



# 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**  
**April 3, 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

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

**BOARD MEETING – 6:00 p.m.**

**Call to Order**

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

**Roll Call**

All Directors were present at Roll Call.

**1. Approval of Agenda**

Mr. Bartz requested to add an emergency closed session pursuant to Government Code 54957. (Vice President Johnson moved to approve the Agenda as amended. Director Hoffman seconded the motion. Motion passed unanimously.

**2. Public Comment**

a. **General Public** - None

b. **Community Reports**

- a. **County Supervisor** – Ms. Susan Drake, Field Representative for Supervisor Lovingood, reported on the upcoming Veterans Resource Fair which will be held in May. Supervisor Lovingood is advocating for greater emphasis on workers' compensation fraud.
- b. **Representative** – Mr. Brandon Roque, Field Representative for Assemblyman Tom Lackey, provided a legislative update.
- c. **Fire** – Chief Wetzel provided the call statistics for the month of March.

- d. **Sheriff** – Captain Krusbe introduced herself; she is the new Captain of the Phelan Sub-station. Sergeant Vaccari provided the call statistics for the month of March.
- e. **School District** – Dr. Holman commented on the painting of the water tanks and working together with the District. The annual Senior Health Fair will be on April 13, 2019, at Serrano High School. The next Community Cabinet meeting is on April 11, 2019. The School District’s master plan survey is available to take on their website. STEAM night will be held at Quail Valley Middle School on May 3, 2019.

### 3. Consent Items

Director Roberts moved to approve the Consent Items. Director Philips 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 Resolution No. 2019-04; Establishing Policies for Board Member Compensation, Reimbursement, & Ethics Training

Staff Recommendation: For the Board to review and adopt Resolution No. 2019-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training.

Mr. Bartz introduced this item.

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

#### b. Discussion & Possible Action Regarding the District’s Budget Policy

Staff Recommendation: For the Board to consider changing the Budget process and policy as suggested by Director Johnson.

Mr. Bartz & Vice President Johnson introduced this item.

Vice President Johnson moved to adopt Resolution 2019-05 as amended for Section 1124.02 as follows: add “water meter sales estimates, franchise fees, leases, and property taxes” and add “budget” before assumptions. Director Hoffman seconded. Motion passed 4-1 with Director Roberts opposed.

#### c. Discussion & Possible Action Regarding Solid Waste

Staff Recommendation: For the Board to approve the proposed plan of action in order to aid staff in achieving compliance goals with the District’s Solid Waste Collection and Recycling Ordinances.

Ms. Ward introduced this item.

Consensus of the Board was to proceed as outlined by staff.

### 7. Committee Reports & Comments

- a. **Adjudication Committee (Ad Hoc)** – Nothing further to report.
- b. **Employee Compensation & Benefits Committee (Ad Hoc)** - Nothing further to report.
- c. **Engineering Committee (Standing)** – Nothing further to report.
- d. **Finance Committee (Standing)** – Nothing further to report.

- e. **Legislative Committee (Standing)** – The new meeting time is 10:00 a.m.
  - f. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
  - g. **Property Management Committee (Standing)** – Nothing to report.
  - h. **Waste & Recycling Committee (Standing)** – Nothing to report.
8. **Staff and General Manager’s Report** – A Special Engineering Committee meeting concerning Sheep Creek will be scheduled.
9. **Reports**
- a. **Director’s Report**
    - Hoffman** – Nothing further to report.
    - Roberts** – Requested the numbers on Tire Day.
    - Johnson** – Included Sheep Creek agenda in packet. Noted that Mr. Nilsen’s first recommendation is to consolidate. Mr. Nilsen was nominated by Mr. Zody and Mr. Nilsen nominated Mr. Howard to attend the District’s Engineering Committee meetings along with Sheep Creek’s General Manager. Mr. Fish was appointed to stand in as a public member.
    - Philips** – Attended various webinars and the Snowline Community Cabinet. She also went to the Sheep Creek board meeting.
  - d. **President’s Report** – Senior Health Fair is coming up. Attended the Watermaster Meeting where they accepted the engineer’s recommendation to rampdown to 75%; discussion.
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** – April 17, 2019
- Vehicle Purchase
  - Letter Regarding Chromium 6
13. **Recess to Closed Session**  
The Board recessed to Closed Session at 7:48 p.m.
14. **Closed Session:** Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957  
Title: General Manager
15. **Return to Open Session**  
The Board returned to Open Session at approximately 9:00 p.m.
16. **Announcement of Reportable Closed Session Action**  
No reportable action.
17. **Adjournment**  
With no further business before the Board, the meeting adjourned at approximately 9:00 p.m.

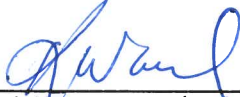
**Link to Agenda Materials and Handouts:** <http://www.pphcsd.org>



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Alex Brandon, President of the Board

5-1-2019

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Date



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Kim Ward, HR Manager/Executive Secretary

5/1/2019

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Date