



Phelan Piñon Hills Community Services District

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REGULAR BOARD MEETING

September 16, 2020

Phelan Community Center & Via Conference Call

4128 Warbler Road, Phelan, CA 92371

MINUTES

Board Members Present: Charlie Johnson, President
Rebecca Kujawa, Director
Deborah Philips, Director
Mark Roberts, Director

Board Members Absent: Kathleen Hoffman, Vice President

Staff Present: Don Bartz, General Manager
Sean Wright, Water Operations Supervisor
George Cardenas, Engineering Manager
Jennifer Oakes, Conservation Program Administrator

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

Director Philips moved to approve the Agenda. Director Kujawa seconded the motion. Motion passed unanimously.

2. Public Comment

- a. General Public – None
- b. Community Reports – None

3. Consent Items

Director Roberts moved to approve the consent items. Director Philips 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. Second Reading of Ordinance No. 2020-02; Prohibiting Water Theft, Unauthorized Use, and Tampering

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

Mr. Bartz presented this item.

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

b. Public Hearing on Ordinance No. 2020-02; Prohibiting Water Theft, Unauthorized Use, and Tampering

President Johnson declared the public hearing open at 6:05 p.m.

1) Secretary's Report

Mr. Bartz reported the District received zero written protests, objections, or comments, Relating to Ordinance No. 2020-02.

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

Mr. Kennedy reported that Notice of Public Hearing was published in the Mountaineer Progress on August 27 2020, September 3, 2020, and September 10, 2020. Additionally, Notice was published in the District Office and on the District website August 27, 2020. The Ordinance has been available to view in the District office and on the District website. Compliance with all legal requirements for this hearing were within the manner and time specified in the Government Code.

3) Staff's Report

At the Board meeting on July 15, 2020, staff provided a presentation on instances of water theft in the District. At the August 5, 2020, Board Meeting, the Board reviewed the draft Water Theft Ordinance as prepared by the District's legal counsel. The Board also established what the administrative penalties would be and authorized staff to proceed with the process to adopt the Ordinance. At the September 2, 2020, Board meeting, the Board waived the first reading.

In order for the Ordinance to be adopted, a public hearing must first be held. After the public hearing and adoption of the Ordinance, the Ordinance will go into effect 30 days after adoption.

4) Public Comments, Protests, and Objections

None

Director Philips moved to close the public hearing. Director Kujawa seconded the motion. Motion passed unanimously.

c. Discussion & Possible Adoption of Ordinance No. 2020-02; Prohibiting Water Theft, Unauthorized Use, and Tampering

Staff Recommendation: For the Board to adopt Ordinance No. 2020-02; Prohibiting Water Theft, Unauthorized Use, and Tampering.

Director Philips moved to adopt Ordinance No. 2020-02. Director Roberts seconded the motion. Motion passed unanimously after a roll call vote as follows:

Hoffman: Absent
Johnson: Aye
Kujawa: Aye
Philips: Aye
Roberts: Aye

d. Discussion & Possible Adoption of Resolution No. 2020-11; Resolution to Enter into Negotiations with the Sheep Creek Mutual Water Company for the Purposes of Consolidating the Sheep Creek Mutual Water System with the Phelan Pinon Hills Community Services District

Staff Recommendation: For the Board to adopt Resolution No. 2020-11; Resolution to Enter into Negotiations with the Sheep Creek Mutual Water Company for the Purpose of Consolidating the Sheep Creek Mutual Water System with the Phelan Pinon Hills Community Services District.

After some discussion and a modification to the Resolution, Director Philips moved to adopt Resolution No. 2020-11 as amended. Director Kujawa seconded the motion. Motion passed unanimously.

e. Discussion & Possible Action Regarding the District's Logo

Staff Recommendation: Staff recommends for the Board to adopt a new District logo that will allow for less expensive production costs, easier usability, and more effective community outreach.

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

f. Discussion & Possible Action Regarding Redevelopment and Test Pumping of Well No. 9A

Staff Recommendation: Staff recommends for the Board to approve the attached scope of work for Well No. 9A redevelopment and test pumping in order to determine candidacy as a production well.

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

g. Discussion & Possible Adoption of Resolution No. 2020-12; Establishing District Policy No. 4140, "Revenue Policies and Procedures"

Staff Recommendation: Staff recommends for the Board to adopt Resolution No. 2020-12; Establishing District Policy No. 4140, "Revenue Policies and Procedures."

Director Kujawa motioned to approve staff recommendation. Director Philips seconded the motion. Motion passed unanimously.

7. Committee Reports & Comments

- a. **Antelope Valley Adjudication Committee (Ad Hoc)** – Nothing new to report.
- b. **Engineering Committee (Standing)** – Four projects currently being worked on including looking for a new well site. Ms. Oakes reported on the state water loss standards; the state is in the process of developing what an acceptable water loss standard is.
- c. **Finance Committee (Standing)** – Nothing to report.
- d. **Legislative Committee (Standing)** – Nothing to report.
- e. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- f. **Waste & Recycling Committee (Standing)** – Revenue was discussed this evening. The market has fallen out of recyclables. COVID has impacted events. A tire collection day will be coming up this fall.

8. **Staff and General Manager's Report** – Well 6b cleanup was successful. Water meter permits are averaging 10 per month and about 10-15 will serve requests each week. Growth is ramping up thus the need for additional well. Received the first royalty check from Circle Green.

9. Reports

a. Director Reports

- Kujawa** – Nothing to report.
- Roberts** – Nothing to report.
- Philips** – Nothing to report.

- b. **President's Report** – Noted the community workshop regarding the Phelan Park expansion and the stakeholder meetings so far. Noted the attendance levels and what he learned at the meetings. He wants to ensure what is built is used. The stakeholder meetings for sports is tomorrow. Noted the survey participation.

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

11. Review of Action Items

- a. **Previous Meeting** – Complete
- b. **Current Meeting** – Revenue Policy for Lease and Royalty Income

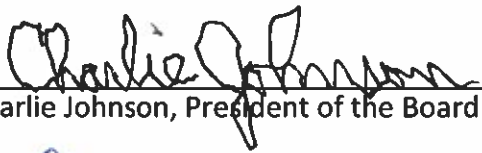
12. Set Agenda for Next Meeting – October 7, 2020

- Revenue Policy Regarding Lease and Royalty Income

13. Adjournment

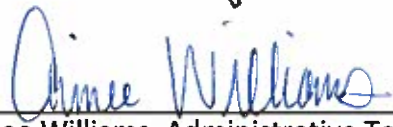
With no further business before the Board, the meeting was adjourned at 7:27 p.m.

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



Charlie Johnson, President of the Board

10-29-2020
Date



Aimee Williams, Administrative Technician II

10/29/2020
Date