



# Phelan Piñon Hills Community Services District

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**REGULAR BOARD MEETING**  
**September 19, 2018**  
**Phelan Community Center**  
**4128 Warbler Road, Phelan, CA 92371**

## MINUTES

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

**Board Members Absent:** Al Morrissette, Director

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

### BOARD MEETING – 6:00 p.m.

#### Call to Order

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

#### Roll Call

All but Director Morrissette were present at Roll Call.

#### 1. Approval of Agenda

Director Pace moved to approve the Agenda. Vice President Brandon seconded the motion. Motion passed unanimously.

#### 2. Public Comment

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

#### 3. Consent Items

Vice President Brandon moved to approve the Consent Items. Director Whalen seconded the motion. Motion passed unanimously.

#### 4. Matters Removed from Consent Items - None

#### 5. Presentations/Appointments

Presentations

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

- a. Discussion & Possible Action Regarding Ordinance No. 2015-03; Guidelines for the Conduct of District Public Meetings and Activities

Staff Recommendation: For the Board to review Ordinance No. 2015-03; Guidelines for the Conduct of District Public Meetings and Activities.

Mr. Bartz introduced this item.

The Board reviewed the Ordinance and determined no changes were necessary.

ACTION ITEM: Include review dates on bottom of Ordinances/Resolutions

**b. Review & Discussion Regarding the District's Strategic Plan**

Staff Recommendation: For the Board to review the District's strategic elements and goals outlines in the Strategic Plan and determine if any updates or revisions are necessary.

Ms. Ward introduced this item.

The Strategic Plan's vision to action table as amended will be brought back to the Board for approval.

**7. Committee Reports & Comments**

- a. **Engineering Committee (Standing)** – Has not met
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report
- c. **Finance Committee (Standing)** – The Audit is complete and will be presented to the Board at the next meeting.
- d. **Legislative Committee (Standing)** – Meets tomorrow (tentative)
- e. **Waste & Recycling Committee (Standing)** – Meets tomorrow at 8:00 a.m.
- f. **Conservation Committee (Ad Hoc)** – Has not met
- g. **Adjudication Committee (Ad Hoc)** – A cost was incurred regarding information gathering and it has been shared with another party and paid.
- h. **Property Management Committee (Standing)** – Nothing further

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

Mr. Bartz provided an update on Sheep Creek Water Company's water shortage. He also noted the test pump of an idle District well is in development. The Chromium-6 meeting with the state was changed and it appears they are still considering the 10 parts-per-billion standard.

**9. Reports**

**a. Director's Report**

**Brandon** – He will be at the CSDA conference the last week of September.

**Pace** – Noted the FP-5 expansion and how to view San Bernardino County's budget and how to protest the FP-5 expansion fee.

**Whalen** – May need to schedule special Engineering Committee meetings for the duration of his term due to scheduling conflicts.

- b. President's Report** – He will be attending ACWA conference in November.

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

**11. Review of Action Items**

- a. **Previous Meeting** – None
- b. **Current Meeting**
  - Add review dates on ordinances/resolutions
  - Potential special Engineering Committee meeting

12. Set Agenda for Next Meeting – October 5, 2018

- Strategic Plan Action Table
- Acceptance of 2017/2018 Audit
- Discussion regarding out of boundary water service for District-owned properties residing in Sheep Creek Water Company boundaries

13. Adjournment

With no further business before the Board, the meeting was adjourned at 6:46 p.m.

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

  
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Mark Roberts, President of the Board

10-4-18  
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Date

  
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Kim Ward HR Manger/Executive Secretary

10/4/2018  
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Date