

## **REGULAR BOARD MEETING MINUTES**

June 26, 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  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operations Manager  
David Noland, Finance Supervisor/Accountant  
Jennifer Oakes, Executive Management Analyst  
Aimee Williams, Asst. Board Clerk/Administrative Specialist

**District Counsel:** Steve Kennedy, General Counsel

## **SPECIAL 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** – None
- b) **Community Reports** – None

### **3) Consent Items**

President Hays asked to pull Item D for discussion. Director Roberts moved to approve the remaining Consent Items. Vice President Snyder seconded the motion. Motion carried 5-0.

**4) Matters Removed from Consent Items**

After discussion, President Hays moved to approve Item D. Director Philips seconded the motion. Motion carried 5-0.

**5) Presentations/Appointments – None****6) Continued/New Agenda Items****a) Discussion & Possible Approval of Resolution No. 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025**

Staff Recommendation: For the Board to approve Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025.

Mr. Bartz introduced this item.

Director Roberts moved to approve Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025. Director Philips seconded the motion. Motion carried 5-0.

**b) Public Hearing on the 2024/2025 Budget**

President Hays declared the public hearing open at 5:08 pm.

**1) Secretary's Report**

Mr. Bartz reported that there were zero written protests, objections, or comments on the Proposed Adoption of the Final Budget for fiscal year ending June 30, 2025.

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

The Attorney, Mr. Kennedy, reported notice of public hearing was published in the Mountaineer Progress on June 6, June 13, and June 20, 2024. The notice was posted in the District office and on the District website on June 6, 2024. Copies of the 2024/2025 Budget were made available in the District office and on the District website in compliance with all legal requirements for the hearing.

**3) Staff's Report**

Mr. Bartz reported the Board reviewed the draft budget detail at several public meetings, including the District Finance Committee meetings, workshops, and Board Meetings held February 21, March 28, April 3, and June 18. The budget schedule was made available online, in the newspaper, and in the office to encourage public attendance.

Staff made changes, as recommended by the Board, throughout the process, and the various draft budgets were made available to the public for review on the District website, in agenda packages, and in the District office.

**4) Public Comment, Protests, and Objections**

There were no public comments, protests, or objections.

Director Philips moved to close the public hearing. Director Kujawa seconded the motion. Motion carried 5-0 and the public hearing was closed at 5:10 p.m.

c) **Discussion & Possible Adoption of Resolution No. 2024-10; Adopting the Budget for Fiscal Year Ending June 30, 2025**

Staff Recommendation: For the Board to adopt Resolution No. 2024-10; Adopting the Budget for Fiscal Year Ending June 30, 2025.

Mr. Bartz introduced this item.

Director Kujawa moved to adopt the Budget for Fiscal Year Ending June 30, 2025. Vice President Snyder seconded the motion. Motion carried 5-0.

d) **Discussion & Possible Action Regarding Contract Amendment for Bid Support Services with Wallace Group**

Staff Recommendation: For the Board to approve the Contract Amendment with Wallace Group for Bid Support Services for the Phase 1 Civic Center / Emergency Operations Center (EOC) Project

Mr. Cardenas introduced this item.

Vice President Snyder moved to approve the Contract Amendment for Bid Support Services with Wallace Group. President Hays seconded the motion. Motion carried 5-0.

e) **Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project**

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)** – Met last week. Discussed the water system and the implementation of a water meter assistance program.
- b) **Finance Committee (Standing)** – Met last week. Reviewed the final draft budget.
- c) **Legislative Committee (Standing)** – Met June 11th but there was no quorum.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met last month.
- e) **Waste & Recycling Committee (Standing)** – Met last week. Received an update on uniform collection and route contamination.

8) **Staff and General Manager's Report**

Nothing further to report.

9) **Reports**

- a) **Director's Report**  
**Kujawa** – Nothing to report.



**Philips** – Attended CSDA Legislative Days. Discussed ballot initiative 1935 and the issues it would cause for government agencies, but it will not be on the ballot. Also attended ASBCSD where water usage and use of native plants was discussed.

**Snyder** – Nothing to report.

**Roberts** – 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**

- Provide the Board with two years of disbursement history for fuel purchases, food purchases, training and conference purchases, and the policies and procedures related to those items.
- Add an update on the economics of the two PPHCSD Projects

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – July 10, 2024

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:32 p.m.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)

One potential case

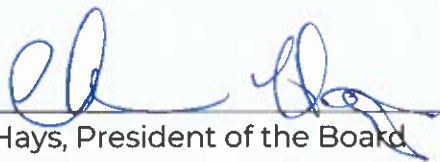
14) **Return to Open Session** – Announcement of Reportable Action

The Board returned to open session at 6:10 p.m. The Board considered a claim that was presented against the District by Frontier. The Board unanimously voted to reject the claim and instructed Counsel to send notice of the rejection to the Claimant and gave directions to Staff for further handling. There was no other reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:10 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)



Chuck Hays, President of the Board

7/23/24

Date



Aimee Williams, Assistant Board Clerk

7/24/24

Date

