assisting with initiating a meeting with the Director of Planning. The grading plan for both projects is necessary to begin on the Civic Center.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Met last week and reviewed the water system and worked on the CIP for next year.
- b) **Finance Committee (Standing)** – Did not meet.
- c) **Legislative Committee (Standing)** – Met last week and reviewed the election results.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Did not meet.
- e) **Waste & Recycling Committee (Standing)** – Met last week and reviewed some of the items in the presentation for this meeting.

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

Nothing further to report.

9) **Reports**

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



Philips – Thanked everyone for her time on the Board and noted she will still be involved in the community.

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: Logo Use Policy

b) **Current Meeting Action Items** – None

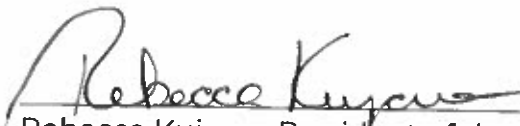
12) **Set Agenda for Next Meeting**

• Regular Board Meeting – December 7, 2022


13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:17 p.m.

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



Rebecca Kujawa, President of the Board



Date



Kim Sew, HR Manager/Executive Secretary



Date

