



# 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 17, 2019**  
**Phelan Community Center**  
**4128 Warbler Road, Phelan, CA 92371**

**MINUTES**

**Board Members Present:** Alex Brandon, President  
Kathleen Hoffman, Director  
Deborah Philips, Director  
Mark Roberts, Director

**Board Members Absent:** Charlie Johnson, Vice President

**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  
David Noland, Accountant  
Angelica Romero, Finance Technician II  
Paul Mihalik, Lead Field Customer Service  
Matthew Johnson, Water System Operator II  
Sam Shank, Water System Operator II

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

**BOARD MEETING – 6:00 p.m.**

**Call to Order**

President Brandon called the Meeting to order at 6:00 p.m. Vice President Johnson was on the phone; he did not participate in the meeting.

**Roll Call**

All Directors were present at Roll Call; Vice President Johnson was in attendance via telephone but did not participate.

**1. Approval of Agenda**

Mr. Bartz requested to move Item 6d before Item 6a. Director Philips moved to approve the Agenda as amended. Director Roberts seconded the motion. Motion passed 4-0.

**2. Public Comment**

**a. General Public**

The Community Emergency Response Team (CERT) invited everyone to learn about CERT and the upcoming trainings.

**b. Community Reports**

- a. **Mojave Water Agency** – Director Hall provided a report on rampdown and encouraged everyone to participate in the upcoming workshops.
- b. **Representative** – None
- c. **Fire** – None
- d. **Sheriff** – None
- e. **School District** – None

### 3. Consent Items

Director Roberts moved to approve the Consent Items. Director Philips seconded the motion. Motion passed 4-0.

### 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. 2019-06; Disposal of Surplus Property

Staff Recommendation: For the Board to adopt Resolution No. 2019-06; Disposing of Surplus Property.

Mr. Bartz introduced this item.

After some discussion, Director Philips moved to approve staff recommendation. Director Hoffman seconded the motion. Motion passed 3-1 with Director Roberts opposed.

#### b. Discussion & Possible Action Regarding Purchase of a District Vehicle

Staff Recommendation: For the Board to approve the purchase of a new, 2018 Chevrolet Silverado pickup truck from Rancho Motor Company.

Mr. Bartz introduced this item.

After some discussion, Director Roberts approved staff recommendation in an amount not to exceed \$40,000. Director Philips seconded the motion. Motion passed 4-0.

#### c. Discussion & Possible Action Regarding Resolution No. 2019-07; Establishing Policies for Board Member Sexual Harassment Prevention Training

Staff Recommendation: For the Board to review and adopt Resolution No. 2019-07; Establishing Policies for Board Member Sexual Harassment Prevention Training.

No action taken; this item will be continued to the next meeting.

**ACTION ITEM:** Provide a clean copy of the exhibits in addition to the red-lined copy.

#### d. Discussion & Possible Action Regarding Recommendations from Ad Hoc Employee Benefits Committee

Staff Recommendation: Staff agrees with the recommendation made by the Ad Hoc Employee Compensation & Benefits Committee and recommendations for the Board to authorize staff to include budget assumptions concerning staff compensation for 2019/2020, as outlined in the staff memo, in the draft 2019/2020 Budget to be presented on April 24, 2019.

Mr. Bartz introduced this item.

After some discussion, consensus was to provide both versions of the draft 2019/2020 Budget at the Board Workshop on April 24, 2019.

NOTE: This item was discussed before Item 6a.

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)** – Cancelled.
  - f. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
  - g. **Property Management Committee (Standing)** – Nothing to report.
  - h. **Waste & Recycling Committee (Standing)** – Rescheduled.
8. **Staff and General Manager’s Report** – None
9. **Reports**
  - a. **Director’s Report**
    - Hoffman** – Attended the CSDA leadership conference.
    - Philips** – Attended the CSDA leadership conference. Attended the ASBCSD meeting.
    - Roberts** – Noted water consumption was less this year because of the rain.
  - b. **President’s Report** – Attended the CSDA leadership conference as a returning attendee along with Director Johnson. He noted a written report is in the packet for this meeting.
10. **Correspondence/Information** – The items in the packet were noted, including the Senior Health Fair which is April 18, 2019.
11. **Review of Action Items**
  - a. **Previous Meeting** – None
  - b. **Current Meeting**
    - Provide a clean copy of the exhibits in addition to the red-lined copy.
12. **Set Agenda for Next Meeting** – Reminder – Workshop next week.
  - Resolution 2019-07
13. **Recess to Closed Session**  
The Board recessed to Closed Session at 6:48 p.m.
14. **Closed Session:**
  - Conference with Real Property Negotiators (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
15. **Return to Open Session**  
The Board returned to Open Session.
16. **Announcement of Reportable Closed Session Action**

No reportable action.

**17. Adjournment**

With no further business before the Board, the meeting adjourned.

**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