



Phelan Piñon Hills Community Services District

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SPECIAL & REGULAR BOARD MEETING

September 2, 2020

Phelan Community Center & Via Conference Call

4128 Warbler Road, Phelan, CA 92371

MINUTES

- Board Members Present:** Charlie Johnson, President
Kathleen Hoffman, Vice President
Rebecca Kujawa, Director
Deborah Philips, Director
Mark Roberts, Director
- Board Members Absent:** None
- Staff Present:** Lori Lowrance, Administrative Services Manager
Sean Wright, Water Operations Supervisor
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Aimee Williams, Administrative Technician II
- District Counsel:** Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 6:00 p.m.

Call to Order

President Johnson called the Meeting to order at 6:00 p.m.

Roll Call

All Directors were present at Roll Call.

1. Approval of Agenda

Vice President Hoffman moved to approve the Agenda. Director Philips seconded the motion. Motion passed unanimously.

2. Public Comment

a. **General Public** – None

b. **Community Reports** – None

- **School District** – Dr. Holman gave an update on the requirements for schools to open for in-person instruction. All students were provided with a Chromebook and they are waiting for more hotspots to arrive. They are also providing free meals daily to anyone 18 years or younger. Care Solace is available for mental health support.
- **Fire** – Battalion Chief Scott Tuttle gave an update on fires going on in California. He advised everyone to be safe and to be careful with sparks from equipment

and with having any fires right now. Advised to make sure you are prepared for an evacuation and have an emergency plan in place.

3. Consent Items

Director Roberts moved to approve the consent items. Director Kujawa seconded the motion. Motion passed unanimously.

4. Matters Removed from Consent Items – None

5. Presentations/Appointments – None

6. Continued/New Agenda Items – Action Items

a. First Reading of Ordinance No. 2020-02; Prohibiting Water Theft, Unauthorized Use, and Tampering

Staff Recommendation: For the Board to waive the first reading of Ordinance No. 2019-02; Prohibiting Water Theft, Unauthorized Use, and Tampering.

Ms. Lowrance presented this item.

Director Philips moved to approve the staff recommendation. Director Roberts seconded the motion. Motion passed unanimously.

b. Discussion and Possible Action Regarding Credit Card Fees and Late Fees

Staff Recommendation: For the Board to authorize staff to continue waiving the \$2 credit card fee for payments made online and over the phone and to continue to waive late fees through December 31, 2020.

Ms. Lowrance presented this item.

Director Phillips moved to approve the staff recommendation. Director Kujawa seconded the motion. Motion passed unanimously.

c. Update on the Proposed Phelan Park Expansion Project

Staff Recommendation: None

Ms. Ward presented this item and discussed the new website portal “Your Parks, Your Way.” The Community Workshop is September 9, 2020, and Stakeholder Meetings are September 15 & 17, 2020.

Ms. Lowrance gave an update on the progress with Steeno Design and KTUA. After the stakeholder meetings, the focus will be on the 5 acre parcel that has the approved CUP.

Mr. Cardenas is continuing to work with the engineers to obtain permission to abandon Sahara Road.

7. Committee Reports & Comments

a. Antelope Valley Adjudication Committee (Ad Hoc) – Nothing new to report.

- b. **Engineering Committee (Standing)** – Well 6B went down and is now a priority. Cleaned up the agenda and removed finished projects like Tank 6A.
- c. **Finance Committee (Standing)** – Nothing to report.
- d. **Legislative Committee (Standing)** – Discussed AB 235. Ken Anderson and Kimberly Cox will be running unopposed for open positions for MWA; Richard Hall is not running again.
- 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** –None

9. **Reports**

a. **Director Reports**

Kujawa – Nothing to report.

Philips – Toured the District in relation to the water loss issue.

Roberts – Nothing to report.

Hoffman – Nothing to report.

b. **President’s Report** – Mentioned the Zoom memorial for Carmen Scherubel on September 19, 2020.

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

11. **Review of Action Items**

a. **Previous Meeting** – Complete

Current Meeting – Ms. Ward will provide more information on AB 235.

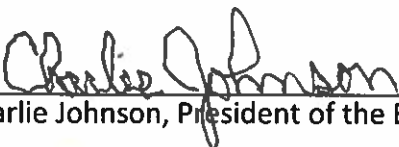
12. **Set Agenda for Next Meeting** – September 16, 2020

- Second Reading of Ordinance No. 2020-02
- Public Hearing & Adoption of Ordinance No. 2020-02
- District Logo

13. **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:43 p.m.


Link to Agenda Materials and Handouts: <http://www.pphcsd.org>



 Charlie Johnson, President of the Board

9-22-2020

 Date



 Aimee Williams, Administrative Technician II

9/22/2020

 Date