



# Phelan Piñon Hills Community Services District

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## PROPERTY MANAGEMENT COMMITTEE MEETING

April 23, 2019 – 10:00 a.m.

PPHCSD Office

4176 Warbler Road, Phelan, CA

### MINUTES

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

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

1. **Call to Order**  
Director Hoffman called the meeting to order at 10:00 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** – March 28, 2019  
Director Hoffman moved to approve the Minutes as amended. President Brandon seconded the motion. All were in favor and the motion carried.
6. **Discussion Regarding Administration Building**
7. **Discussion Regarding Piñon Hills Community Center Lease with Fire Department**
8. **Discussion Regarding Parking Lot Lease with Piñon Hills Chamber of Commerce**  
NOTE: Item #8 discussed before Item #6.  
  
Ms. Weston was in attendance on behalf of the Chamber of Commerce.
9. **Review of District Owned Properties**
10. **Update on Leased Properties**
11. **Staff Report** – Nothing further to report.
12. **Committee Comments**  
Discussion regarding need for new lease with Pinon Hills Chamber of Commerce
13. **Review of Action Items**

- Definition of sublease from District Counsel
- Email District Counsel the lease and request revision to insurance and sublease section with automatic remedy

14. **Set Agenda for Next Meeting** – May 28, 2019

15. **Adjournment**

With no further business before the Committee, the meeting adjourned at approximately 10:30 a.m.

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