



# Phelan Piñon Hills Community Services District

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## PROPERTY MANAGEMENT COMMITTEE MEETING

February 26, 2019 – 10:00 a.m.

PPHCSD Office

4176 Warbler Road, Phelan, CA

### MINUTES

**Committee Members Present:** Director Hoffman, Chair  
President Brandon

**Staff Present:** Don Bartz, General Manager  
Kim Ward, HR Manager/Executive Secretary

1. **Call to Order**  
President Brandon called the meeting to order at 10:12 a.m.
2. **Roll Call**  
All Committee members were present.
3. **Approval of Agenda**  
President Brandon moved to approve the Agenda. Director Hoffman seconded the motion. The Agenda was approved as presented.
4. **Public Comment** – None
5. **Approval of Minutes** – January 22, 2019  
Director Hoffman moved to approve the Minutes. President Brandon seconded the motion. All were in favor and the motion carried.
6. **Discussion Regarding Administration Building**  
Tom Steeno was in attendance and reviewed site plan.
7. **Discussion Regarding Piñon Hills Community Center Lease with Fire Department**
8. **Discussion Regarding Parking Lot Lease with Piñon Hills Chamber of Commerce**  
**ACTION ITEM:** Letter to Piñon Hills Chamber regarding the lease
9. **Review of District Owned Properties**
10. **Update on Leased Properties**  
**ACTION ITEM:** List of properties by APN with cross streets and description coded to map
11. **Staff Report**
12. **Set Agenda for Next Meeting** – March 26, 2019

**13. Adjournment**

With no further business before the Committee, the meeting adjourned at 12:00pm

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