



# Phelan Piñon Hills Community Services District

4176 Warbler Road • P. O. Box 294049 • Phelan, CA 92329-4049 • (760) 868-1212 Fax (760) 868-2323

**REGULAR BOARD MEETING  
February 5, 2020  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371**

## MINUTES

**Board Members Present:** Charlie Johnson, President  
Rebecca Kujawa, Director  
Deborah Philips, Director  
Mark Roberts, Director

**Board Members Absent:** Kathleen Hoffman, Vice President

**Staff Present:** Don Bartz, General Manager  
Lori Lowrance, Administrative Services Manager  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Supervisor  
Kim Ward, HR Manager/Executive Secretary

**District Counsel:** Steve Kennedy, General Counsel

### REGULAR BOARD MEETING – 6:00 p.m.

#### Call to Order

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

#### Roll Call

All Directors were present at Roll Call.

#### 1. Approval of Agenda

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

#### 2. Public Comment

##### a. General Public – None

##### b. Community Reports

- **Fire** – Chief Wetzal provided the call statistics for the month of January. He will be retiring in April; next meeting will be his last in attendance.
- **Sheriff** – Deputy Solorio provided the call statistics for the month of January.
- **School District** – Ryan Holman, Superintendent, thanked Mr. Bartz, Mr. Wright, and Mr. Cardenas for their cooperation with the School District regarding the pipeline construction project. Last week was the Great

Kindness Challenge to create a more welcoming environment for students. The school district is beginning a three year training program to address feedback regarding student engagement. Saturday Academy attendance has increased 25% over last year. Noted that Serrano will once again be participating in painting the District's tank at the top of Sheep Creek Rd. There is no school the next two Mondays.

- **C.E.R.T.** – Bonnie Butler invited the community to attend CERT meetings and trainings. Provided an overview of what CERT does. Noted that CERT trained Serrano Students. Email pphcert@gmail.com if you are interested in classes.

### 3. Consent Items

Director Roberts moved to approve the Consent Items. 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 the District's Auditing Services

Staff Recommendation: Staff and the Finance Committee recommend for the Board to extend the District's auditing contract with Fedak & Brown, LLP, for an additional three years.

Mr. Bartz introduced the item.

After some discussion, Director Philips moved to approve the staff recommendation. Director Kujawa seconded the motion. Motion passed unanimously.

#### b. Discussion & Possible Adoption of Resolution No. 2020-02; Establishing a Reserves Policy, and Approving the Reserves Schedule for 2019/2020

Staff Recommendation: For the Board to adopt Resolution No. 2020-02; Reserves Policy and approve the 2019/2020 Reserves Schedule.

Ms. Lowrance introduced this item.

After some discussion, Director Philips moved to approve Resolution No. 2020-02. Director Roberts seconded the motion. Motion passed unanimously.

#### c. Discussion & Possible Action Regarding the Purchase and Installation of Submersible Pump, Motor, and Column Pipe for Well No. 8

Staff Recommendation: For the Board to approve the attached proposal from General Pump Company in the amount of \$91,425.

Mr. Bartz introduced this item.

After some discussion, Director Philips moved to approve the staff recommendation. Director Kujawa seconded the motion.

**7. Committee Reports & Comments**

- a. **Antelope Valley Adjudication Committee (Ad Hoc)** – Nothing to report.
- b. **Engineering Committee (Standing)** – Nothing to report.
- c. **Finance Committee (Standing)** – Nothing to report.
- d. **Legislative Committee (Standing)** – Nothing to report.
- e. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- f. **Waste & Recycling Committee (Standing)** – Nothing to report.

**7. Staff and General Manager's Report** – Mr. Bartz reported on the progress of the pipeline project. Met with a park architect regarding the civic complex; a proposal will be provided. Met with the school regarding the civic complex. Has not met with the Sheriff's Department yet but will be meeting with them soon. Met with the owner of the neighboring property and it was positive. Staff met with the county regarding vacating Sahara Road; waiting for a response. Roughly 200 cars drive through the property already each school day. Future agenda will have a truck replacement item; noted repair costs. Spoke with RACE and noted that a check will be sent for \$50,000 to help catch up with outstanding bills owed to the District for line locating.

**9. Reports**

**a. Director Reports**

**Kujawa** – Nothing to report.

**Philips** – Attended ASBCSD; wasn't elected to their board.

**Roberts** – Nothing to report.

**b. President's Report** – Attended the Sheep Creek board meeting; a report is in the packet. Shareholders meeting is on May 16, 2020.

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

**11. Review of Action Items**

- a. **Previous Meeting** – None
- b. **Current Meeting** – None


**12. Set Agenda for Next Meeting**

- Conflict of Interest Code
- Well Item
- CSDA Nomination

**13. Adjournment**

With no further business before the Board, the meeting was adjourned at 7:08 p.m.

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

  
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Charlie Johnson, President of the Board

2-19-2020  
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Date

  
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Kim Ward, HR Manager/Executive Secretary

2/19/2020  
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Date