

REGULAR BOARD MEETING MINUTES

January 10, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Chuck Hays, President
Greg Snyder, 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
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
David Noland, Finance Supervisor
Jen Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

President Hays called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Director Kujawa seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – Public comment was given by Peter Barnes.

b) Community Reports

- **Federal Representative** – Sonia Miranda, Field Representative for Congressman Obernolte, provided an update on the federal budget, the border, and legislation.
- **State Representative** – Victor Hernandez, Field Representative for State Senator Roscilicie Ochoa-Bogh, provided an update on the state budget, legislation, and the upcoming bill submittal deadline.

- **School District** – Ryan Holman, Superintendent for SJUSD, provided an update on school district activities and programs, and also offered a training opportunity to the Directors.

3) **Consent Items**

Director Kujawa moved to approve the consent items. Director Roberts seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items** – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action to Approve the Purchase of GIS Mobile Application Software and Integration Services**

Staff Recommendation: For the Board to approve the purchase of GIS mobile application software and integration services from ElementXS, Novotox, LLC in the amount of \$82,000.

Mr. Cardenas introduced this item.

President Hays moved to approve the staff recommendation. Director Roberts seconded the motion. Motion carried 5-0.

b) **Review & Discussion Regarding the 2024/2025 Budget Schedule**

Staff Recommendation: For the Board to review the draft 2024/2025 budget timeline and determine if modifications are necessary.

Mr. Noland introduced this item.

Board consensus was to approve the schedule as amended.

c) **Discussion & Possible Adoption of Resolution No. 2024-01; Authorizing Staff to Execute and Take Actions Approved by the Applicant's Board of Directors Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program**

Staff Recommendation: For the Board to adopt Resolution No. 2024-01.

Ms. Sevy presented this item.

Vice President Snyder moved to adopt Resolution No. 2024-01. Director Philips seconded the motion. Motion carried 5-0.

d) **Discussion & Possible Approval to Complete and Submit Forms Required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program**



Staff Recommendation: For the Board to authorize staff to complete and submit the attached forms required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program.

Ms. Sevy presented this item.

Director Roberts moved to approve the staff recommendation. Director Kujawa seconded the motion. Motion carried 5-0.

e) **Review of Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to review Ordinance No. 2023-03.

Mr. Bartz presented this item.

No action taken; not an action item.

f) **Review of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training**

Staff Recommendation: For the Board to review Resolution No. 2023-04.

Mr. Bartz introduced this item.

No action taken; not an action item.

g) **Discussion & Possible Action Regarding Amendments to Section 3.4.3 “Compensatory Time Off” (“Comp Time”) of the District’s Personnel Manual**

Staff Recommendation: None

Mr. Bartz presented this item.

Director Philips moved to modify Section 3.4.3.C. as proposed by Ms. Sevy during the meeting. Vice President Snyder seconded the motion. Motion carried 5-0.

h) **Update on Solid Waste Program Implementation**

Staff Recommendation: None

Ms. Sevy provided an update on this item.

No action taken; not an action item.

i) **Update on the Proposed Civic Center & Phelan Park Expansion**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.



7) Committee Reports/Comments

- a) **Engineering Committee (Standing)** – Meets next Wednesday. The February meeting will be held the first week of the month to accommodate the Budget Workshop.
- b) **Finance Committee (Standing)** – A special meeting will be held on January 23, 2024.
- c) **Legislative Committee (Standing)** – Nothing to report.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – Nothing to report.

8) Staff and General Manager's Report

Mr. Cardenas provided an update on the Phelan Road bridge repair project. Mr. Wright reported the new well will be operational next week.

9) Reports**a) Director's Report**

- Kujawa** – Nothing to report.
- Philips** – Nothing to report.
- Roberts** – Nothing to report.
- Snyder** – 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) **Prior Meeting Action Items** – None
- b) **Current Meeting Action Items** – None

12) Set Agenda for Next Meeting

- Regular Board Meeting – January 24, 2024

13) Recess to Closed Session

The Board recessed to Closed Session at 6:23 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: Circle Green, Inc.

Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: San Bernardino County Fire Protection District

Under Negotiation: Price & Terms of Use Agreement

14) **Return to Open Session** – Announcement of Reportable Action

The Board returned to open session at 6:51 p.m. Mr. Kennedy reported that in respect to the second closed session item, the Board unanimously approved the Use Agreement and authorized execution of the Agreement; no other reportable action was taken.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:51 p.m.

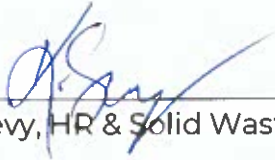
Agenda materials can be viewed online at www.pphcsd.org



Chuck Hays, President of the Board



Date



Kim Sevy, HR & Solid Waste Manager/District Clerk



Date

