



Phelan Piñon Hills Community Services District

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SPECIAL & REGULAR BOARD MEETING
November 6, 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
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

SPECIAL BOARD MEETING – 4:00 p.m.

Call to Order

President Johnson called the Meeting to order at 4:00 p.m.

Roll Call

All Directors were present at Roll Call.

1. Approval of Agenda

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

2. Public Comment

- a. **General Public** – None
- b. **Community Reports** – Susan Drake, Field Representative for Supervisor Lovingood, noted a winter traffic meeting to be held in Wrightwood tomorrow at 10 a.m. Received a few calls about fast traffic on Phelan Roads and Captain DeLong will be increasing monitoring. Ordinance regarding short term rentals. Received word that the Newcastle outbreak has almost been resolved.

3. Continued/New Agenda Items

a. Interview of Candidates for Vacant Board Position

President Johnson read a letter from Al Morrissette advising the Board that he was withdrawing his name from the list of candidates.

The following candidates were interviewed: Mike McGrath, Chuck Hays, Rebecca Kujawa, Scott Brown, Johnathon Cisneros, Latif Laari, Harry Wright, & Jim Conkle.

b. Discussion & Possible Action Regarding Appointment & Swearing-In of New Director for the District's Board of Directors

This item was continued into the regular Board meeting.

4. Adjournment

With no further business before the Board, the meeting adjourned at approximately 5:45 p.m.

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

Mr. Bartz requested to move Items 6c and 6d after Item g. Vice President Hoffman moved to approve the Agenda as amended. Director Philips seconded the motion. Motion passed unanimously.

2. Public Comment

a. General Public – None

b. Community Reports

- **Mojave Water Agency** – Richard Hall gave an overview of the Mojave adjudication. The Oeste hearing meeting is November 19, 2019 from 2:00 p.m. – 3:00 p.m.
- **Fire** – Chief Wetzel provided the call statistics for the month of October and reminded everyone that it is fire season and that fire season is really year round. Stated little rain is predicted until after the first of the year.
- **Sheriff** – Sergeant Vacarri provided the call statistics for the month of October.
- **C.E.R.T.** – Bonnie Butler with Phelan/Pinon Hills Cert. Meetings are the first Wednesdays of the month at 10200 Johnson Rd at Sierra View Mobile Home Park. Upcoming CERT classes will be held in Helendale in January. More classes are to be held in spring of 2020.

3. Consent Items

Director Roberts requested to remove Item 3c. Director Philips moved to approve the remaining consent items. Director Roberts seconded the motion.

4. Matters Removed from Consent Items

Item 3c will be brought to a special Board meeting on November 13, 2019.

5. Presentations/Appointments

6. Continued/New Agenda Items – Action Items

a. Discussion & Possible Action Regarding the 2018/2019 Comprehensive Annual Financial Report (Audit)

Staff Recommendation: For the Board to accept the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2019, as presented by Fedak & Brown, LLP.

Chris Brown, from Fedak & Brown, LLP presented the 2018/2019 CAFR.

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

b. Discussion & Possible Adoption of Resolution No. 2019-18; Adopting Assessment District Credit Allocations

Staff Recommendation: For the Board to adopt Resolution No. 2019-18; Adopting Assessment District Credit Allocations.

Mr. Bartz introduced this item.

Habib Isaac with IB Consulting provided a brief presentation on this item and overview of what the assessment credits are for.

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

c. Continuation of Interview of Candidates for Vacant Board Position

Note: This item was moved after 6g.

Staff Recommendation: None.

Mr. Bartz introduced this item.

Director Roberts nominated Chuck Hays to continue on in the interview process.
Director Philips nominated Mike McGrath to continue on in the interview process.
Vice President Hoffman nominated Rebecca Kujawa to continue on in the interview process.

The nominees will move forward into a secondary interview to be held at a special Board meeting on November 13, 2019, at 4:00 p.m.

d. Discussion & Possible Action Regarding Appointment & Swearing-In of New Director for the District's Board of Directors

Note: This item was moved after 6g.

Staff Recommendation: For the Board appoint a new Director to fill the vacant Board seat should they determine it to be the appropriate course of action.

This item was continued to a special meeting on November 13, 2019.

e. Discussion & Possible Action Regarding Emergency Response Plan as a Result of Edison Outages and Possible Authorization to Purchase Power Generators

Staff Recommendation: For the Board to discuss and direct staff on how to proceed with addressing the Edison outages.

Mr. Wright & Mr. Bartz introduced this item.

After some discussion, this item will be brought back with additional information at a future Board meeting.

f. Discussion & Possible Action Regarding Purchase of a District Vehicle

Staff Recommendation: For the Board to approve the purchase of a new, 2020 Chevrolet Silverado pick-up truck from SoCal Penske Chevrolet.

Mr. Bartz introduced this item.

After some discussion, Director Philips moved to approve the staff recommendation. Director Roberts seconded the motion. Motion passed unanimously.

g. Discussion & Possible Action Regarding Enterprise Capital Improvement Plan

Staff Recommendation: None

Mr. Bartz introduced this item

After some discussion, Vice President Hoffman moved to approve the Enterprise Capital Improvement Plan. Director Philips seconded the motion. Motion passed unanimously.

7. Committee Reports & Comments

- a. **Antelope Valley Adjudication Committee (Ad Hoc)** – Noted the bill received and that there is an appeal in process.
- b. **Board Appointment Committee (Ad Hoc)** – Nothing to report.
- c. **Engineering Committee (Standing)** – Noted the CIP presented tonight.
- d. **Finance Committee (Standing)** – Noted the audit and rate study.
- e. **Legislative Committee (Standing)** – Nothing to report.
- f. **Mojave Adjudication Committee (Ad Hoc)** – Nothing to report.
- g. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- h. **Property Management Committee (Standing)** – Houses on Dairy property are getting cleaned up.
- i. **Waste & Recycling Committee (Standing)** – Nothing further to report.

8. Staff and General Manager's Report – Working on the plans to self-serve; scheduled for construction in December during the school district's winter break.

9. Reports

a. Director Reports

Philips – Attended TAC meeting at MWA and ASBCSD meeting. Also attended the Women in Water, Inland Empire meeting,

Roberts – Nothing to report.

Hoffman – Nothing to report.

b. President's Report – Nothing to report.

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

11. Review of Action Items

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

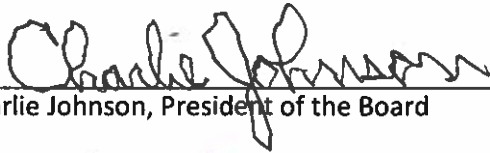
12. Set Agenda for Next Meeting

- Special Meeting on November 13, 2019, at 6:00 p.m.
 - Continued Interviews and Appointment of New Director
 - Discussion of Ordinance for Rules and Regulations for Water Service
- November 20, 2019
 - First Reading of Ordinance No. 2019-02
 - Plans to Provide Water Service the District Office and Phelan Park

13. Adjournment

With nothing further before the Board, the meeting adjourned at 7:27 p.m.

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



Charlie Johnson, President of the Board



Date



Kim Ward, HR Manager/Executive Secretary



Date