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REGULAR BOARD MEETING MINUTES

June 2, 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 (Zoom)
Lori Lowrance, Administrative Services Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Kim Ward, HR Manager/Executive Secretary (Zoom)
Jennifer Oakes, Water Conservation Program Admin

District Counsel: Steve Kennedy, General Counsel

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

- “Gio” noted he was new to Piñon Hills.

b) Community Reports – None

- **County Supervisor** – Samuel Shoup with Supervisor Cook's office was in attendance but did not have an update.

- **Fire** – Chief Corbin provided an update on the call statistics and the Pine Fire. He answered questions from the public and noted that burn permits are suspended. He also noted the new fireworks app.
- **Mojave Water Agency** – Ken Anderson, a Director of MWA, provided a presentation.

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) **Public Hearing on the 2021/2022 Budget (Fiscal Year Ending June 30, 2022)**

President Hoffman declared the Public Hearing open at 6:23 p.m.

1) **Secretary's Report**

Ms. Lowrance reported the District received zero written protests, objections, or comments on the proposed adoption of the final budget for 2021/2022.

2) **Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported notice of public hearing was published in the Mountaineer Progress on May 13th, May 20th, and May 27th, 2021. The notice of public hearing was posted in the District office and on the District website on May 13th, 2021. Copies of the 2021/2022 Budget have been made available in the District office and on the District website in accordance with applicable law. Compliance with all legal requirements for this hearing were within the manner and time specified in the Government Code.

3) **Staff's Report**

The Board reviewed the draft budget detail in the following public meetings: Finance Committee meetings, workshops and Board Meetings held February 23, March 23, March 31, and April 20. The budget schedule was made available online, in the newspaper, and in the office to encourage public attendance. Staff made changes, as recommended by the Board throughout the process, and the various draft budgets were made available to the public for review on the District website, in agenda packages, and in the District office.

4) **Public Comments, Protests, and Objections**

There were no public comments.

Director Johnson moved to close the Public Hearing. Director Philips seconded the motion. Motion carried 5-0 and the Public Hearing was closed at 6:25 p.m.



b) Discussion & Possible Adoption of Resolution No. 2021-09; Adopting the Budget for Fiscal Year Ending June 30, 2022

Staff Recommendation: For the Board to adopt Resolution No. 2021-09; Adopting the Budget for Fiscal Year Ending June 30, 2022.

Ms. Lowrance presented this item.

After discussion, Director Johnson moved to adopt Resolution No. 2021-09. Director Philips seconded the motion. Motion carried 5-0.

c) Discussion & Possible Approval of Professional Services Agreement with IB Consulting to Conduct a Cost of Service Study

Staff Recommendation: For the Board to approve the Professional Services Agreement (PSA) with IB Consulting to conduct a cost of service study for the District.

Ms. Lowrance presented this item.

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

d) Discussion & Possible Action Regarding Agreement for Services with Lilburn Corporation

Staff Recommendation: For the Board to approve the Agreement for Services with Lilburn Corporation and authorize the General Manager to execute the Agreement to prepare environmental reports and CEQA Initial Study for the proposed Civic Center and the Phelan Park Expansion.

Mr. Cardenas presented this item.

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

e) Discussion & Possible Action Regarding Resolution No. 2021-10; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training

Staff Recommendation: For the Board to review and adopt Resolution No. 2021-10; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training

Ms. Ward presented this item.

After discussion, Director Johnson moved to adopt Resolution No. 2021-10. Director Philips seconded the motion. Motion carried 5-0.

f) Discussion & Possible Action Regarding Extension of Lease Agreements with Circle Green

Staff Recommendation: For the Board to authorize staff to extend the purchase option in the lease agreements with Circle Green, Inc.



Ms. Lowrance presented this item.

After discussion, Director Johnson moved to extend the purchase option in the lease agreements and authorize execution of amended agreements meeting the General Manager's and Mr. Kennedy's approval. Director Philips seconded the motion. Motion carried 5-0.

g) **Discussion & Possible Action Regarding Improvements to District Field Office and Workshop**

Staff Recommendation: For the Board to approve funds not to exceed \$75,000 to make necessary repairs and improvements to the field office and workshop.

Ms. Lowrance presented this item.

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

h) **Update on the Proposed Civic Center & Phelan Park Expansion Project**

Staff Recommendation: None

Mr. Cardenas reported plans are being finished and will be submitted to the county for approval. The grant awards will likely be announced late summer or early fall this year.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas reported IEC is beginning work on the study which will take 3-4 months.

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. Reviewed the UWMP. There will be several presentations at an upcoming Board meeting.
- c) **Finance Committee (Standing)** – Meets in July.
- d) **Legislative Committee (Standing)** – Met last month.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets in July.
- f) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Mr. Cardenas reported that the Scrub Oak mainline extension is moving forward.

9) **Reports**

- a) **Director's Report**



- Philips** – Nothing further to report.
- Kujawa** – Nothing further to report.
- Roberts** – Nothing further to report.
- Johnson** – 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** – Letter to county regarding wells has been prepared and will be sent after staff review.

b) **Current Meeting Action Items**

- Estimated park expansion and civic center timeline
- Meeting with representatives/county/Board regarding illegal grows

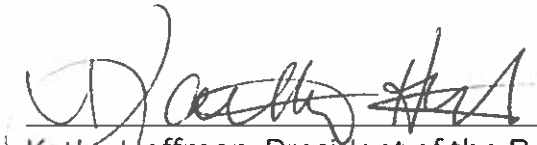
12) **Set Agenda for Next Meeting**

- **Regular Board Meeting** – June 16, 2021

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:11 p.m.

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



 Kathy Hoffman, President of the Board

6-30-21

 Date



 Kimberly Ward, HR Manager/Executive Secretary

6/30/2021

 Date

