



Phelan Piñon Hills Community Services District

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REGULAR BOARD MEETING
February 6, 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
Mark Roberts, Director

Board Members Absent: None

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

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

The Meeting was called to order at 5:00 p.m.

Roll Call

All Directors were present at Roll Call.

- 1. Approval of Agenda**
The Agenda was approved.
- 2. Public Comment**
None
- 3. Recess to Closed Session**

Closed Session: Conference with Legal Counsel

Existing Litigation

[Government Code Section 54956.9(d)(1)]

Antelope Valley Groundwater Cases, Judicial Council

Coordination Proceeding No. 4408

4. Adjournment

The Meeting adjourned at 5:45 p.m.

BOARD MEETING – 6:00 p.m.**Call to Order**

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

Roll Call

Director Philips was absent at Roll Call; she arrived at 6:09 p.m.

Closed Session – Notice of Reportable Action

No reportable action.

1. Approval of Agenda

Vice President Johnson moved to remove Items 6d & 6f and approve the agenda as amended. Director Roberts seconded the motion. Motion passed 4-1 with President Brandon opposed.

2. Public Comment**a. General Public****b. Community Reports**

- Fire – Captain Gault Provided the call statistics for the month of January.
- Sheriff – Sergeant Vaccari provided the call statistics for the month of January.

3. Consent Items

Vice President Johnson requested Item 3b to be removed. Director Roberts moved to approve the remaining Consent Items. Director Hoffman seconded the motion. Motion passed unanimously.

4. Matters Removed from Consent Items

Item 3b was discussed regarding Board compensation for a specific meeting type.

Director Hoffman moved to approve Item 3b. Director Philips seconded the motion. Motion passed 4-1 with Vice President Johnson opposed.

5. Presentations/Appointments - None**6. Continued/New Agenda Items – Action Items****a. Discussion & Possible Action Regarding Adoption of Notice of Exemption for Circle Green's Anaerobic Digester Project Located at District Owned Property Leased to Circle Green**

Staff Recommendation: For the Board to adopt the Notice of Exemption prepared by Tom Dodson and authorize the General Manager to execute the aforementioned document.

Mr. Dodson provided an overview of the project and the reason for the Notice of Exemption. Mr. Sutton from Circle Green also answered questions.

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

b. Discussion & Possible Action Regarding Approval of Storage Tank Recoating Proposal from Superior Tank Solutions

Staff Recommendation: Staff recommends for the Board to approve the attached proposal from Superior Tank Solutions in the amount of \$126,800.00.

Ms. Lowrance introduced this item; Mr. Wright answered questions from the Board.

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

c. Review & Discussion Regarding District Policy No. 1120; Budget Policy

Staff Recommendation: For the Board to review District Policy No. 1120; Budget Policy.

Ms. Lowrance introduced this item.

No action taken; not an action item.

d. REMOVED

e. Discussion & Possible Action Regarding 2018/2019 Reserves Schedule in Compliance with Resolution No. 2016-04; Reserves Policy

Staff Recommendation: For the Board to approve the 2018/2019 Reserves Schedule in compliance with Resolution No. 2016-04; Reserves Policy.

Ms. Lowrance introduced this item.

After a discussion, Director Hoffman moved to approve staff recommendation. Vice President Johnson seconded the motion. Additional discussion took place. Motion passed unanimously.

f. REMOVED

7. Committee Reports & Comments

- a. **Engineering Committee (Standing)** – Director Roberts noted the tank repairs brought before the Board.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing further to report.
- c. **Finance Committee (Standing)** – Nothing further to report.
- d. **Legislative Committee (Standing)** – Nothing further to report.
- e. **Waste & Recycling Committee (Standing)** – Nothing further to report.
- f. **Adjudication Committee (Ad Hoc)** – Nothing further to report.
- g. **Property Management Committee (Standing)** – Nothing further to report.

8. Staff and General Manager’s Report – Nothing further to report

9. Reports

a. Director’s Report

Johnson – Noted his included items for his report and his attendance at Sheep Creek’s board meeting. Noted the ASBCSD meeting. Noted that Rick Baxter of Rick’s Cafe passed away.

Philips – Attended Sheep Creek’s board meeting. Attended the ASBCSD meeting. Attended the ABCs of water at MWA.

Hoffman – Went to Sacramento and met with different people regarding grants. Met with Assemblyman Obernolte and discussed the Chromium-6 issue. Attended the CSDA Membership Committee meeting.

Roberts – Nothing to report; did not attend any meetings outside of District meetings.

b. President’s Report – Attended the ASBCSD meeting. Attended the Professional Development Committee meeting. Attended the CSDA Finance Committee board meeting. Attended the CSDA Elections and Bylaws Committee meeting. Noted his CSDA committee meetings were conference calls. Provided a “state of the District,” noting the District is prepared.

10. Correspondence/Information – The items in the packet were noted. Mr. Fish provided a brief update on Phelan Phun Days.

11. Review of Action Items

a. Previous Meeting – None

b. Current Meeting

- Calendar Invites for Upcoming Budget Meetings
- Certificate of Adjournment for Rick Baxter

12. Set Agenda for Next Meeting – February 6, 2019

- Strategic Plan
- Purchasing Policy
- Presentation of the Parks Master Plan

13. Adjournment in Memory of Rick Baxter

With no further business before the Board, the Board adjourned at 7:06 p.m.

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



 Alex Brandon, President of the Board

2/27/2019

 Date



 Kim Ward, HR Manager/Executive Secretary

2/27/2019

 Date