



Phelan Piñon Hills Community Services District

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**REGULAR BOARD MEETING
December 18, 2019
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371**

MINUTES

Board Members Present:	Charlie Johnson, President Kathleen Hoffman, Vice President Rebecca Kujawa, Director 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

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 Roberts seconded the motion. Motion passed unanimously.

2. Public Comment

- General Public – None
- Community Reports – None

3. Consent Items

Director Roberts moved to approve the Consent Items. Vice President Hoffman 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. 2019-02; Enabling Water Rates, Fees & Charges, & Establishing the Rules & Regulations for Water Service within the District**
Staff Recommendation: For the Board to waive the second reading of Ordinance No. 2019-02,

Mr. Bartz introduced this item.

Director Philips moved to waive the second reading of Ordinance No. 2019-02. Vice President Hoffman seconded the motion. Motion passed unanimously.

- b. **Public Hearing on Ordinance No. 2019-02; Enabling Water Rates, Fees & Charges, & Establishing the Rules and Regulations for Water Service within the District**

President Johnson declared the public hearing on Ordinance No. 2019-02 open at 6:04 p.m.

1) Secretary's Report on Written Protests, Objections, and Comments

Mr. Bartz reported the District received zero written protests, objections, or comments, relating to Ordinance No. 2019-02.

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

Mr. Kennedy reported the Notice of Hearing was published in the Mountaineer Progress on November 27th, December 5th, & December 12th, 2019. Additionally, the Notice of Hearing was published on the District's website, and made available in the District office, on November 21, 2019. Compliance with all legal requirements for this hearing were within the manner and time specified in the Government Code.

3) Staff's Report

Mr. Bartz stated the District is revising its policy that enables water rates, fees & charges, and establishes the rules and regulations for water service within the District, primarily as a result of SB998 regarding disconnection of water service. This is the first update since the District adopted its policy in 2017.

Mr. Bartz stated staff issued the draft Ordinance at the November 6, 2019, Board meeting. A special meeting was held on November 13, 2019, where the draft Ordinance was reviewed by the Board and the changes recommended by the Board and legal counsel were incorporated into the Ordinance. The first reading of the Ordinance was waived on November 20, 2019, and the second reading was waived this evening. A complete copy of the Ordinance has been available on the District's website and in the District office.

Mr. Bartz stated that 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

a. Any person may address the Board on the Ordinance

There were no public comments, protests, or objections.

b. Staff responses to comments, protests, and objections

No response was necessary as there were no comments, protests, or objections.

Vice President Hoffman moved to close the public hearing. Director Philips seconded the motion and the public hearing was declared closed at 6:06 p.m.

c. Discussion & Possible Adoption of Ordinance No. 2019-02; Enabling Water Rates, Fees & Charges, & Establishing the Rules & Regulations for Water Service within the District & Possible Adoption of Ordinance No. 2019-02; Enabling Water Rates, Fees & Charges, & Establishing the Rules & Regulations for Water Service within the District

Staff Recommendation: For the Board to adopt Ordinance No. 2019-02; Enabling Water Rates, Fees & Charges, and Establishing the Rules & Regulations for Water Service within the District.

Mr. Bartz introduced this item.

After some discussion, Vice President Hoffman moved to adopt Ordinance No. 2019-02 and authorize staff to publish a summary of the Ordinance. Director Roberts seconded the motion. Motion passed unanimously.

d. Review & Discussion Regarding the 2020/2021 Budget Schedule

Staff Recommendation: For the Board to review the attached draft 2020/2021 budget timeline and determine if modifications are necessary.

Mr. Bartz introduced this item.

Consensus of the Board was to approve the schedule as amended.

Note: The schedule is on the District's website at www.pphcsd.org

e. Discussion & Possible Approval of Well 10 Rehabilitation & Development

Staff Recommendation: For the Board to authorize rehabilitation and additional development of Well No. 10 for an estimated amount of \$130,000.

Mr. Bartz introduced this item & Mr. Wright provided a presentation.

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

f. Discussion & Possible Action Regarding Call for Candidates for the Association of San Bernardino County Special Districts' Board of Directors

Staff Recommendation: Should the Board desire to nominate a Director for the position of Director on the Association of San Bernardino County Special Districts' Board of Directors, staff recommends for the Board to adopt Resolution No. 2019-20.

Mr. Bartz introduced this item.

Director Philips requested to be nominated. President Johnson moved to approve Resolution No. 2019-20 with Director Philips as the nominee. Director Roberts seconded the motion. Motion passed unanimously.

g. Update on the District's Water Rate & Capacity Fee Study

Staff Recommendation: None

Mr. Bartz introduced this item.

No action taken; not an action item.

h. Overview & Discussion Regarding the Board's Role in the Proposition 218 Process

Staff Recommendation: None

Mr. Kennedy presented and overview of the Proposition 218 process followed by a Board discussion.

No action taken; not an action item.

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)** – Nothing to report.
- d. **Finance Committee (Standing)** – The Budget schedule and Board expenses were discussed.
- 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)** – Nothing to report.
- i. **Waste & Recycling Committee (Standing)** – Nothing to report.

8. Staff and General Manager's Report – Mr. Bartz noted the District's waterline project is moving forward.

9. Reports

a. Director Reports

Philips – Attended safety awards luncheon.

Roberts – Waste & Recycling Committee meeting is tomorrow.

Kujawa – Nothing to report.

Hoffman – Nothing to report.

b. **President’s Report** – Could not attend the safety awards luncheon.

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

11. **Review of Action Items**

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


12. **Set Agenda for Next Meeting**

- January 1, 2020, Board Meeting is cancelled.
- January 8, 2019, Special Board Workshop & Meeting
 - o District Committees
 - o Board Governance
 - o Director Expenses/Training

13. **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:53 p.m.

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



Charlie Johnson, President of the Board

2-25-2020

Date



Kim Ward, HR Manager/Executive Secretary

2/25/2020

Date