



Phelan Piñon Hills Community Services District

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REGULAR BOARD MEETING
February 21, 2018
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371

MINUTES

Board Members Present: Mark Roberts, President
Alex Brandon, Vice President
Al Morrissette, Director
Cathy Pace, Director
Dan Whalen, Director

Board Members Absent: None

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

REGULAR BOARD MEETING – 6:00 p.m.

Call to Order

President Roberts called the Meeting to order at 6:01 p.m.

Roll Call

All Directors were present at Roll Call.

1. Approval of Agenda

Director Pace moved to approve the Agenda as amended. Director Morrissette seconded the motion. Motion passed unanimously.

2. Public Comment

a. General Public – None

b. Community Reports

- Sheriff – Sergeant Vaccari was in attendance. He reported on the transient in town; she has been approached but does not want help.

3. Consent Items

Director Whalen moved to approve the Consent Items. Director Brandon 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 Request for Out of District Water Service for APN 3066-191-04 and Development of Out of District Water Service Policy**
 Staff Recommendation: For the Board to authorize water service outside of District boundaries for APN 3066-191-04 and to discuss development of out of district service policy.

Mr. Bartz introduced this item.

After much discussion, consensus of the Board was to continue with development of a policy and to move forward with the water letter and agreement for APN 3066-191-04 in parallel with each other.

- b. **Discussion & Possible Action Regarding Purchase of District Truck**
 Staff Recommendation: For the Board to approve the purchase of one new Toyota Tundra truck from the lowest possible bidder, not to exceed the budgeted amount of \$35,000, per Purchasing Policy Section 6.D.4.

Mr. Bartz introduced this item.

Director Whalen moved to approve staff recommendation. Vice President Brandon seconded the motion. Motion passed 3-1 with President Roberts opposed; Director Pace abstained.

- c. **Discussion & Possible Action Regarding Nominations for Regular and Alternative Special District Member of the Local Agency Formation Commission**
 Staff Recommendation: For the Board to nominate individuals for the positions of Regular and Alternate Special District Member of the Local Agency Formation Commission (LAFCO).

Mr. Bartz introduced this item.

No action taken.

- d. **Discussion & Possible Action Regarding Unclaimed Funds**
 Staff Recommendation: For the Board to authorize the publication of a notice of unclaimed funds and to transfer any unclaimed funds by the expiration date listed in the notice from the unclaimed liability account to the District's general funds whereby they will become property of the District.

Ms. Ward introduced this item.

President Roberts moved to approve staff recommendation. Director Pace seconded the motion. Motion passed unanimously.

7. Committee Reports & Comments

- a. **Engineering Committee (Standing)** –
- 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. **Conservation Committee (Ad Hoc)** – None
- g. **Adjudication Committee (Ad Hoc)** – Potential upcoming closed session.

h. **Property Management Committee (Standing) – Nothing to report.**

8. Staff and General Manager’s Report

Mr. Bartz updated the Board on proposed and pending state legislation and how it could impact the District. He also provided an update on Sheep Creek’s water levels. He provided an update on the School District’s water connection. He noted that rainfall and snowfall in California is on track for being the worst ever recorded. He noted that water in storage in lakes and reservoirs are full. He is working on a draft letter for a letter writing campaign concerning legislation.

9. Reports

a. Director’s Report

Whalen – Nothing to report.

Pace – Nothing to report.

Morrisette – Nothing to report.

Brandon – CSDA Finance Committee started off the year with a \$7 million loan package to a special district.

c. 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 – None

12. Set Agenda for Next Meeting – February 28, 2018

- Special Workshop on March 7, 2018.
- Continue Item 6a
- Budget
- Armed Staff Discussion

13. Adjournment

With no further business before the Board, the meeting was adjourned at 8:05 p.m.


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



 Mark Roberts, President

3-5-18

 Date



 Kim Ward, HR Manager/Executive Secretary

3/5/18

 Date