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## REGULAR BOARD MEETING MINUTES

July 7, 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)  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Kim Ward, HR Manager/Executive Secretary  
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 6:01 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 recap of the end of year school events and noted the wellness center for mental health. The school district is planning on five full days per week for students. The mask requirement for students is still unknown at this time but more information will be available after August 1st. There is an online program available for students. Snowline has a YouTube channel. The school district shared the District's upcoming Town Hall event and also met with District staff regarding water conservation.

- **State Senator** – Nick Calero with Senator Ochoa-Bogh's office provided a legislative update and noted help with EDD is available through their office.

### 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** – Update by KTUA and Steeno Design Services Regarding the Phelan Park Expansion and Civic Center Projects

### 6) **Continued/New Agenda Items**

#### a) **Review of Water Operations Projects & Activities**

Staff Recommendation: None

District Staff provided a presentation to the Board on District operational activities and projects.

No action taken; not an action item.

#### b) **First Reading of Ordinance No. 2021-02; Establishing Water Conservation and Water Supply Shortage Restrictions and Regulations**

Staff Recommendation: For the Board to adopt the 2020 Urban Water Management Plan & Water Shortage Contingency Plan.

Mr. Kennedy and Ms. Ward provided an overview of the Ordinance and noted various changes from the existing Ordinance.

After much discussion, Director Johnson moved to waive the first reading of Ordinance No. 2021-02. Director Philips seconded the motion. Motion carried 5-0.

#### c) **Discussion & Possible Action Regarding California Special District Association's Board of Directors Election Term 2022-2024; Seat A – Southern Network**

Staff Recommendation: For the Board to vote for one candidate for California Special District Association's Board of Directors Election Term 2022-2024; Seat A – Southern Network.

Mr. Bartz presented this item.

After discussion, Director Johnson moved to vote for Jo MacKenzie. Director Kujawa seconded the motion. Motion carried 5-0.

#### d) **Discussion & Possible Action Regarding General Manager Evaluation Process**

Staff Recommendation: For the Board to determine the process for evaluation of the District's General Manager.



Ms. Ward presented this item.

After discussion, Director Johnson moved to use the same form as last year and for the Board Secretary to consolidate the responses. Director Philips seconded the motion. Motion carried 5-0.

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

Staff Recommendation: None

Nothing further to report.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas reported that the water rights are currently being discussed. The consolidation report is expected to be complete in October 2022.

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.
- c) **Finance Committee (Standing)** – Meets on July 20<sup>th</sup>.
- d) **Legislative Committee (Standing)** – Meets next month.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets in 2 weeks.
- f) **Waste & Recycling Committee (Standing)** – Meets in September.

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

Nothing further to report.

9) **Reports**

- a) **Director's Report**
  - Philips** – Nothing further to report.
  - Kujawa** – Nothing further to report.
  - Johnson** – Will attend the Town Hall on Saturday.
  - Roberts** – Will attend the Town Hall on Saturday.
- b) **President's Report** – Will attend the Town Hall on Saturday.

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

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Reviewed
- b) **Current Meeting Action Items**
  - Update Surplus Property Resolution
  - Parks Flyover on Website



- Update on Phelan Road Widening Project

12) **Set Agenda for Next Meeting**

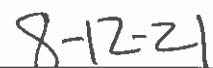
- **Regular Board Meeting** – July 21, 2021
  - Standby & Delinquencies Hearings
  - Water Conservation Ordinance & Resolution

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 8:05 p.m.

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

  
\_\_\_\_\_  
Kathy Hoffman, President of the Board

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kimberly Ward, HR Manager/Executive Secretary

  
\_\_\_\_\_  
Date

