



# Phelan Piñon Hills Community Services District

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**REGULAR BOARD MEETING**  
**September 5, 2018**  
**Phelan Community Center**  
**4128 Warbler Road, Phelan, CA 92371**

**MINUTES**

**Board Members Present:** Mark Roberts, President  
Alex Brandon, Vice President  
Al Morrissette, Director  
Cathy Pace, Director  
Dan Whalen, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Kim Ward, HR Manager/Executive Secretary

**SPECIAL BOARD MEETING – 5:00 p.m.**

**Call to Order**

President Roberts called the Meeting to order at 5:00 p.m.

**Roll Call**

All Directors were present at Roll Call.

**1. Approval of Agenda**

The Agenda was approved.

**2. Public Comment – None**

**3. Recess to Closed Session**

The Board recessed to closed session at 5:01 p.m.

**Closed Session:** Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title: General Manager

**4. Return to Open Session – Notice of Reportable Action**

The Board returned to open session at 5:31 p.m.; no reportable action.

**5. Adjournment**

With no further business before the Board, the meeting adjourned at 5:32 p.m.

**BOARD MEETING – 6:00 p.m.****Call to Order**

President Roberts called the Meeting to order at 6:02 p.m.

**Roll Call**

All Directors were present at Roll Call.

**1. Approval of Agenda**

Director Whalen moved to approve the Agenda. Director Pace seconded the motion. Motion passed unanimously.

**2. Public Comment**

- a. **General Public** – Mr. Vogler regarding his water pressure and meter moving charges.
- b. **Community Reports**
  - **County Supervisor** – Susan Drake, Field Representative for Supervisor Lovingood, noted the upcoming Countywide Plan meetings which will be held in Phelan this month.
  - **Fire** – Chief Wetzel provided the calls for service for the months of July and August.
  - **Sheriff** – Sergeant Vaccari provided the call statistics for the month of August.
  - **Mojave Water Agency** – Richard Hall, Director on the MWA Board, noted a new feature on their website and provided an update on water legislation.

**3. Consent Items**

Director Morrisette moved to approve the Consent Items. Director Whalen seconded the motion. Motion passed unanimously.

**4. Matters Removed from Consent Items - None****5. Presentations/Appointments**

Tom Diehl with GreenPlay, Inc. provided a presentation on the findings of the information gathering portion of the parks and recreation master plan.

NOTE: This presentation is available online at [www.pphcsd.org](http://www.pphcsd.org)

**6. Continued/New Agenda Items – Action Items**

- a. **Discussion & Possible Action Regarding Commercial Solid Waste Rate Increase Deferral**  
Staff Recommendation: For the Board to accept the commercial solid waste rate increase deferral, as outlined in the letter from CR&R dated August 30, 2018, and to proceed with scheduling a Prop 218 notification process for 2019-2020 solid waste rates for commercial and residential customers.

Mr. Kennedy introduced this Item.

Consensus of the Board was to accept the staff recommendation.

- b. **Discussion & Possible Action Regarding Emergency Water Shortage Declaration by Sheep Creek Water Company**  
Staff Recommendation: None

Mr. Bartz provided the Board with an overview and update on the status of Sheep Creek Water Company's water shortage and how it affects the District.

- c. **Discussion & Possible Action Regarding Conflict of Interest Code**  
Staff Recommendation: For the Board to review Resolution No. 2016-17.

Mr. Bartz introduced this item.

Consensus of the Board was to modify Section 600-E with the updated reportable gift amount and to bring back the policy for adoption as part of the consent calendar at the next Board meeting.

- d. **Discussion & Possible Action Regarding General Manager's Salary & Contract**  
Staff Recommendation: None

President Roberts introduced this item.

Legal recommendation to change "total compensation" in the contract to "base salary" in accordance with legal requirements.

Vice President Brandon moved to approve contract as amended. Director Whalen second the motion. The motion passed 4-1 with Director Pace opposed.

7. **Committee Reports & Comments**

- a. **Engineering Committee (Standing)** – Nothing further.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing further.
- c. **Finance Committee (Standing)** – The meeting will be held on September 17, 2018, this month.
- d. **Legislative Committee (Standing)** – Nothing further.
- e. **Waste & Recycling Committee (Standing)** – Working with CR&R on Prop 218 process and on implementation of commercial collection and recycling program.
- f. **Conservation Committee (Ad Hoc)** – Has not met.
- g. **Adjudication Committee (Ad Hoc)** – A cost was incurred regarding information gathering.
- h. **Property Management Committee (Standing)** – Nothing further.

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

Nothing further to report.

9. **Reports**

a. **Director's Report**

Whalen – Noted he was encouraged to be moving along with the Park's Master Plan.

Pace – Nothing to report.

Morrisette – Nothing to report.

Brandon – Stated he was not surprised about the parks survey findings presented tonight. Last week, he attended CSDA's Finance Corporation's board meeting.

- b. **President's Report** – Noted he saw a TV with a scroll of events/information in a waiting room and that he liked the idea of the District implementing this.

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

11. **Review of Action Items**

- a. **Previous Meeting** – None
- b. **Current Meeting** – None

12. **Set Agenda for Next Meeting – September 19, 2018**

- Conflict of Interest Code
- Strategic Plan Review
- School Recycling Contest Awards

13. **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:30 p.m.

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

  
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Mark Roberts, President of the Board

9-28-18  
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Date

  
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Kim Ward HR Manger/Executive Secretary

9/28/18  
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Date