



# Phelan Piñon Hills Community Services District

4176 Warbler Road • P. O. Box 294049 • Phelan, CA 92329-4049 • (760) 868-1212 Fax (760) 868-2323

## REGULAR BOARD MEETING

October 2, 2019

Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371

## MINUTES

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

### BOARD MEETING – 6:00 p.m.

#### Call to Order

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

#### 2. Public Comment

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

- **Fire** – Chief Wetzel provided the call statistics for the month of September. He reminded everyone to clean their fireplaces in advance of winter. He also noted that zero clearance fire places are not for heating homes, just for mood setting. County Fire will be at Phelan Phun Day.
- **Sheriff** – Sergeant Vaccari provided the call statistics for the month of September. He has noticed an increase in stolen vehicles due to the lower temperatures and people starting their cars and leaving them unattended. He noted that most insurance policies will not cover a stolen vehicle if the keys were in them. He noted that 911 calls for home alarms increase in bad weather.
- **School District** – Dr. Holman, Superintendent of Snowline Joint Unified School District, noted that Saturday Academies have commenced. The next one is October 5th, which is Phelan Phun Day. The School District has 15 entries in the parade. At

the State of the County Schools address, all 13 of Snowline’s schools were recognized, including the above average graduation rate. He noted that JPL in Wrightwood is offering field trip opportunities.

- **C.E.R.T.** – Bonnie Butler stated C.E.R.T. meetings are the first Wednesday of each month at Sierra View Mobile Home Park. The most recent training class had 35 students. Signups for spring training classes are open. She provided packets about the Great American Shakeout coming up. C.E.R.T. will be at Phelan Phun Day and will have a raffle for a preparedness kit and a small preparedness knife.

### 3. Consent Items

Director Roberts moved to approve the Consent Items as amended. Director Philips seconded the motion. Motion passed unanimously.

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

### 5. Presentations/Appointments

Ms. Ward presented Piñon Hills Elementary School, Phelan Elementary School, and The Heritage School with recycling awards.

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

#### a. Discussion & Possible Action Regarding the Election of District Officers

Staff Recommendation: For the Board to elect a new President for the remainder of 2019.

Ms. Lowrance introduced this item.

Director Philips nominated Director Johnson to serve as President. Director Hoffman nominated Director Roberts to serve as Vice President. Director Roberts nominated Director Hoffman as Vice President. After a brief discussion, Director Roberts moved to elect Director Johnson as President and Director Hoffman as Vice President for the remainder of this year and for 2020. Director Philips seconded the motion. Motion passed unanimously.

#### b. Discussion & Possible Action Regarding Committee Assignments

Staff Recommendation: For the Board to appoint Directors to vacant committee positions for the remainder of 2019.

Ms. Lowrance introduced this item.

After some discussion, Vice President Hoffman moved to appoint President Johnson to the Mojave and Antelope Valley Adjudication Committees, Director Philips to the Waste & Recycling Committee, Director Roberts to the Property Management Committee, and Vice President Hoffman to the Finance Committee. Director Roberts seconded the motion. Motion passed unanimously.

#### c. Discussion & Possible Action Regarding Replacement of Vacated Board Seat

Staff Recommendation: For the Board to proceed with filling the vacant Board seat according to the timeline and process presented below.

Ms. Ward introduced this item and recommended the following process:

1. Notify the elections office of vacancy on October 3, 2019.
2. Post Notice of Vacancy on District website and at the District Office, Phelan Community Center, and Pinon Hills Community Center.

3. Advertise vacancy in the Mountaineer Progress on October 10, 2019, & Daily Press on October 13, 2019; advertisements will request letters of interests/resumes to be turned into the District by October 25, 2019.
4. Hold a special Board meeting before the regular Board meeting on November 6, 2019, to interview candidates.
5. During the November 6, 2019, regular Board meeting, potentially appoint new Board member.

After some discussion, consensus of the Board was to appoint an ad hoc committee to manage the filling of the vacant position comprised of Vice President Hoffman and Director Philips, and to follow the staff recommended process and timeline. Additionally, a special Board meeting may be scheduled before November 6, 2019, depending on the number of applicants.

**d. Discussion & Possible Adoption of Resolution No. 2019-16; Approving Application(s) for Per Capita Grant Funds**

Staff Recommendation: For the Board to adopt Resolution No. 2019-16; Approving Application(s) for Per Capita Grant Funds.

Ms. Ward introduced this item.

After some discussion, Director Philips moved to adopt Resolution No. 2019-16. Vice President Hoffman seconded the motion. A roll call vote was conducted with all Directors in the affirmative. Motion passed unanimously.

**e. Discussion & Possible Adoption of Resolution No. 2019-17; Government Banking Public Unit Resolution and Master Signature Authorization,**

Staff Recommendation: For the Board to approve Resolution No. 2019-17; Government Banking Public Unit Resolution and Master Signature Authorization Agreement.

Ms. Lowrance introduced this item.

Vice President Hoffman moved to adopt Resolution No. 2019-17. Director Roberts seconded the motion. Motion passed unanimously.

**7. Committee Reports & Comments**

- a. **Antelope Valley Adjudication Committee (Ad Hoc)** – Nothing to report.
- b. **Engineering Committee (Standing)** – Has not met since last Board meeting.
- c. **Finance Committee (Standing)** – Nothing further to report.
- d. **Legislative Committee (Standing)** – Nothing further to report.
- e. **Mojave Adjudication Committee (Ad Hoc)** – Nothing to report.
- f. **Parks, Recreation & Street Lighting Committee (Standing)** – Moving forward on the grant. Working on water feature ideas for the park.
- g. **Property Management Committee (Standing)** – Nothing further to report.
- h. **Waste & Recycling Committee (Standing)** – Nothing further to report.

**8. Staff and General Manager's Report** – Nothing to report.

**9. Reports**

**a. Director Reports**

**Hoffman** – Nothing new to report.

**Roberts** – Inquired about moving funds in the District's investment account; discussion.

**Philips** – Attended the ASBCSD monthly meeting.

- b. **President's Report** – Attended the ASBCSD monthly meeting. Attended the CSDA conference. Wants to inform the community more about the District's accomplishments; discussion.

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

11. **Review of Action Items**

- a. **Previous Meeting** – None
- b. **Current Meeting**
  - Report on District's investments

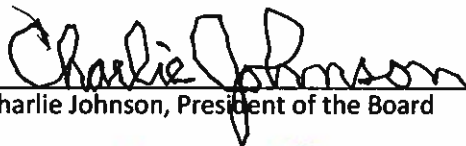
12. **Set Agenda for Next Meeting** – October 16, 2019


- Future Item: January: Review and Discuss the Board's committee structure
- Future Item: Purchase of a District Vehicle
- Well 8 Update

13. **Adjournment**

With nothing further before the Board, the meeting adjourned at 7:23 p.m.

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

  
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Charlie Johnson, President of the Board

  
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Date

  
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Kim Ward, HR Manager/Executive Secretary

  
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Date