



# Phelan Piñon Hills Community Services District

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**SPECIAL BOARD MEETING**  
**February 27, 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  
Lori Lowrance, Administrative Services Manager  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Kim Ward, HR Manager/Executive Secretary  
Steve Lowrance, Parks Supervisor  
David Noland, Accountant

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

## BOARD MEETING – 4:00 p.m.

### Call to Order

President Brandon called the Meeting to order at 4:00 p.m.

### Roll Call

Director Roberts was absent at roll call; he arrived at 4:05 p.m.

### 1. Approval of Agenda

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

2. **Public Comment** – A member of the public gave something to the Board President and General Manager to review and commented on a school project; she was referred to the Engineering Department for further assistance.

### 3. Review & Discussion Regarding 2019/2020 District Goals

Mr. Bartz introduced this item.

No action taken; not an action item.

- 4. **Review & Discussion Regarding Revenue Policy**  
Ms. Lowrance introduced this item.

No action taken; not an action item.

- 5. **Review & Discussion Regarding Long Range Plans & Maintenance Budgets**  
Mr. Bartz introduced this item.

NOTE: An updated Enterprise Capital Improvement and Maintenance Plan was provided as a handout. This item is available on the District’s website.

No action taken; not an action item.

- 6. **Discussion & Possible Action Regarding Budget Assumptions**  
Ms. Lowrance introduced this item.

President Brandon appointed an Employee Compensation Committee (ad hoc) comprised of himself and Vice President Johnson.

- 7. **Adjournment**

With no further business before the Board, the meeting adjourned at 5:49 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