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REGULAR BOARD MEETING MINUTES

November 8, 2023 – 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
Mark Roberts, Vice President
Chuck Hays, Director
Deborah Philips, Director
Greg Snyder, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
David Noland, Finance Supervisor
Jen Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, 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 to move Item 6a before Item 5. Director Philips moved to approve the Agenda as amended. Vice President Roberts seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

- James Barkan & Star Barkan regarding grievances with the water district.
- Peter Barnes regarding water rates and MWA.

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**

- **Adjudication & Watermaster's Role in Managing the Mojave Basin**
By: Jeff Reuch, Mojave Water Agency

Mr. Reuch provided a presentation on the Mojave adjudication and answered questions from the Board and public.

6) Continued/New Agenda Items**a) Presentation, Discussion, & Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023**

Staff Recommendation: For the Board to accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2023, as Presented by C.J. Brown & Company CPAs.

Chris Brown of C.J. Brown & Company CPAs presented the ACFR.

Director Philips moved to accept the ACFR. Director Snyder seconded the motion. Motion carried 5-0.

b) Update & Discussion Regarding Ongoing Chromium-6 Mitigation

Staff Recommendation: None

Mr. Wright provided an update on the status of Chromium-6 legislation and the District's mitigation projects.

No action taken; not an action item.

c) Discussion & Possible Approval of Professional Services Agreement with IB Consulting, Inc. to Prepare a Cost-of-Service Analysis for Solid Waste Collection Services

Staff Recommendation: For the Board to authorize staff to enter into a professional services agreement with IB Consulting, Inc., to prepare a cost-of-service analysis for solid waste collection rates.

Ms. Sevy presented this item.

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

d) Discussion & Possible Action Regarding Modifications to Section 4.2 "Health Benefits" in the District's Personnel Manual

Staff Recommendation: For the Board to approve the revisions to Section 4.2 of the District's Personnel Manual.

Ms. Sevy presented this item.

President Kujawa moved to approve the agreement. Director Philips seconded the motion. Motion carried 5-0.

e) **Update on Solid Waste Program Implementation**

Staff Recommendation: None

Ms. Sevy provided an update on this item.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

g) **Discussion & Possible Action Regarding Extension of Circle Green Lease at 17900 Sheep Creek Road, El Mirage, California**

Staff Recommendation: For the Board to approve the Second Amendment to Lease with C&G Partners (Circle Green) for Home Field and George's Field.

Mr. Bartz presented this item.

Consensus of the Board was for legal counsel to draft a revision to the Second Amendment to Lease provided by C&G Partners and then bring this item back to the Board.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The November meeting was cancelled; will meet in December.
- b) **Finance Committee (Standing)** – Nothing to report.
- c) **Legislative Committee (Standing)** – Nothing to report.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next week.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Mr. Cardenas provided an update on the Phelan Road bridge repair project.

9) **Reports**

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



Hays – Nothing to report.
Snyder – Nothing to report.

b) **President’s Report** – A written report was in the agenda materials.

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** – Post presentations to website.

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – December 13, 2023
NOTE: The November 22, 2023, Board Meeting was cancelled.

13) **Recess to Closed Session**

The Board recessed to Closed Session at 7:07 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Pursuant to Government Code Section 54956.8
 Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)
 District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
 Negotiating Party: Circle Green, Inc.
 Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Pursuant to Government Code Section 54956.8
 Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California
 District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
 Negotiating Party: San Bernardino County Fire Protection District
 Under Negotiation: Price & Terms of Use Agreement


14) **Return to Open Session** – Announcement of Reportable Action
The Board returned to open session at 7:45 p.m.; there was no reportable action.

15) **Adjournment**
With no further business before the Board, the meeting was adjourned at 7:46 p.m.

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



 Rebecca Kujawa, President of the Board



 Date



 Kim Sevy, HR & Solid Waste Manager/District Clerk



 Date

