

SPECIAL & REGULAR BOARD MEETING MINUTES

April 21, 2021

Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Kathy Hoffman, President
Rebecca Kujawa, Vice President
Charlie Johnson, Director (Zoom)
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 (Zoom)
Kim Ward, HR Manager/Executive Secretary
Steve Lowrance, Parks Supervisor

District Counsel: Steve Kennedy, General Counsel (Zoom)

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

President Hoffman called the meeting to order at 5:00 p.m.

Roll Call

All Directors were present at Roll Call.

1) **Approval of Agenda**

Director Philips moved to approve the Agenda. Vice President Kujawa seconded the motion. Motion carried 5-0.

2) **Public Comment** – None

3) **Recess to Closed Session**

Closed Session: Conference with Legal Counsel - Anticipated Litigation
(Government Code § 54956.9(d)(2))
One Potential Case

4) **Return to Open Session** – Announcement of Reportable Action There was no reportable action.

5) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:57 p.m.

REGULAR BOARD MEETING – 6:00 p.m.

Call to Order

President Hoffman called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

Invocation

Elder Ken Knoechel with Phelan Seventh Day Adventist Church provided an invocation.

Roll Call

All Directors were present at Roll Call.

1) Approval of Agenda

Director Roberts moved to approve the Agenda. Director Philips seconded the motion. Motion carried 5-0.

2) Public Comment

- a) **General Public** – A statement from Lori Weston was read into the record (attached).
- b) **Community Reports** – None

3) Consent Items

Director Roberts moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items

None

5) Presentations/Appointments – None

6) Continued/New Agenda Items

a) Discussion & Possible Action Regarding Purchase & Installation of Bulk Water Filling Station & Subsequent Amendments to the District's Water Theft Ordinance, Temporary User Charges, & Water Rules & Regulations

Staff Recommendation: For the Board to approve the purchase and installation of a bulk water filling station and to authorize staff to begin the process to amend the District's Water Rules & Regulations Ordinance, Water Theft Ordinance, and update the Temporary Meter Rental and User Charge Resolution in order to include provisions for the Water Filling Station.

Mr. Wright introduced this item.

After discussion, Director Johnson moved to approve the staff recommendation. Director Philips seconded the motion. Motion carried 5-0.

b) Discussion & Possible Action Regarding High Water Users

Staff Recommendation: For the Board to authorize staff to initiate a water rate study.



Mr. Bartz introduced this item.

After discussion, consensus of the Board was to authorize staff to bring back a price and scope of work for a water rate study to include high water users.

c) Discussion & Possible Action Regarding Community Center Rental Fees & Rental Agreement

Staff Recommendation: For the Board to approve the addition of COVID-19 cleaning/disinfection fees for community center rentals and revisions to the community center rental agreement related to COVID-19.

Ms. Ward introduced this item.

After discussion, Director Philips moved to approve the staff recommendation. Vice President Kujawa seconded the motion. Motion carried 5-0.

d) Update on the Proposed Phelan Park Expansion Project

Staff Recommendation: None

Mr. Bartz noted the renderings in the packet and that staff is working on an agreement with the architect for the revisions to the CUP.

No action taken; not an action item.

e) Update on the Status of Negotiation for the Consolidation of Sheep Creek Mutual Water Company into the District

Staff Recommendation: None

Nothing to report.

No action taken; not an action item.

7) Committee Reports/Comments

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – Nothing to report.
- b) **Engineering Committee (Standing)** – Meets tomorrow.
- c) **Finance Committee (Standing)** – Special meeting on Tuesday. A presentation on the solar project will be brought to the Board.
- d) **Legislative Committee (Standing)** – Meets next month.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Met and reviewed the calendar of events.
- f) **Waste & Recycling Committee (Standing)** – Nothing to report.

8) Staff and General Manager's Report

Nothing further to report.

9) Reports

a) Director's Report

Roberts – Noted that water usage is up, both metered and otherwise.



Johnson – Nothing further to report.

Kujawa – Nothing further to report.

b) **President’s Report** – Nothing further to report.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Completed (report was in the packet)

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

• **Regular Board Meeting** – May 5, 2021

- Generator Purchase
- Solar Project Presentation
- Water Rules & Regulations Ordinance
- Loan Refinance

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:57 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>



Kathy Hoffman, President of the Board

5-6-21

Date



Kimberly Ward, HR Manager/Executive Secretary

5/6/2021

Date

