

REGULAR BOARD MEETING MINUTES

February 11, 2026 – 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
Jeanna Mills, Vice President
Chuck Hays, Director
Deborah Philips, 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
David Noland, Finance Supervisor/Accountant
Aimee Williams, Risk and Compliance Specialist/Deputy Board Clerk

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 Directors were present at roll call.

1) Approval of Agenda

Mr. Bartz requested that the closed session be held at 5:30pm to accommodate the attorney's schedule. Director Snyder moved to approve the agenda as amended. Director Philips seconded the motion. Motion carried 5-0.

2) Public Comment

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

3) Consent Items

Director Mills requested to remove Item 3f – Revised Committee Schedules. Director Snyder moved to approve the remaining Consent Items. Director Philips seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items

Director Mills requested that Item 3f – Revised Committee Schedules be removed from the Consent Agenda. An update was made to the Parks Committee meeting time, changing it from 4:30 p.m. to 5:00 p.m. By consensus, the Board approved Consent Item 3f as revised.

5) Presentations/Appointments

- *Presentation Regarding AB 2561 by Aimee Williams, Risk and Compliance Specialist/Deputy Board Clerk*

6) Continued/New Agenda Items**a) Public Hearing – Assembly Bill 2561: Annual Vacancy and Recruitment Process**

Staff Recommendation: Staff recommends the Board open and conduct the public hearing required under Assembly Bill 2561 to receive the District's annual report on employee vacancies, recruitment, and retention efforts, and close the public hearing upon conclusion of public comment.

President Kujawa declared the public hearing open at 5:09 pm.

1) Staff Report

This item is heard in accordance with AB 2561 which mandates public agencies conduct a noticed public hearing each fiscal year prior to budget adoption to present information on the status of their job vacancies, recruitment, and retention efforts. Staff will present information to comply with and provide transparency related to these considerations. The public will be given an opportunity to speak and provide comments during the comment period of this hearing.

2) Public Comment, Protests, and Objections

There were no public comments, protests, or objections.

President Kujawa declared the public hearing closed at 5:10 pm.

No action taken; not an action item.

b) Discussion and Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended on June 30, 2025

Staff Recommendation: Staff recommends for the Board to accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ended June 30, 2025, as presented by C.J. Brown & Company CPAs.

Mr. Noland introduced this item. Chris Brown of C.J. Brown & Company CPAs presented the ACFR.

Director Snyder moved to accept the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2025 as presented by C.J. Brown & Company CPAs. Director Mills seconded the motion. Motion carried 5-0.

- 13) **Recess to Closed Session** (The Closed Session was completed after Item 6b to accommodate legal counsel's schedule)

The Board recessed to closed session at 5:30 p.m.

Conference with Legal Counsel – Anticipated Litigation
(Government Code § 54956.9(d)(2))
Two potential cases

- 14) **Return to Open Session – Announcement of Reportable Action**
The Board returned to open session at 5:42 p.m. with nothing to report.

6) Continued/New Agenda Items

- c) **Discussion and Possible Adoption of Reserves Schedule for 2025/2026**
Staff Recommendation: Staff recommends for the Board to approve the 2025/2026 Reserves Schedule in compliance with Resolution No. 2024-05.

Mr. Noland presented this item.

Director Hays moved to approved the 2025/2026 Reserves Schedule in compliance with Resolution No. 2024-05. President Kujawa seconded the motion. Motion carried 5-0.

- d) **Discussion and Authorization of Funding Strategy – Civic Center and Emergency Operations Center Project**
Staff Recommendation: Staff recommends the Board review and authorize the proposed funding strategy for the previously approved Civic Center and Emergency Operations Center (EOC) project and authorize the use of up to \$5,019,000 in government funds to complete the previously approved funding plan.

Mr. Bartz presented this item.

Director Snyder moved to authorize the proposed funding strategy for the previously approved Civic Center and Emergency Operations Center (EOC) project and authorize the use of up to \$5,019,000 in government funds to complete the previously approved funding plan. Director Philips seconded the motion. Motion carried 5-0.

- e) **Discussion and Possible Action Regarding Purchase of a District Skip Loader**
Staff Recommendation: Staff recommends that the Board approve the purchase of a new Case 570N EP 4WD Tier 4 Final skip loader from Sonsray Machinery.

Mr. Wright presented this item.

Director Snyder recommended that staff order a machine with an enclosed cab due to inclement weather. Director Hays seconded the recommendation.

Director Snyder moved to approve the purchase of a new Case 570N EP 4WD Tier 4 Final skip loader from Sonsray Machinery, including additional funds on the lowest bid to add an enclosed cab. Director Philips seconded the motion. Motion carried 5-0.

f) **Discussion and Possible Action to Ratify Previously Purchased Materials and Authorize Additional Material Purchases Required to Drop Section Five Mainline Wash Crossings**

Staff Recommendation: Staff recommends the Board ratify the purchase of materials previously acquired for the Trinity x Hollister wash crossing due to operational necessity and authorize the purchase of additional materials required to complete the remaining five mainline wash crossings, in the amounts presented, and provide direction regarding pipe size (8-inch or 12-inch).

Mr. Wright presented this item.

Director Snyder moved to ratify the purchase of materials previously acquired for the Trinity x Hollister wash crossing due to operational necessity and authorize the purchase of additional materials required to complete the five remaining mainline wash crossings, up to the maximum amount presented. President Kujawa seconded the motion. Motion carried 5-0.

g) **Adoption of Ordinance No. 2025-02 – Sunshine Ordinance and Board Member Teleconferencing Policy**

Staff Recommendation: Staff recommends the Board adopt Ordinance No. 2025-02, establishing updated guidelines for the conduct of public meetings and activities, and adopt Exhibit A – Board Member Teleconferencing Policy, which is incorporated by reference into the Ordinance.

Ms. Williams presented this item.

President Kujawa moved to adopt Ordinance No. 2025-02, establishing updated guidelines for the conduct of public meetings and activities, and adopt Exhibit A – Board Member Teleconferencing Policy. Director Philips seconded the motion. Motion carried 5-0.

h) **Discussion and Possible Adoption of Resolution 2026-04: Updating the District's Cash Handling Policy**

Staff Recommendation: Staff recommends that the Board review and approve the proposed updates to the Cash Handling Policy (Policy No. 4061) to reflect current payment practices, improve internal controls, and clarify refund and deposit procedures.

Ms. Williams presented this item.

Director Mills moved to approve the proposed updates to the Cash Handling Policy (Policy No. 4061) to reflect current payment practices, improve internal controls, and clarify refund and deposit procedures. Director Snyder seconded the motion. Motion carried 5-0.

i) **Update on District Projects**

Mr. Cardenas provided an update on the current Phelan Park Enhancement, Future Phelan Park Expansion, and current Civic Center and Emergency Operations Center.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets at the end of the month.
- b) **Finance Committee (Standing)** – Reviewed audit report.
- c) **Legislative Committee (Standing)** – Meets in March.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met yesterday. Director Snyder will chair the committee. Updates were provided on upcoming events.
- e) **Waste & Recycling Committee (Standing)** – Has not met.

8) **Staff and General Manager's Report** – Nothing further.

9) **Reports**

a) **Director's Report**

Hays – Nothing to report.

Mills – Noted attending the groundbreaking ceremony and thanked staff for all of the good news.

Phillips – Attended the TAC meeting last week and recommended that others review the presentation from that meeting.

Snyder – Nothing to report.

b) **President's Report** – Thanked everyone for attending the groundbreaking ceremony.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** –

- Board direction was given for staff to provide an updated explanation of funding for the Civic Center and EOC project.
- Board direction was given for staff to provide two comparative proposals for storm repairs utilizing 8-inch and 12-inch pipe.

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

12) **Set Agenda for Next Meeting**

- February 25, 2026

NOTE: Closed Session Items 13 and 14 were completed after Item 6b to accommodate legal counsel's schedule.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:43 p.m.

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

Aimee Williams

Aimee Williams, Deputy Board Clerk

2/17/26

Date

