

## **REGULAR BOARD MEETING MINUTES**

May 5, 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  
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 (Zoom)

### **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.

#### **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**

a) **General Public** – None

b) **Community Reports**

- **School District** – Dr. Holman provided a report on school district events, including prom and graduation. He noted the vaccine opportunities in the community in partnership with the County of San Bernardino.
- **County Supervisor** – Samuel Shoup provided information on the rent relief program.

**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**

Mike Whatley with SunPower provided an update on the District's solar project performance.

**6) Continued/New Agenda Items****a) First Reading of Ordinance No. 2021-01; Enabling Water Rates, Fees and Charges, and Establishing the Rules and Regulations for Water Service Within the District Superseding Ordinance No. 2019-02 Entitled, "Enabling Water Rates, Fees & Charges, & Establishing the Rules & Regulations for Water Service Within the District"**

Staff Recommendation: For the Board to waive the first reading of Ordinance No. 2021-01.

Ms. Ward 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 Adoption of Resolution No. 2021-06; Authorizing the Execution and Delivery of a Loan Agreement, and Authorizing and Directing Certain Actions in Connection with the Refinancing of Prior Obligations**

Staff Recommendation: For the Board to approve Resolution No. 2021-06 authorizing the executing and delivery of loan agreement #21-002, in the amount of \$5,567,100.78, and directing certain actions in connection with refinancing of CIEDB loan #02-033 and the 2014 Municipal Finance Corporation Loan.

Ms. Lowrance introduced this item.

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

**c) Discussion & Possible Action Regarding the Purchase and Installation of ClearSCADA Hardware and Software**

Staff Recommendation: For the Board to approve the purchase of Tesco supplied SCADA Server and ClearSCADA upgrade utilizing Chromium-6 mitigation funds.

Mr. Wright introduced this item.

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

d) **Discussion & Possible Action Regarding Purchase of Three Portable Emergency Generators**

Staff Recommendation: Staff recommends for the Board to approve the purchase of three portable emergency generators (model HIPOWER-HRJW-190-T4F) from ReactPower Solutions totaling \$243,000 plus freight (estimated at \$4,500) utilizing awarded grant funds.

Mr. Wright introduced this item.

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

e) **Discussion & Possible Action Regarding Agreement for Service with Steeno Design Studios, Inc.**

Staff Recommendation: For the Board to approve the Agreement for Services with Steeno Design Studio, Inc. and authorize the General Manager to execute the Agreement.

Mr. Cardenas introduced this item.

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

f) **Update on the Proposed Phelan Park Expansion Project**

Staff Recommendation: None

Mr. Bartz had nothing further to report.

No action taken; not an action item.

g) **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 next week and will review the Urban Water Management Plan.
- c) **Finance Committee (Standing)** – Nothing to report.
- d) **Legislative Committee (Standing)** – Meets next week.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- f) **Waste & Recycling Committee (Standing)** – Nothing to report.

**8) Staff and General Manager’s Report**

Mr. Bartz reported he attended the MWA meeting where the water theft issue was discussed. The county has agreed to provide well applications to the District. Ducommun looks abandoned. He thanked Director Philips for reporting water leaks.

Mr. Cardenas noted that Mr. Bartz provided a great presentation to MWA on water theft.

**9) Reports**

**a) Director’s Report**

**Philips** – Attended the Women in Water meeting and noted the COVID-19 testing being conducted in wastewater.

**Kujawa** – Nothing further to report.

**Roberts** – Nothing further to report.

**Johnson** – Provided a report on the Supervisor’s newsletter regarding COVID-19 and noted that according to the Governor, the state will open on June 15.

**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** – None

**b) Current Meeting Action Items** – Women in Water presentation to Board


**12) Set Agenda for Next Meeting**

- **Regular Board Meeting** – May 19, 2021
  - Art Contest Winners
  - Ordinance Hearing
  - Set Delinquent Water User Hearing Date
  - Initiate Standby
  - Solid Waste Rates
  - Bulk Water Filling Station User Rates

**13) Adjournment**

With no further business before the Board, the meeting was adjourned at 7:18 p.m.

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

  
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 Kathy Hoffman, President of the Board

  
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 Date

  
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 Kimberly Ward, HR Manager/Executive Secretary

  
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 Date

