



Phelan Piñon Hills Community Services District

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REGULAR BOARD MEETING
January 2, 2019
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371

MINUTES

Board Members Present: Alex Brandon, President
Charlie Johnson, Vice President
Kathleen Hoffman, Director
Deborah Philips, Director

Board Members Absent: Mark Roberts, Director

Staff Present: Don Bartz, General Manager
Sean Wright, Water Operations Manager
Kim Ward, HR Manager/Executive Secretary

District Counsel: Steve Kennedy, General Counsel

BOARD MEETING – 6:00 p.m.

Call to Order

President Brandon called the Meeting to order at 6:00 p.m.

Roll Call

President Roberts was absent.

1. Approval of Agenda

Director Hoffman moved to approve the Agenda. Director Philips seconded the motion. Motion passed unanimously.

2. Public Comment

a. **General Public** – None

b. **Community Reports**

- **Fire** – Chief Wetzel provided the call statistics for the month of December. Noted that with it getting cold out, fireplaces are being used. He cautioned not to put ashes near the house or other structures; to douse with water and ensure they are out. Welcomed the new Board.
- **Sheriff** – Sergeant Vaccari provided the call statistics for the month of December. Welcomed the new Board. Reminded everyone to use caution when warming vehicles unattended in the morning.

3. Consent Items

Director Hoffman moved to approve the Consent Items. Vice President Johnson seconded the motion. Motion passed unanimously.

4. Matters Removed from Consent Items - None

5. **Presentations/Appointments** - None

6. **Continued/New Agenda Items – Action Items**

a. **Discussion & Possible Action Regarding Resolution No. 2018-04; Board Conduct Among Directors and with Staff**

Staff Recommendation: For the Board to review Resolution No. 2018-04; Establishing Policies for Board Conduct Among Directors and with Staff.

Mr. Kennedy introduced this item.

Vice President Johnson moved to adopt the Resolution as amended by the Board. Director Philips seconded the motion. Motion passed unanimously.

ACTION ITEM: Provide an electronic copy of Rosenberg’s Rules of Order for each Board Member.

ACTION ITEM: Remove Conservation Committee and Employee Benefits Committee from ad hoc committee list; they are no longer active.

NOTE: New Resolution No. will be 2019-01

b. **Discussion & Possible Action Regarding Resolution No. 2018-03; Establishing Policies for Board Member Sexual Harassment Prevention Training**

Staff Recommendation: For the Board to review Resolution No. 2018-04; Establishing Policies for Board Conduct Among Directors and with Staff.

Mr. Kennedy introduced this item.

Consensus of the Board was to bring back the amended Resolution with updated exhibits.

c. **Discussion & Possible Action Regarding Ordinance No. 2015-03; Guidelines for Conduct of District Public Meetings and Activities**

NOTE: This item was presented before Items 6a & 6b.

Staff Recommendation: For the Board to review Ordinance No. 2015-03; Guidelines for Conduct of District Public Meetings and Activities.

Mr. Kennedy introduced this item.

After an overview and brief discussion, Director Philips moved to adopt the Ordinance. Director Hoffman seconded the motion. A roll call was conducted as follows:

Johnson: Aye
Philips: Aye
Brandon: Aye
Hoffman: Aye
Roberts: Absent

Motion passed unanimously.

NOTE: New Ordinance No. will be 2019-01

ACTION ITEM: Reflect Mr. Kennedy in attendance at Board Meetings.

7. Committee Reports & Comments

- a. **Engineering Committee (Standing)** – Has not met.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Has not met.
- c. **Finance Committee (Standing)** – Has not met.
- d. **Legislative Committee (Standing)** – Has not met.
- e. **Waste & Recycling Committee (Standing)** – The Committee met. Discussion regarding minutes. Committee minutes will be updated before Committee approval.
- f. **Adjudication Committee (Ad Hoc)** – Nothing to report.
- g. **Property Management Committee (Standing)** – Has not met.

8. Staff and General Manager’s Report

ACTION ITEM: Correct the number of meters in ground for September on Administrative Manager’s Report

9. Reports

a. **Director’s Report**

Johnson – Asked staff about the hydraulic model and when it will be completed; staff stated it is on track to be done by the end of January. Asked if the model is field tested; staff responded it is field tested; discussion. Noted that he is the president of the Phelan Piñon Hills Community Improvement Association and that there is an active agreement with the District for the Community Demonstration Garden with the Snowline Community Cabinet; there is a conflict if the agreement is amended. Asked if the Board is compensated for attendance at functions like the Chamber of Commerce if they are also on the Chamber board and same with the Community Cabinet; this will be a future agenda item.

Hoffman – Nothing to report.

Philips – Nothing to report.

- d. **President’s Report** – Nothing to report.

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

11. Review of Action Items

- a. **Previous Meeting** – None
- b. **Current Meeting**
 - Provide an electronic copy of Rosenberg’s Rules of Order for each Board Member
 - Remove Conservation Committee and Employee Benefits Committee from ad hoc committee list; they are no longer active
 - Reflect Mr. Kennedy in attendance at Board Meetings
 - Correct meters in ground for September on Administrative Manager’s Report
 - Schedule a budget workshop in Piñon Hills

12. Set Agenda for Next Meeting – January 16, 2019

- Board Member Compensation Policy
- COFI Code
- Beginning Finance Policies

ACTION ITEM: Schedule a budget workshop in Piñon Hills

13. Adjournment

[With no further business before the Board, the meeting adjourned at 7:50 p.m.](#)

Link to Agenda Materials and Handouts: <http://www.pphcsd.org>

Alex Brandon, President of the Board

Date

Kim Ward, HR Manager/Executive Secretary

Date