



Phelan Piñon Hills Community Services District

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**REGULAR BOARD MEETING
October 16, 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: Don Bartz, General 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

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. Vice President Hoffman seconded the motion. Motion passed unanimously.

2. Public Comment

- a. **General Public** – Mr. Hayes introduced himself to the Board; he is applying for the vacancy. He thanked Mr. Bartz for the tour of the District.
- b. **Community Reports** – None

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

6. Continued/New Agenda Items – Action Items

- a. **Review & Discussion Regarding SB998**

Staff Recommendation: None

Ms. Ward provided a presentation on SB998.

No action taken; not an action item.

b. Discussion & Possible Action Regarding Entering into a Professional Services Agreement (PSA) for the District's Water Rates & Capacity Fee Study with IB Consulting, Inc.

Staff Recommendation: For the Board to approve entering into a PSA with IB Consulting, Inc. for the District's Water Rate and Capacity Fee Study.

Ms. Ward introduced this item.

Director Roberts moved to approve staff's recommendation. Vice President Hoffman seconded the motion. Motion passed unanimously.

c. Discussion & Possible Action Regarding Board Vacancy

Staff Recommendation: None; this item was placed on the agenda in the event discussion or clarification of the process is necessary.

After a discussion, consensus of the Board was to hold a Special Board Meeting on November 6, 2019, at 4:00 p.m. to interview candidates. The Board requested for the Board Vacancy Committee to develop the interview questions which will not be given out to the candidates beforehand. After the questions are ready, send one-way email with the questions to the Board only. The Committee will narrow down the applicants to interview to five after the application deadline, however, the Board will see all of the applications. The Board can change interview date, if necessary, if they want to interview others not in the Committee recommendation. An agenda item to interview will be on the special and regular Board meeting agendas.

7. Committee Reports & Comments

- a. **Antelope Valley Adjudication Committee (Ad Hoc)** – Nothing to report.
- b. **Board Appointment Committee (Ad Hoc)** – Nothing to report.
- c. **Engineering Committee (Standing)** – Met and worked on the CIP which will be reviewed by the Board in December. Will schedule a special Engineering Committee meeting, tentatively on October 23, 2019.
- d. **Finance Committee (Standing)** – Met last week and reviewed the draft audit report.
- e. **Legislative Committee (Standing)** – Legislative Committee meeting tomorrow has been cancelled.
- f. **Mojave Adjudication Committee (Ad Hoc)** – Nothing to report.
- g. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- h. **Property Management Committee (Standing)** – Special meeting next Thursday.
- i. **Waste & Recycling Committee (Standing)** – Meeting tomorrow at 8am.

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

Staff is working with PUC and Race. The District received \$100k so far for line locating reimbursements. Race was granted \$450k for line relocating and will be paying 50% of what they owe next week. Mr. Bartz reported that PFOS are non-detect in the District's water. He is meeting with state staff regarding PFOS and Chromium-6, as well as attending his CSDA committee meetings. He will also be meeting with CAMWC.

9. Reports

a. Director Reports

Hoffman – Nothing new to report.

Roberts – Nothing to report.

Phillips – Nothing to report.

- b. **President’s Report** – Attended the SCWC meeting. Discussion regarding attending those meetings.

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

11. **Review of Action Items**

- a. **Previous Meeting** – Report on the District’s investments
- b. **Current Meeting**
 - Send candidate questions to the Board.

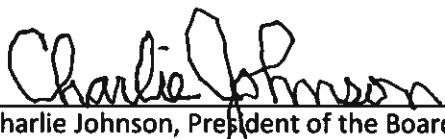
12. **Set Agenda for Next Meeting** – October 16, 2019

- Presentation and possible acceptance of the 2019/2020 Audit
- Discussion & Possible Action Regarding Assessment Credits
- Rules and Regulations
- Appointment of a New Director
- Review of Engineering CIP
- Schedule for the Rate Study

13. **Adjournment**

With nothing further before the Board, the meeting adjourned at 7:10 p.m.

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



 Charlie Johnson, President of the Board

11-13-19

 Date



 Kim Ward, HR Manager/Executive Secretary

11/13/2019

 Date