



# Phelan Piñon Hills Community Services District

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

**SPECIAL & REGULAR BOARD MEETING  
February 20, 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:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Kim Ward, HR Manager/Executive Secretary  
Steve Lowrance, Parks Supervisor

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

**CLOSED SESSION – 5:00 p.m.**

**Call to Order**

President Brandon called the Meeting 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:** (Government Code Section 54956.8)

Property: APN 3066-251-14  
District Negotiator: Don Bartz, General Manager  
Negotiating Party: Marit Store, Successor Trustee of  
the Store Trust Dated June 4, 1990  
Under Negotiation: Price and Terms of Payment

- 4. Adjournment**  
With no further business before the Board, the Meeting adjourned at approximately 5:50 p.m.

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

President Brandon called the Meeting to order at 6:02 p.m.

**Roll Call**

All Directors were present at Roll Call.

**Announcement of Reportable Closed Session Action**

No reportable action.

**5. Approval of Agenda**

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

**6. Public Comment**

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

**7. Consent Items**

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

**8. Matters Removed from Consent Items – None****9. Presentations/Appointments – Tom Diehl, GreenPlay, Inc., presented the Final Draft of the Parks and Recreation Master Plan.****10. Continued/New Agenda Items – Action Items****a. Review & Discussion Regarding Resolution No. 2014-08; Purchasing Policy**

Staff Recommendation: For the Board to review and discuss Resolution No. 2014-08; Purchasing Policy.

Mr. Bartz introduced this item.

No action taken; not an action item.

**b. Review & Discussion Regarding the District's Strategic Plan**

Staff Recommendation: For the Board to review the District's strategic elements and goals outlined in the Strategic Plan and determine if any updates or revisions are necessary.

Mr. Bartz introduced this item.

No action taken; not an action item.

**c. Review & Discussion Regarding Resolution No. 2017-09; Setting Procedures & Charges for Public Review & Copy of District Records**

Staff Recommendation: Staff recommends for the Board to review and discuss Resolution No. 2017-09; Setting Procedures & Charges for Public Review & Copy of District Records.

Mr. Bartz introduced this item.

No action taken; not an action item.

**7. Committee Reports & Comments**

- a. **Engineering Committee (Standing)** – Engineering will be bringing a proposal to the next meeting. The CIP was developed.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Met; went over the budget. Developing programs to bring to the Board.
- c. **Finance Committee (Standing)** – Nothing to report.
- d. **Legislative Committee (Standing)** – Nothing to report.
- e. **Waste & Recycling Committee (Standing)** – Has not met.
- f. **Adjudication Committee (Ad Hoc)** – Nothing to report.
- g. **Property Management Committee (Standing)** – Nothing to report.

**8. Staff and General Manager’s Report** – Provided an update on Sheep Creek Water Company.

**9. Reports**

a. **Director’s Report**

- Johnson – Nothing further.
- Hoffman – Nothing further.
- Philips – Nothing further.
- Roberts – Nothing further.

d. **President’s Report** – Had first meeting for Senior Health Fair last Thursday; off to a great start.

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

**11. Review of Action Items**

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

**12. Set Agenda for Next Meeting** – March 6, 2019

- Reminder: Special Board Meeting on February 27, 2019
- Future Agenda: Signage for Piñon Hills Park

**13. Adjournment**

With no further business before the Board, the meeting adjourned at 7:53 p.m.

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



Alex Brandon, President of the Board

3/28/2019

Date



Kim Ward, HR Manager/Executive Secretary

3/28/2019

Date